



Liens

Motor Vehicles Division

3-18-2025



Revision History

Effective Date of SOP: 3/18/25	SOP Number: G.06
Functional Area Name: Motor Vehicles	Division Name: Titles
Last Review Date: 3/14/2025	Last Reviewer: Tiffany Doane, Motor Vehicle Manager
Next Review Date: 3/14/2026	Next Reviewer: Motor Vehicle Manager
Executive Approval Date: 3/18/2025	Approved By: Caitlin Owen, Chief Development & Support Officer

Overview

This Standard Operating Procedure (SOP) covers the processes of adding and releasing liens.

Purpose

This document provides step-by-step procedures for Title Consultants follow when processing lien transactions.

Policy Statement

These procedures apply to TCs helping customers in the SOK Storefront with title transactions and working in the back-office processing mail-in title work.

Compliance

OAC 670:20-41 – Liens

LO Manual Page 123- 130 – Liens

Systems

System	Function
OneLink	Platform for storing customer information and processing Motor Vehicles transactions
Laserfiche	Image storage database where customer-submitted documents are stored – accessible through OneLink
Microsoft Teams	Messaging and file sharing platform used for communication between the Storefront and Building 16.



Roles

Role	Responsibilities
Title Consultant (TC)	Processes title work in-store with customers or in back-office via mail.
MV Supervisor	Available to answer questions or resolve issues that arise during the standard processing of title work.
Central Processing Division (CPD)	Receives, sorts, and scans incoming customer mail to forward to titling department. Sends all outgoing mail, including printing and mailing titles.



Procedures

Process #1: Adding a Lien to a Title

Purpose: To add an active lien to an Oklahoma title and issue a new title

Background:

This example follows adding a lien to an existing **Ownership Account** and issuing a new title with the lien added to it.

This process can be performed by Title Consultants in the SOK Storefront in the Motor Vehicles back offices.

Process Step-by-Step:

1. From the **Ownership Account**, click the **I Want To** button

The screenshot displays the Oklahoma Motor Vehicle system interface. It is divided into three main sections: Ownership, Registration, and Vehicle. The Ownership section shows details for a 2020 CHEV SPARK, including the owner's name (CHELSAE GROTHE) and address. The Registration section shows an 'Expires Soon' warning and details for the current registration, including the title number (810013054621), plate (TA - NTC468), and expiration date (30-Apr-2026). The Vehicle section shows details for the 2020 SPARK, including the body style (Red) and the lienholder (FLAGSHIP CREDIT ACCEPTANCE). Below these sections are tabs for Open Tasks and Recent Notes, both of which are currently empty. At the bottom of the interface is a navigation bar with various tabs, including Vehicle, Attributes, CRM, Task, Financial, and Web. A blue arrow points to the 'I Want To' button in the bottom right corner of the interface.

2. Click **Revised Title Application**

The screenshot shows a 'Titling' menu with three options: 'Revised Title Application', 'Vehicle Operator Communication Impairment', and 'Change Owner Name and Title Assignment'. A blue arrow points to the 'Revised Title Application' option, which is highlighted with a mouse cursor.

3. Select the vehicle and click **Next**.

The screenshot shows the 'Vehicle Title' form. On the left, there is a 'Vehicle Title' sidebar with a 'Title Search' input field and a 'Please Select a Vehicle' button. A blue arrow points from this button to the 'Next' button at the bottom right of the form. The main area contains fields for 'License Plate #', 'Title #', and 'Vehicle ID' (which is populated with 'KL8CA6SA2LC464552'). Below these fields, vehicle details are listed: '2020 CHEV SPARK', 'VIN: KL8CA6SA2LC464552', 'Non-Commercial: NTC468', 'Expires: 4/30/2026', 'Title #: 810013054621', and 'Owner: CHELSAE GROTHE'. At the bottom, there are 'Cancel', 'Available Inventory', and 'Next >' buttons. A blue arrow points to the 'Next >' button.

4. From the drop-down menu under **Title Action**, select **Add Lien**.

The screenshot shows the 'Select Changes' form. The 'Title Action' dropdown menu is open, and a blue arrow points to the 'Add Lien' option. The form contains several sections: 'VIN' (KL8CA6SA2LC464552), 'Registration Class' (Automobile), 'Titled As' (CHELSAE GROTHE), and 'Owner Address' (396811 W 2900 RD LOT 23 OCHELATA OK 74051-2467). Below these, there are fields for 'Title Type' (Required), 'Electronic Title?' (No/Yes), and 'NMVTIS Override'. A 'Refresh NMVTIS Results' link is also present. At the bottom, there are sections for 'Change Vehicle Information?' and 'Add Miscellaneous Fees?', each with 'No' and 'Yes' options.

