

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF MOTOR VEHICLES



Date:

Dear Lien Holder:

The DC Department of Motor Vehicles (DMV) would like to expedite the registering and titling of your client's vehicle in the District of Columbia. Mail the following documents to the DC Department of Motor Vehicles Service Center location checked below:

- Original Certificate of Title**
- Security Interest Filing** (*if applicable*).

**Enter Lien Amount:**      ,    .

When all applicable title fee(s) have been received, a District of Columbia Certificate of Title, including the lien information, will be mailed directly to the Lien Holder. If your client does not title the vehicle within 60 days of DMV receiving the title, the out of state title will be returned to the Lien Holder.

**Please Note:** Any transactions that are accompanied by ANY FORM OF PAYMENT should be sent to, Attn: DC DMV Processing Center 95 M Street, SW Washington, DC 20024.

Sincerely,

DC Department of Motor Vehicles

<b>Owner/Lessee Full Name:</b> (Last, First, Middle, Suffix)						
<b>Co-Owner/Lessee Full Name:</b> (Last, First, Middle, Suffix)						
<b>Account Number:</b>						
<b>E-mail Address:</b>				<b>Telephone Number:</b>		
<b>Title Number:</b>		<b>State</b>	<b>Vehicle Identification Number</b>		<b>Make</b>	<b>Year</b>

**DMV Service Center Locations** (Mail the original documents to the service center checked below)

DMV GEORGETOWN SERVICE CENTER 3222 M Street, NW Washington, DC 20007-3621	DMV BENNING RIDGE SERVICE CENTER 4525 Benning Road, SE Washington, DC 20019-5150	DMV RHODE ISLAND SERVICE CENTER 2350 Washington Place, NE Suite 112N Washington, DC 20018-1071	DMV SOUTHWEST SERVICE CENTER 95 M Street, SW Washington, DC 20024-3622
<b>MAILING ADDRESS</b> Department of Motor Vehicles Georgetown Service Center ATTN: Title Services 3222 M Street, NW Washington, DC 20007-3621	<b>MAILING ADDRESS</b> Department of Motor Vehicles Benning Ridge Service Center ATTN: Title Services 4525 Benning Road, SE Washington, DC 20019-5150	<b>MAILING ADDRESS</b> Department of Motor Vehicles Rhode Island Service Center ATTN: Title Services 2350 Washington Place, NE Suite 112N Washington, DC 20018-1071	<b>MAILING ADDRESS</b> Department of Motor Vehicles Southwest Service Center ATTN: Title Services P. O. Box 90120 Washington, DC 20090-0120
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please visit our website [www.dmv.dc.gov](http://www.dmv.dc.gov) or call 311 in DC or 202-737-4404 for additional information.  
To report waste, fraud, or abuse by any DC government agency or official, call the Office of the DC Inspector General at 1-800-521-1639.