

Date: February 8, 2024

To: All Funding Recipients

From: Joshua Lombay – Non-Profit Reimbursement Program

Subject: DDC Vehicle Lien Removal Process

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The following steps are taken to remove a DDC lien applied to a vehicle, purchased by a non-profit organization:

1. The funding recipient will send a request to DDC to have its lien removed from their vehicle(s). The request must include the following details: Vehicle Identification Number (VIN), year, make, & model. Also include copies of the DMV Certificate(s) of Title showing DDC as the lienholder. For this request to be fulfilled, DDC will verify that their lien was placed on the vehicle(s) **and** reimbursement was issued to the funding recipient at least 5 years ago, to comply with the performance term of the funding agreement.
2. Once DDC verifies that the contract requirements of the vehicles are satisfied, they will prepare a lien release letter, addressing the DMV Title Bureau, that the funding recipient has fulfilled its obligations to the agency and the agency releases the lien on the vehicle. The letter will reference the vehicle details mentioned in Step #1. The letter is signed, notarized, and then mailed to the funding recipient.
3. When the funding recipient receives the signed lien release letter, they will fill out NYS DMV Form MV-902, Application for Duplicate Title (a link to the form is provided below). Check off the box that shows that an **original lien release** is included with the application, complete Sections 1 & 2 of the application, include any applicable documentation, as per Sections 3 & 4, and mail them, along with the original lien release letter(s), **original** Certificate of Title(s), & a \$20 check or money order for each application (payable to Commissioner of Motor Vehicles), to the NYS DMV Title Bureau.
4. Once the DMV receives the information mentioned in Step #3, they will review it and when accepted, a new Certificate of Title is issued to the funding recipient with the DDC lien removed. To confirm that the lien was removed, go to the DMV Check Title or Lien Status page (a link is provided below) and enter the required vehicle information.

Application for Duplicate Title: <https://dmv.ny.gov/forms/mv902.pdf>

Check Title or Lien Status:

[https://process.dmv.ny.gov/TitleStatus/?\\_ga=2.222548636.605564474.1579272272-2084567578.1569506237](https://process.dmv.ny.gov/TitleStatus/?_ga=2.222548636.605564474.1579272272-2084567578.1569506237)

Cc: David Varoli  
Irene Kaptzis