5. Enter the **Previous Title Number** and select and necessary changes. Click **Next**.



Select Changes

VIN: KL8CA6SA2LC464552 Registration Class: Automobile Titled As: CHELSAE GROTHE [Preview Title](#)

Owner Address: 396811 W 2900 RD LOT 23 OCHELATA OK 74051-2467

Title Action: **Add Lien** Title Type: Standard Title Electronic Title?: ☒ No ☐ Yes

Previous Title Number: 810013054621 Previous Title Jurisdiction: Oklahoma

Loss/Salvage Date: ☐ NMVTIS Override [Refresh NMVTIS Results](#)

Changes

Add or Change Liens? ☒ No ☐ Yes ☐ Lien Added Prior To Application

Change Address? ☒ No ☐ Yes

Change Vehicle Information? ☒ No ☐ Yes

Add Miscellaneous Fees? ☒ No ☐ Yes

[History](#) [Next](#)

Note: If releasing a lien, click the Edit Lien box and add the Release Date

Debtor Name: GROTHE, CHELSAE Debtor Address: 396811 W 2900 RD LOT 23 OCHELATA OK 74051-2467

Lienholder ID: LH002248 Lienholder Type: BUSINESS

Lienholder Name: FLAGSHIP CREDIT ACCEPTANCE

Lienholder Address: PO BOX 314 WILMINGTON OH 45177-0314

Execution Date: 31-Mar-2023 Delivery Date: 13-Apr-2023 Perfection Date: 31-Mar-2023 Release Date: ☐ Edit Lien

6. Fill in the Required Lien Information According to the Lien entry Form ([MV 21-A](#))

- Debtor Name and Address
- Lienholder Name and Address
- Execution Date (if no execution date is given, use the current date)



Debtor Name
GROTHE, CHELSAE

Debtor Address
396811 W 2900 RD LOT 23 OCHELATA OK 74051-2467 Verified

Lienholder ID
LH003875

Lienholder Type
BUSINESS

Lienholder Name
REGENT BANK

Lienholder Address
1900 NW EXPRESSWAY STE 100 OKLAHOMA CITY OK 73118-1807

Execution Date
30-Apr-2026

Delivery Date
30-Apr-2026

Release Date

[+ Add a Record](#)

Note: Lienholders can be searched either using a **Lienholder ID** or **Zip Code**

Lienholder Search

Sort by Lienholder ID OR Lienholder zip code.

Lienholder ID

Zip Code
 Required

☒ No Lienholder ID

Search

From a **Zip Code** search, select from all listed lienholders in the area.



Lienholder Search

Sort by Lienholder ID OR Lienholder zip code.

Lienholder ID

Zip Code

☒ No Lienholder ID

Lienholder Not Found **Search**

Lienholder ID	Name	Physical Address	Mailing Address	Location Type
LH004314	SIMMONS BANK	6301 WATERFORD BLVD OKLAHOMA CITY OK 73		Primary
LH014443	JEFF CRAIN AS SUCCESSOR TRUSTEE	6307 WATERFORD BLVD STE 260 OKLAHOMA CIT		Primary
LH010530	ADVANCIAL FEDERAL CREDIT UNION	815 NW 58TH ST OKLAHOMA CITY OK 73118-59		Primary
LH001079	VALLIANCE BANK	1601 NW EXPRESSWAY STE 100 OKLAHOMA CIT		Primary
LH010207	DYNO ENERGY LLC	832 NW 50TH ST OKLAHOMA CITY OK 73118-60		Primary
LH006352	INVESTRUST, TRUSTEE	5100 N CLASSEN BLVD STE 620 OKLAHOMA CITY		Primary
LH007383	DAVID DITTELMIER	3601 N BLACKWELDER AVE OKLAHOMA CITY OK		Primary
LH005755	CHRISTOPHER B. MOCK SUPPLEMEN	5100 N CLASSEN BLVD STE 620 OKLAHOMA CITY		Primary
LH008820	LARRY D AUGUSTUS	245 NW 34TH ST OKLAHOMA CITY OK 73118-86		Primary
LH004357	RED ROCK DISTRIBUTING COMPANY	1 NW 50TH ST OKLAHOMA CITY OK 73118-7507		Primary
LH002699	FIRST NATIONAL BANK OF OKLAHOI	5101 N WESTERN AVE OKLAHOMA CITY OK 7311		Primary
LH003875	REGENT BANK	1900 NW EXPRESSWAY STE 100 OKLAHOMA CIT		Primary
LH016055	AUTOMOTIVE REDISTRIBUTION SALE	4906 N SANTA FE AVE OKLAHOMA CITY OK 7311		Primary
LH015714	MANUEL HUINAC SAC	1509 NW 30TH ST APT 208 OKLAHOMA CITY OK		Primary
LH012984	FERNANDO PEREZ	1417 NW 48TH ST OKLAHOMA CITY OK 73118-4		Primary
LH003707	FIRST NATIONAL BANK OF OKLAHOI	5101 N WESTERN AVE OKLAHOMA CITY OK 7311		Branch

