



# Liens

Motor Vehicles Division

3-18-2025

## Revision History

<b>Effective Date of SOP:</b> 3/18/25	<b>SOP Number:</b> G.06
<b>Functional Area Name:</b> Motor Vehicles	<b>Division Name:</b> Titles
<b>Last Review Date:</b> 3/14/2025	<b>Last Reviewer:</b> Tiffany Doane, Motor Vehicle Manager
<b>Next Review Date:</b> 3/14/2026	<b>Next Reviewer:</b> Motor Vehicle Manager
<b>Executive Approval Date:</b> 3/18/2025	<b>Approved By:</b> 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

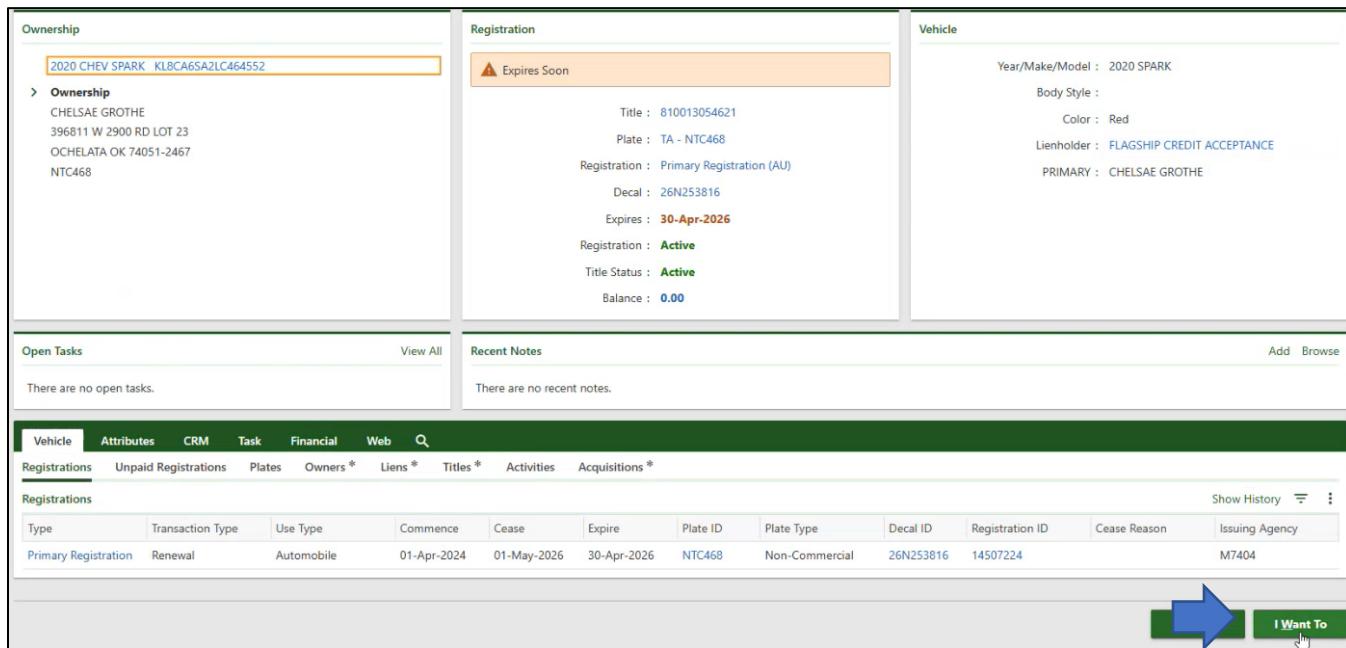
#### Background:

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.

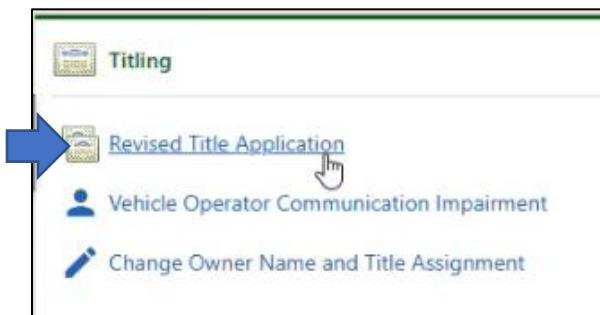
#### Process Step-by-Step:

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



The screenshot shows the Service Oklahoma Motor Vehicles storefront. The main area displays ownership information for a 2020 CHEV SPARK. The registration section shows an 'Expires Soon' warning, and the vehicle section shows details like Year/Make/Model: 2020 SPARK, Body Style: Red, and Lienholder: FLAGSHIP CREDIT ACCEPTANCE. At the bottom right of the registration details, there is a green button labeled 'I Want To' with a blue arrow pointing to it.

