

WHAT IS THE MOTOR VEHICLE TEMPORARY LIEN PROGRAM?

- The Motor Vehicle Temporary Lien Program began on July 1, 1998. This program establishes a procedure in the Office of the Secretary of State for temporarily recording a lien on a motor vehicle prior to the issuance by the Department of Revenue of a certificate of title evidencing that lien.
- If a manufacturer's statement of origin or an existing certificate of title on a motor vehicle is unavailable, a first lienholder or his designee may file with the Division of Business Services a notarized copy of an instrument creating and evidencing a lien on the motor vehicle
- The proper filing of such a document with the Division of Business Services constitutes constructive notice of the lien against the motor vehicle described therein to creditors of the owner, subsequent purchasers and encumbrancers, except liens that are by law dependent on possession.
- Constructive notice is effective from the time of the filing of the document creating and evidencing the lien.

- A temporary lien properly filed with the Division of Business Services automatically terminates after 180 days or upon being otherwise perfected, whichever occurs first. After 270 days, the temporary lien documents are purged from the filing system and destroyed.

HOW DO I RECORD A MOTOR VEHICLE TEMPORARY LIEN?

- The following information must be submitted to the Division of Business Services:
 - 1. A completed cover sheet, form SS-4258;**
 - 2. A notarized copy of the instrument creating and evidencing the lien; and**
 - 3. Payment of the \$10 filing fee (checks made payable to Tennessee Secretary of State).**
- An acknowledgment/receipt will be provided for each properly filed motor vehicle temporary lien.

WHERE CAN I OBTAIN THE REQUIRED COVER FORM?

- The Division of Business Services provides copies of form SS-4258 upon request. The form can be filled in and printed (or simply printed) from our website (www.state.tn.us/sos/).

HOW CAN I OBTAIN INFORMATION ON FILED TEMPORARY LIENS?

A searchable online MVTL database is available at our Internet website. The Division's site may be accessed via the Secretary of State's home page at:
<http://www.state.tn.us/sos/>

Information about filed temporary liens is also available from the Division of Business Services as follows:

- 1. Information Listing Search.** Upon written request, the Division of Business Services will issue a certificate identifying any (or no) current temporary liens on file with the Secretary of State relative to a particular debtor. The information includes the date/time of filing, the Secretary of State's temporary lien control number, the vehicle identification number, and the name of the lienholder. The fee for this service is \$10 per requested debtor.

2. **Copy Search.** Upon written request for a search by debtor (or specified temporary lien control number(s) relating to one debtor), the Division of Business Services will provide copies of current temporary liens (all pages) at a fee of \$10 plus \$1 per page.

3. **Cover Sheet Search.** Upon written request for a cover sheet search by debtor (or specified temporary lien control number(s) relating to one debtor), the Division of Business Services will provide copies of cover sheets of current temporary liens at a fee of \$10 plus \$1 per page.

4. **Telephone/Counter Inquiry.** Current database information will be provided orally over the telephone or in person at no charge.

Search requests unaccompanied by an adequate payment amount or no prepayment will be invoiced, with payment due within 60 days.

COUNTER SERVICE

Customers may obtain m.v. temporary lien services in person during regular business hours (8:00 a.m. until 4:30 p.m. (CST) Monday - Friday). The Motor Vehicle Temporary Lien Unit is located on the 6th floor of the William R. Snodgrass Tower, 312 Eighth Avenue North, Nashville, TN.

MAILING ADDRESS

Tennessee Dept. of State
Division of Business Services
M.V. Temporary Lien Section
6th Floor, Snodgrass Tower
312 Eighth Avenue North
Nashville, TN 37243

TELEPHONE NUMBER

For other assistance on motor vehicle temporary lien services, please contact us at:

(615) 741-0529

DIVISION E-MAIL ADDRESS

Business.Services@ state.tn.us

DIVISION FAX NUMBER

(615) 741-7310

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**Tennessee
Department of State**

**Division of Business
Services**

**Motor Vehicle
Temporary Lien
Services**

Secretary of State