16 Rows

7. Click Next

Debtor Name GROTHE, CHELSAE **Debtor Address** 396811 W 2900 RD LOT 23 OCHELATA OK 74051-2467 **Verified**

Lienholder ID LH003875 **Lienholder Type** BUSINESS

Lienholder Name REGENT BANK

Lienholder Address 1900 NW EXPRESSWAY STE 100 OKLAHOMA CITY OK 73118-1807

Execution Date 30-Apr-2026 **Delivery Date** 30-Apr-2026 **Release Date**

[+ Add a Record](#)

Next

8. Make any necessary changes to vehicle information



Vehicle Details

VIN	KL8CA6SA2LC464552	Registration Class	AUTOMOBILE	Unladen Weight	0
Year	2020	Make	CHEV	Model	SPARK
				Body Type	HB
Color	Red				
No Changes Have Been Made					
Delivery					
Delivery Method					

9. Make any necessary changes to owner information. Click **Next**.

Owner Information

Primary Owner Type	Individual		
First Name	Middle Name	Last Name	Suffix
CHELSAE		GROTHER	
Title Assignment Line 1			
CHELSAE GROTHE			
Title Assignment Line 2			
Primary Owner Address			
396811 W 2900 RD LOT 23 OCHELATA OK 74051-2467			
Validated			



10. Add any miscellaneous fees.

Note: This example was processed in the back-office and the customer did not provide copies of the Lien Entry Form, so they will be charged a **Mail Fee** and a **Lienholder Notification Fee**

Misc Fees

Are there Miscellaneous Fees?

☐ No ☒ Yes

Inspection

☐ VIN/Odometer ☐ Rebuilt ☐ On Site

Insurance and Notification

☐ Insurance ☒ Lienholder Not. ☐ MH Cancellation

Tire Fees

19.5" & under: 0 Non-auto Over 19.5": 0 Motorcycle: 0

Mail Fees

Mail: 1 Mail Plate: 0

Other Fees

Notary: 0

Printout: 0 Reprint: 0 Reprint Boat: 0

Donation

Organ Donor (\$): 0.00

ntory < Previous Next >

11. The next window will show a preview of the title, any changes made will be reflected in red. Click **Next**.

STATE OF OKLAHOMA					
VEHICLE IDENTIFICATION NUMBER KL8CA6SA2LC464552		TITLE NO.		DATE ISSUED	
YEAR 2020	MAKE CHEV	MODEL SPARK	COLOR Red	BODY TYPE HB	ODOMETER 39937 Actual
LO NO. M8800	APPLICATION DATE 4/30/2026	DATE 1st SOLD		TYPE OF TITLE Add Lien	
HiddenWord®					
MAILING ADDRESS					
FLAGSHIP CREDIT ACCEPTANCE PO BOX 314 WILMINGTON OH 45177-0314					
NAME AND ADDRESS OF VEHICLE OWNER					
CHELSAE GROTHE 396811 W 2900 RD LOT 23 OCHELATA, OK 74051-2467					
THE VEHICLE IS SUBJECT TO THE FOLLOWING LIEN(S):					
3/31/2023 FLAGSHIP CREDIT ACCEPTANCE					
4/30/2026 REGENT BANK					
<small>According to the records of the Service Oklahoma, the person named herein is the owner of the vehicle described above which is subject to a lien(s) as shown; however, the vehicle may be subject to other liens or security interests.</small>					
CONTROL NO. XXXXXXXX					
(This is not a title number)					

12. The following page is a summary of the activity and the payment amount. If any changes are necessary, go back by clicking on the activity buttons on the left side of the window. Click **Submit**.



VIN : KL8CA6SA2LC464552

Title Action : Add Lien

Title Type : Standard Title

Lienholder(s) : 2

Lienholder Name : FLAGSHIP CREDIT ACCEPTANCE



Lienholder Name : REGENT BANK

Address : 396811 W 2900 RD LOT 23 OCHELATA OK 74051-2467

Title Fee : \$21.00

Miscellaneous Fees : \$4.66

Total Fees : \$25.66

story   **Submit**

13. Receipt the transaction.

14. From the CRM tab, click **Quick Print** to print receipts for this transaction.

Note: See [Appendix B](#) for instructions on allocating receipts.

