



*Department of  
the Secretary of State*

**Bureau of Motor Vehicles**

Dear Lienholder 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 lienholder 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  
Title Section  
Attention: Pending Clerk  
29 State House Station  
Augusta, ME 04333-0029**

To help us match the title to the customer's application, please send us a photocopy of the yellow "**lienholder 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 lienholder of record. The new Maine title will be mailed to the first lienholder or owner (if no lien), whichever is the appropriate party.

If you are unable to forward the title to us, please contact our office in writing or via fax at (207) 624-9254. It will 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.