



Matthew Dunlap  
Secretary of State

*Department of  
the Secretary of State  
Bureau of Motor Vehicles*

*Division of Enforcement,  
Anti-Theft and Regulations*

Patty A. Morneault  
Deputy Secretary of State

David W. Guilmette  
Director, Division of Enforcement,  
Anti-Theft and Regulations

Dear Lien Holder or Lessor:

A copy of an application for a Maine Certificate of Title (form MVT-2) that was submitted by a customer is attached for your reference. You are listed as either the first lien holder or the owner (lessor) of the vehicle described on the application.

This vehicle is now registered in Maine. Before our office can issue a new Maine title, it is necessary for us to obtain the current out-of-state title certificate for this vehicle. If this title document is in your possession, please forward it as soon as possible to:

**Bureau of Motor Vehicles  
Division of Enforcement,  
Anti-Theft and Regulations  
Title Section  
Attention: Pending Clerk  
#29 State House Station  
Augusta, Maine 04333-0029**

To help us match the title to the customer's application, please send us a photocopy of the yellow "**lien holder copy**" of the application for Maine certificate of title with the out-of- state title.

When we receive the title, the Bureau of Motor Vehicles will properly record both the lien and owner information as shown on the attached copy of the application. Please do not sign a lien release, if you are remaining as lien holder of record. The new Maine title will be mailed to the first lien holder or owner (if no lien), whichever is the appropriate party. The original title will be returned to the issuing state for cancellation from their records.

If you are unable to forward the title to us, please contact our office in writing or via fax at (207) 624-9254. It would be very helpful to our office staff to make reference to the CTA number in the upper right corner of the application for certificate of title when contacting us.

Thank you for your assistance with completing this customer's title transaction.



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**INSTRUCTIONS FOR TITLE APPLICATIONS  
TITLE SECTION**

As your out of state title certificate is being held by the lending institution who is financing your vehicle, or your lessor's vehicle, it will be necessary to delay issuance of a Maine title in your name or the lessor's name until the original title is obtained.

Attached is a letter requesting the lien holder or lessor to send the title certificate directly to the Bureau of Motor Vehicles in Augusta. Please mail the letter TODAY along with the YELLOW copy of your application for Maine title.

Your application for Maine title cannot be processed without the original title. It is important for you to send the request for the title without delay.

Thank you for your cooperation in this matter.