Vehicle

CRM

Task

Financial

Web

Q

Letters

Notes

Indicators

Email Address

Attachments

Renewal Notice Option

Letters

Ad

Quick Print

Browse

Show History

Letter ID	Letter Type	Account ID	Account Type	Filing Period	Requested	Last Issued	
L0869892504	Lien Release Forms	NTC468	Ownership		30-Apr-2026		
L2143428328	Motor Vehicle Certificate of Registration	NTC468	Ownership		01-Apr-2024	01-Apr-2024	
L0508554472	Renewal Notice - Standard	NTC468	Ownership		23-Feb-2024	23-Feb-2024	
L0126224552	Green Standard Title	NTC468	Ownership		26-Apr-2023	26-Apr-2023	
L0166637736	Motor Vehicle Certificate	NTC468	Ownership		25-Apr-2023	25-Apr-2023	
L1911468200	Motor Vehicle Certificate	NTC468	Ownership		25-Apr-2023	25-Apr-2023	

Example: Lien Receipt

SERVICE OKLAHOMA

L0869892504

LIEN RECEIPT

VIN: KL8CA6SA2LC464552

VEHYR : 2020
MAKE : CHEV
MODEL : SPARK
BODY : HB

LIEN DATE: 04/30/2026

AGNT #: M8800
DATE: 04/30/2026
REF#: L0869892504

LIEN DEBTOR: GROTHE, CHELSAE
LIEN HOLDER ID: LH003875

OVS Test Letter

REGENT BANK
1900 NW EXPRESSWAY STE 100
OKLAHOMA CITY OK 73118-1807



15. This transaction requires SOK to generate Lien Entry Forms for the customer since they did not submit enough with their paperwork. From the **I Want To** page, select **Add Prefilled Forms**.

The screenshot shows a web interface with four main sections: Registration, Titling, Miscellaneous, and Specialty Registration. The 'Add Prefilled Forms' option is highlighted in the Miscellaneous section.

Registration	Titling
<ul style="list-style-type: none">New RegistrationRenew RegistrationChange RegistrationNotice of TransferVehicle Info RequestManage LesseesRegistration History ReportChange Renewal Notice Option	<ul style="list-style-type: none">Revised Title ApplicationVehicle Operator Communication ImpairmentChange Owner Name and Title Assignment

Miscellaneous	Specialty Registration
<ul style="list-style-type: none">Add a Miscellaneous FeeAdd Prefilled FormsNon-Sufficient Funds CaseTransfer on Death Notice	<ul style="list-style-type: none">New Specialty PlateNew Personalized PlateSecondary Plate Transfer

16. Select **Lien Entry Form**

The screenshot shows a list of pre-filled forms available for selection. A blue arrow points to the 'Form MV-21-A - Lien Entry Form' option.

Add Pre-Filled Forms to Acct
<ul style="list-style-type: none">Form 701-7 - Application for Replacement Certificate of Title for Vehicle/Boat/MotorForm 773 - Notice of Transfer of Ownership of a VehicleForm 777 - Affidavit for Transfer of Ownership Following Loss of Assigned Oklahoma TitleForm 797 - Affidavit of Nonuse in Lieu of Liability InsuranceForm 797-D - Affidavit for Replacement License Plate/Decal Annual Boat/Outboard Motor DecalForm MV-21-A - Lien Entry FormForm 719 - Affidavit to Secure a Replacement for an Undelivered Oklahoma TitleForm 760-A - Affidavit of Communication Impairment

17. The Lien Entry Form should auto-populate since it is tied to the Add Lien process that just occurred on the **Ownership Account**. Print this form and see [Appendix B](#) for instructions on allocating receipts.

Example: Pre-Filled Lien Entry Form



Form MV-21-A
Revised 01/2023
MVC

Service Oklahoma
P.O. Box 269061
Oklahoma City, OK 73126-9061



Lien Entry Form

Total Amount Paid to Service
Oklahoma with this Form:

\$ 0.00

Debtor Names and Address (Last Name First)

GROTHE, CHELSAE

Name(s)

396811 W 2900 RD LOT 23

Address

OCHELATA, OK, 74051-2467

City, State, Zip

REGENT BANK

Secured Party Name

Assignee of Secured Party

Lienholder ID

Lienholder ID

1900 NW EXPRESSWAY STE 100

Address

Address

OKLAHOMA CITY, OK, 73118-1807

City, State, Zip

City, State, Zip

This Lien Entry Form Covers The Following Vehicle:

2020

Year

CHEV

Make

HB

Body

KL8CA6SA2LC464552

Vehicle Identification Number (VIN/HIN)

810013054621

Original Oklahoma Title Number

Date of Security Agreement

Out of State Lienholder Notification

Secured Party/Assignee Signature

4/30/2026

Date Executed

Lender must type and print 3 identical copies of the Lien Entry Form. Use one Lien Entry Form for each vehicle.

