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

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**DMV Service Center Locations**

<table>
<thead>
<tr>
<th>DMV GEORGETOWN SERVICE CENTER</th>
<th>DMV BENNING RIDGE SERVICE CENTER</th>
<th>DMV RHODE ISLAND SERVICE CENTER</th>
<th>DMV SOUTHWEST SERVICE CENTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>3270 M Street, NW</td>
<td>4525 Benning Road, SE</td>
<td>2350 Washington Place, NE</td>
<td>95 M Street, SW</td>
</tr>
<tr>
<td>Washington, DC 20007-3621</td>
<td>Washington, DC 20019-5150</td>
<td>Suite 112N</td>
<td>Washington, DC 20024-3622</td>
</tr>
</tbody>
</table>

**MAILING ADDRESS**

- Department of Motor Vehicles
- Georgetown Service Center
- ATTN: Title Services
- 3270 M Street, NW
- Washington, DC 20007-3621

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Please visit our website 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.