



## Procedure to add a lien

All customers that need to add a lien to an existing New Jersey title must file a financing statement (ISM/SS-85C) with the New Jersey MVC. This can be done by visiting any local MVC Agency. If you are an out-of-state lien holder you can apply through the mail. Only out-of-state lien holders can apply through the mail, all NJ lien holders must go to their local agency. All forms and titles **must be original**; no copies of any kind can be accepted. No cash can be accepted through the mail, only checks or money orders made payable to NJMVC.

The following information is needed to add a lien to a vehicle:

1. The original New Jersey Title
2. A check or money order for \$85.00 payable to the MVC
3. The completed financing statement form SS-85C. The SS-85C **must be** completed by the owner and co-owner (if applicable) **not the lien holder**. The instructions are as follows:
  - Line 1 – If lien holder is a company, a 15 digit corpcode number is required as well as the company's name. If the applying lien holder does not have a corpcode this can be applied for through the mail or in person at a MVC agency. If the lien holder is an individual, their NJ Driver License number and name is required.
  - Line 2 – Complete address, including street, city, state and zip
  - Line 3 – Date the lien is applied
  - Line 4 – Make, year and body type of the vehicle
  - Line 5 – Full VIN number and model of the vehicle
  - Line 6 – Control number of the NJ title
  - Line 7 – Owner of the vehicle as well as their driver's license or corpcode number, and signature is required. This information is not the same as the lien holder and if there are two owners, such as a co-owner, their information is also needed
  - Line 8 – Owner printed name
  - Line 9 – Owner's address, city, state and zip code
  - Line 10 – Date of which the owner filled out their information

**NOTE:** If two liens are being requested, a 2<sup>nd</sup> SS-85C is required and the top of the form must have "Second Lien" noted on it. The same directions as the first lien are to be followed but instead of a \$85.00 check for a single lien the new amount would be \$110.00.



# Motor Vehicle Commission

## FINANCING STATEMENT

**Please Print or Type Information**

Fee: \$85.00

(Original New Jersey Title Must Accompany this Application)

I hereby certify that I have entered into a security agreement affecting the article described below, with

\_\_\_\_\_  
Driver License Number or Corpcode (Lienholder) (NAME OF LIENHOLDER)

\_\_\_\_\_  
Address City State Zip Code

Dated \_\_\_\_\_

\_\_\_\_\_  
Make of Vehicle Year Body Type

\_\_\_\_\_  
Identification Number Model

This Statement is presented to the Chief Administrator of the Motor Vehicle Commission of the State of New Jersey together with Certificate of Ownership No. \_\_\_\_\_ pursuant to R.S. 39:10-11C as amended.

\_\_\_\_\_  
Driver License Number or Corpcode (Owner) Signature of Owner

\_\_\_\_\_  
Name of Owner (Print)

\_\_\_\_\_  
Address City State Zip Code

\_\_\_\_\_  
Date

Unless this statement, with the certificate of ownership for the article, is presented to the Chief Administrator of the New Jersey Motor Vehicle Commission, or his/her agent, for filing, there shall be the same result of failure to file as provided in Chapter 9 of Title 12A of the New Jersey Statutes.