Process #2: Add Single Lien Filing

Purpose: To add a lien to an existing Oklahoma record without issuing a new title.

Background:



This example follows adding a lien to an existing **Ownership Account** without issuing a new title. This example was conducted in the OneLink test environment, so not all customer information is realistic.

This process can be performed by Title Consultants in the SOK Storefront or Processing Specialists or Research Specialists in the Motor Vehicles back offices.

Process Step-by-Step:

1. From the **Customer Account**, Select **I Want To**

Michael McClung
Motor Vehicle

New Manager
Get Next Task
I Want To
Search
Add Title / Registration
Vehicle Pricing Help
Find Vehicle for Testing
2005 MB2 *C505
2017 HOND CR-V *3439
Quick Link
Renew

Vehicle
> 2017 HOND CR-V
VIN 2HKRW6H37PH203439

Registration
Title : 810013505451
Plate : TA - OJX799
Registration : Primary Registration (AU)
Decal : 26N617839
Expires : 31-Aug-2026
Registration : Active
Title Status : Active

Vehicle
Year/Make/Mod : 2017 CR-V
el
Body Style :
Color : Gray
Current : View
Ownership
Lienholder : CAPITAL ONE AUTO FINANCE
PRIMARY : JOSEPH A JACOBS

Open Tasks
View All
There are no open tasks.

Recent Notes
Add Browse
28-Jun-2021 n

2. Scroll down to the **Liens** section and select **Add Single Lien Filing**

Liens

Direct Filing Liens Batch
Add Single Lien Filing
Lienholder Lookup

3. Enter all vehicle, debtor, and lienholder information

Note: For details on how to search a Lienholder, see the “G.01 - Original Titles” SOP



2HKRW6H37HH203439 : MV OneLink Staging

Please verify the VIN was entered correctly

Execution Date: 30-Apr-2026 Delivery Date: 30-Apr-2026 Batch Id: ☐ Batched Lien

Year: 2017 Make: HOND Model: Body Style: ☐ Boat ☒ Other ☐ Motor

Debtor Name: MIKE MCCLUNG Debtor Address: 600 N BLACKWELDER AVE APT 37 EDMOND OK 73034-5168 Validated

Lienholder ID: LH003875 Lienholder Type: BUSINESS Lienholder Name: REGENT BANK

Lienholder Address: 1900 NW EXPRESSWAY STE 100 OKLAHOMA CITY OK 73118-1807

Delivery

Delivery Method:

OR select **Select** to auto-populate information.

Delivery

Delivery Method:

Fee Total: 10.00 ☐ Mail Fee [Add Tolerance Adjustment](#)

Fee/Tax Breakdown

Select 2017 HOND CR-V
VIN: 2HKRW6H37HH203439
Non-Commercial: OJX799 Expires: 8/31/2026
Title #: 810013505451 Owner: JOSEPH A JACOBS

Select Vehicle Not Listed

4. Click **Save** when all information is input accurately



Delivery

Delivery Method

Fee Total
10.00 ☐ Mail Fee [Add Tolerance Adjustment](#)

Fee/Tax Breakdown

✓ 2017 HOND CR-V
VIN: 2HKRW6H37HH203439

[Cancel](#) [Save](#)

5. Receipt the Process

6. Navigate to the **Letters** tab, select all letters, and select **Print**

Letters **Notes**

[Open New Window](#) [Print](#) [Select Unprinted](#) [Select None](#) [Add](#) [Show History](#)

Request	Letter	Letter Type	Ready	Print	Printed	Reprint	Reprint Date	Valid
30-Apr-2026 14:45:42	L1906622872	Lien Release For	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>
30-Apr-2026 14:45:42	L0832881048	Lien Coversheet	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>
30-Apr-2026 14:45:41	L1369751960	Payment Receipt	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>

3 Rows

[OK](#)

7. Print all generated documents. Mail appropriately to lienholder and debtor ([See Appendix B](#)).

Note: See LO Manual Page 127 for more information on paperwork distribution following entry of liens.

