



# REQUEST OF TITLE FROM LIENHOLDER TO DMV



## LIENHOLDERS OR LEASING COMPANY INFORMATION

Lienholder/Leasing Co. Street Address, Including City, State,  
and Zip Code

LIENHOLDER/LEASING COMPANY NAME

## CUSTOMER'S EMAIL

FIRST OWNER

SECOND OWNER

COMPLETE MAILING ADDRESS

VEHICLE VIN#

VEHICLE MAKE, MODEL, YEAR

CUSTOMER PHONE #

CHOOSE LOCATION: Lienholder is to mail this form and the title to the DMV location selected by customer

\_\_\_ DOVER DMV: 303 Transportation Circle, Dover, DE 19901 or PO Box 698, Dover, DE 19903

\_\_\_ DEL CITY DMV: 2101 Mid County Dr. New Castle, DE 19720

\_\_\_ WILMINGTON DMV: 2230 Hessler Blvd New Castle, DE 19720

\_\_\_ GEORGETOWN DMV: 23737 Dupont Blvd Georgetown, DE 19947

**REASON FOR REQUEST:** I am (we are) applying for the following on the above-described vehicle:  
(select reason below)

\_\_\_ Delaware title and registration (out of state vehicles require VIN verification / inspection)

\_\_\_ Change of name due to marriage, court order, etc. Any transfers, (i.e. adding or dropping a name),  
require a signed letter of permission from the lien holder/leasing company.

\_\_\_ Change of Delaware license plate.

- In order to obtain a Delaware title and registration for the first time, the Division must have the **original out-of-state title.**
- In order to change a name or license plate number on a Delaware title, the Division must have the **original Delaware title**
- The Division must have a **notarized power of attorney** from the lessor to the lessee to sign the title application for any vehicle **being leased.**
- **Upon receipt of the above, a new Delaware title listing you as lienholder/leasing company will be issued and mailed to you.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## INSTRUCTIONS FOR MV35

### **NAME AND ADDRESS OF LIENHOLDER/LEASING CO:**

- Print the name and address of your lienholder/leasing company, bank, credit union or finance company.

### **OWNER OF THE VEHICLE'S INFORMATION:**

- Print your email, name and Delaware address, the vehicles VIN# (Serial No.), make, model, year of your vehicle and your phone number.

### **CHOOSE THE DMV LOCATION FOR LIENHOLDER/LEASING CO TO MAIL YOUR TITLE TO:**

- **Dover, Del City, Wilmington, or Georgetown**

### **REASON FOR THE REQUEST:**

- Check the appropriate block for which you are requesting your title.

**SIGNATURE OF APPLICANT:** Sign your name(s)

Mail or Fax the completed form to your lienholder/leasing company. Please call your lienholder/leasing company for the correct mailing address or fax number and the name of the person and/or department that the form should be mailed/faxed to.

### **DO NOT mail this form to the Division of Motor Vehicles.**

*Once the Division of Motor Vehicles receives your existing title from your lienholder/leasing company, we will contact **you by email if provided on this form or by post card.** You will be able to go to the location selected and process your transaction.*

***Titles will only be held for a maximum of 60 days.***

***For questions and inquiries on the status of your title, you may email [DMVCustomerService@delaware.gov](mailto:DMVCustomerService@delaware.gov) or call your local office:***

Wilmington - 302-434-3200      Dover - 302-744-2500  
Delaware City - 302-326-5000      Georgetown - 302-853-1000