Process #3: Releasing a Lien from a Title

Purpose: To release and remove an active lien from an Oklahoma title.

Background:

This example follows a lien released by a Title Consultant on a vehicle that either is or is not already registered in OneLink.

Lien release requests must include:

- Name of Secured Party (Creditor)
- Name of Debtor
- VIN

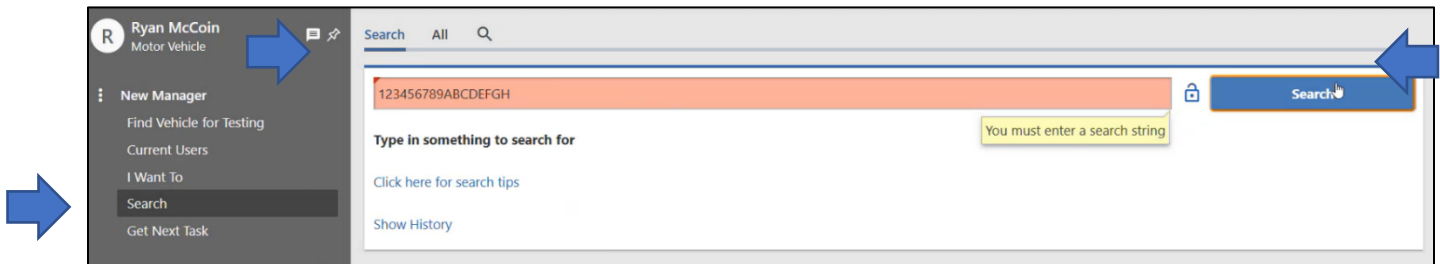


- Must be notarized

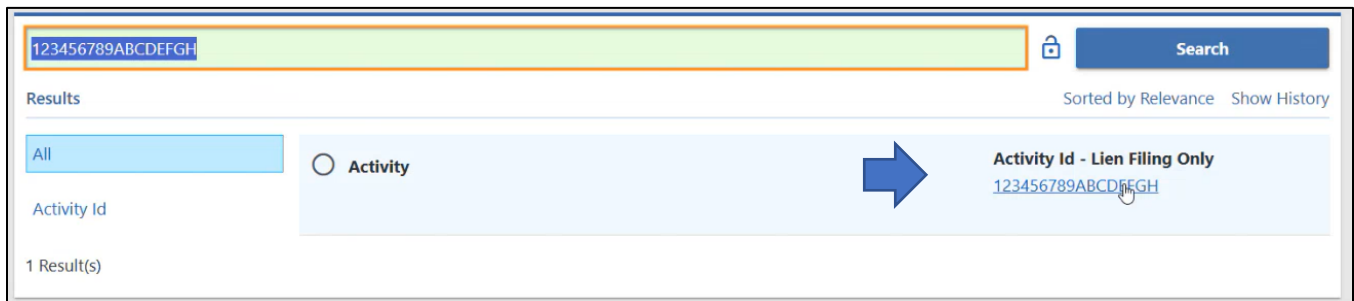
Process Step-by-Step:

OPTION A: If the vehicle is not registered in the system, follow this option

1. Go to the Search Manager and search by **DLN** or **VIN**. This example follows a VIN search.



2. Click on the **Activity ID**.



3. From the activity page, click the **Associated Items** tab.

Activity

> Lien Filing Only 123456789ABCDEFGH

Title

Lien

Attributes

Compare

MLA : SERVICE OKLAHOMA

Issue : 25-Jun-2025

Created : 30-Jun-2025 - Ryan McCain

Posted : 30-Jun-2025

Activity CRM

Attributes

Interfaces

Postings

Associated Items

Lien Filing Only

Ryan McCain 30-Jun-2025 2 of 2

Vehicle Id

123456789ABCDEFGH

*VIN confirmed

Execution Date

Delivery Date

Release Date

Batch Id

25-Jun-2025

30-Jun-2025

☐ Batched Lien

VS/dWMcl5Hn/#

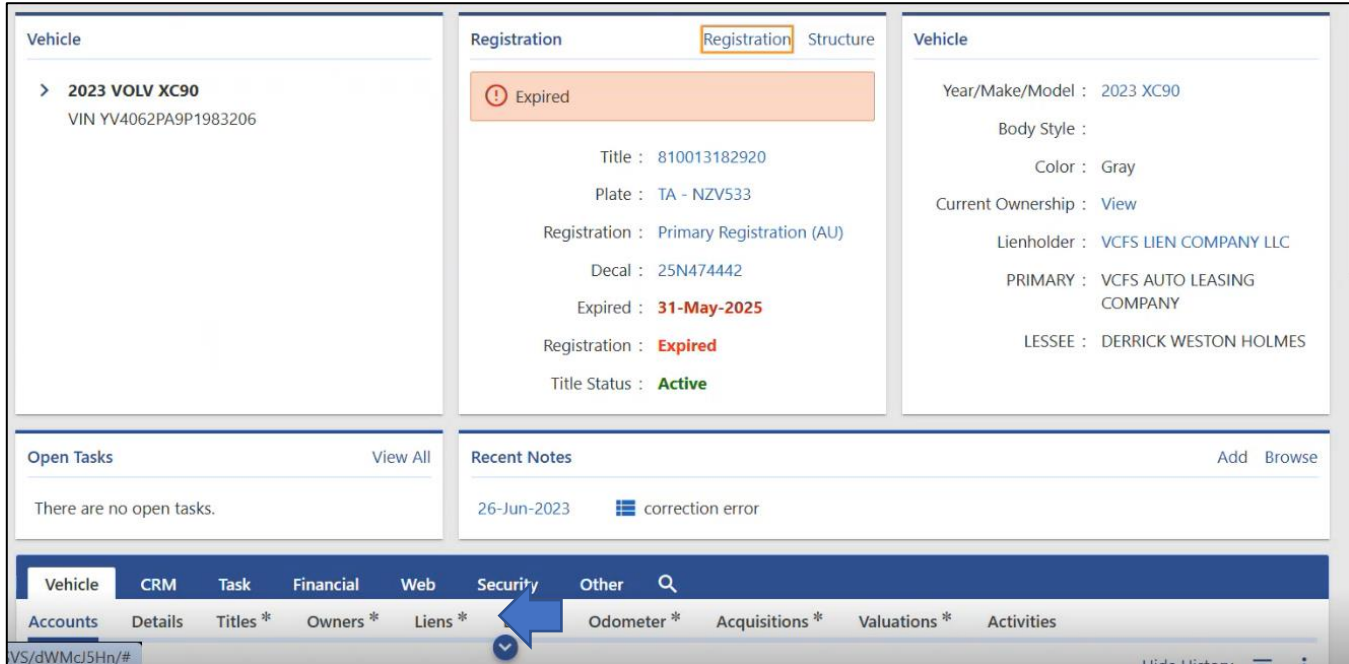
I Want To

4. Click on the vehicle ID.

Activity	CRM
Attributes	Interfaces
Postings	Associated Items
Associated Items	
Show History	
ID	Source
123456789ABCDEFGH	en
Type	VIN

OPTION B: If the vehicle is already registered in the system

1. Start from the customer account and click the **Liens** tab



The screenshot shows a vehicle registration page for a 2023 VOLV XC90. The 'Registration' tab is active, showing an expired status. The 'Liens' tab is highlighted in the navigation bar at the bottom, with a blue arrow pointing to it.

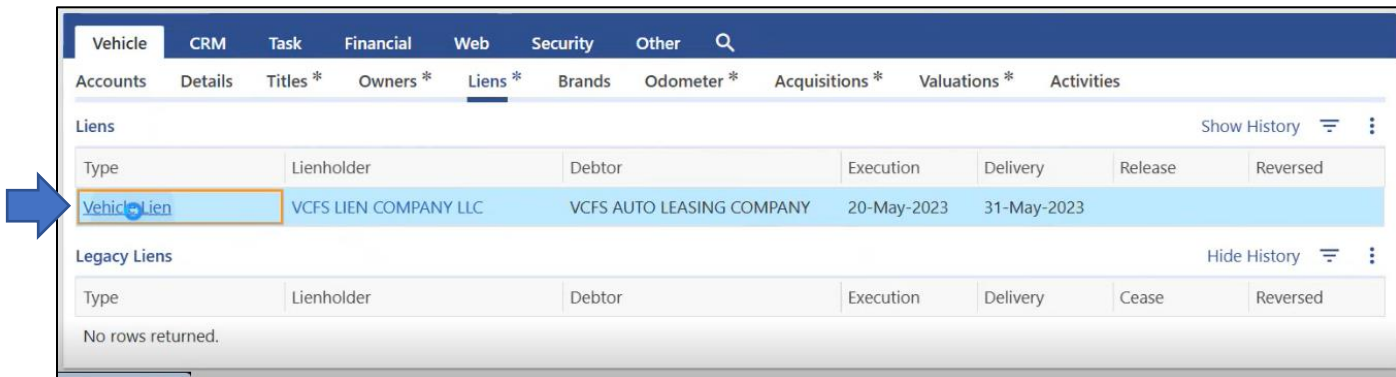
Vehicle	Registration	Vehicle
> 2023 VOLV XC90 VIN YV4062PA9P1983206	Expired Title : 810013182920 Plate : TA - NZV533 Registration : Primary Registration (AU) Decal : 25N474442 Expired : 31-May-2025 Registration : Expired Title Status : Active	Year/Make/Model : 2023 XC90 Body Style : Color : Gray Current Ownership : View Lienholder : VCFS LIEN COMPANY LLC PRIMARY : VCFS AUTO LEASING COMPANY LESSEE : DERRICK WESTON HOLMES

Open Tasks: View All
There are no open tasks.

Recent Notes: Add Browse
26-Jun-2023 correction error

Navigation: Vehicle CRM Task Financial Web Security Other
Accounts Details Titles * Owners * **Liens *** Odometer * Acquisitions * Valuations * Activities

2. Click on the **Vehicle Lien**



The screenshot shows the 'Liens' tab selected in the navigation bar. A blue arrow points to the 'Vehicle Lien' row in the table.

Type	Lienholder	Debtor	Execution	Delivery	Release	Reversed
Vehicle Lien	VCFS LIEN COMPANY LLC	VCFS AUTO LEASING COMPANY	20-May-2023	31-May-2023		

Legacy Liens: Hide History
No rows returned.

From here, Option A and Option B converge

1. Click the **Release** button

Lien	Lienholder	Debtor
<div>Change Release</div> <div>VIN : 123456789ABCDEFGH</div> <div>Source : Activity</div> <div>Electronic : No</div> <div>Contract : 25-Jun-2025</div> <div>Delivery : 30-Jun-2025</div> <div>Perfected : 25-Jun-2025</div>	<div>Name : COMMUNITY NATIONAL BANK & TRUST</div> <div>Address : PO BOX 628 CHANUTE KS 66720-0628</div>	<div>Name : JIM SMITH</div> <div>Address : 123 E MAIN ST OKLAHOMA CITY OK 73104-2407</div>

Notes Letters History

Notes

There are no notes.

2. Enter the date of lien release and click **OK**.

Release Lien

Release

25-Jun-2025

Cancel OK

3. Click **Yes** to confirm lien release

?

Are you sure you want to release this lien?

No Yes



4. Generate and print a Document Cover Sheet for this transaction (See “G.19 - OneLink Basics” SOP).

Note: In the case that the lien is already released in the system, shred the lien release. If the VIN is not found in the system, send a lien release reject letter to the lender.

Appendix

Appendix A: Required Documents and Fees

1. Oklahoma title
2. Three (3) completed and signed Lien Entry Form ([MV21-A](#))
3. Occasionally, a lien release will be submitted with the paperwork.

Table of Fees:

Standard Fees	
Title Fee	\$11.00/\$2.25 Boat and Motor
Lien Filing	\$10.00
HB1357 (if applicable*)	\$3.00
Mail	\$1.73 or \$6.60 if mailing plate

*If a lien is indicated on the Out-Of-State document, or the vehicle owner indicates that there is a lien on the vehicle, the lien must be placed on the Oklahoma record and the lender notified. (HB1357)

See “G.11 - Original Titles” SOP for a full list of fees and exemptions

Appendix B: Allocating Receipts

Add Lien Title

After processing an Add Lien title, there will be several documents that need to be printed and returned appropriately:

To CPD:

- Document cover sheet
- Title receipt
- Title, red stamped
- Lien receipt
- Lien Entry Form, use the one with the date stamp or the handwritten DLN.
- Any other documents that may have been submitted such as a lien release

To the Lender:

- Lien receipt



- 3 copies of lien releases
- Copy of Lien Entry Form, (MV21-A) Do not send the lender the copy that may have the date stamp or the handwritten DLN.

Single Lien Filing

After processing a single lien filing, there will be several documents that need to be printed and returned appropriately:

To CPD:

- Document cover sheet
- Lien receipt
- Lien Entry Form, use the one with the date stamp or the handwritten DLN.

To the Lender:

- Lien receipt
- 3 copies of lien releases
- Copy of Lien Entry Form, (MV21-A) Do not send the lender the copy that may have the date stamp or the handwritten DLN.
- Title, red stamped

References

1. List of forms relevant to liens
 - a. [MV-21-A: Lien Entry Form](#)
 - b. [Affidavit of Lien Release](#)
 - c. [Form 797-B: Affidavit for Out-of-State Lien Verification](#)
 - d. [Form FL-705 – Lien Creditor Letter](#)