2. Click **Revised Title Application**





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

Activity

Attributes

Vehicle Title

Title Search

License Plate #

Title #

Vehicle ID

Please Select a Vehicle

Select

2020 CHEV SPARK  
VIN: KL8CA6SA2LC464552  
Non-Commercial: NTC468 Expires: 4/30/2026  
Title #: 810013054621 Owner: CHELSEA GROTHE

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

Select Changes

VIN  Registration Class  Titled As  Preview Title

Owner Address

Title Action         Refresh NMVTIS Results

Title Type

Change Vehicle Information?

Add Miscellaneous Fees?

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

Select Changes

VIN KL8CA65A2LC464552	Registration Class Automobile	Titled As CHELSEA GROTHE	<a href="#">Preview Title</a>
Owner Address 396811 W 2900 RD LOT 23 OCHELATA OK 74051-2467			
Title Action <b>Add Lien</b>	Title Type Standard Title	Electronic Title? <input checked="" type="radio"/> No <input type="radio"/> Yes	
Previous Title Number 810013054621	Previous Title Jurisdiction Oklahoma		
Loss/Salvage Date	<input type="checkbox"/> NMVTIS Override <a href="#">Refresh NMVTIS Results</a>		
<b>Changes</b>			
Add or Change Liens? <input checked="" type="radio"/> No <input type="radio"/> Yes <input type="checkbox"/> Lien Added Prior To Application			
Change Address? <input checked="" type="radio"/> No <input type="radio"/> Yes			
Change Vehicle Information? <input checked="" type="radio"/> No <input type="radio"/> Yes			
Add Miscellaneous Fees? <input checked="" type="radio"/> No <input type="radio"/> Yes			
<a href="#">Previous Step</a> <a href="#">Next Step</a> <a href="#">Next &gt;</a>			

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

Debtor Name GROTHE, CHELSEA	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
<input style="float: right; margin-right: 10px;" type="button" value="Next Step"/>			

**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, CHELSEA  
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: (empty)

[+ 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
<input type="text"/>	73118

No Lienholder ID

**Lienholder Not Found**

**Search**

Lienholder 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 CITY OK 73118-59		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 CITY OK 73118-60		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 OK 73118-59		Primary
LH007383	DAVID DITTELMIER	3601 N BLACKWELDER AVE OKLAHOMA CITY OK 73118-59		Primary
LH005755	CHRISTOPHER B. MOCK SUPPLEMENT	5100 N CLASSEN BLVD STE 620 OKLAHOMA CITY OK 73118-59		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 OKLAHOMA CITY	5101 N WESTERN AVE OKLAHOMA CITY OK 73118-86		Primary
LH003875	REGENT BANK	1900 NW EXPRESSWAY STE 100 OKLAHOMA CITY OK 73118-86		Primary
LH016055	AUTOMOTIVE REDISTRIBUTION SALE	4906 N SANTA FE AVE OKLAHOMA CITY OK 73118-86		Primary
LH015714	MANUEL HUINAC SAC	1509 NW 30TH ST APT 208 OKLAHOMA CITY OK 73118-86		Primary
LH012984	FERNANDO PEREZ	1417 NW 48TH ST OKLAHOMA CITY OK 73118-4		Primary
LH003707	FIRST NATIONAL BANK OF OKLAHOMA CITY	5101 N WESTERN AVE OKLAHOMA CITY OK 73118-86		Branch

16 Rows



## 7. Click Next

Debtor Name	Debtor Address	
GROTHE, CHELSEA	396811 W 2900 RD LOT 23 OCHELATA OK 74051-2467	
Verified		
Lienholder ID	Lienholder Type	
LH003875	BUSINESS	
Lienholder Name		
REGENT BANK		
Lienholder Address		
1900 NW EXPRESSWAY STE 100 OKLAHOMA CITY OK 73118-1807		
Execution Date	Delivery Date	Release Date
30-Apr-2026	30-Apr-2026	
<a href="#">+ Add a Record</a>		
<a href="#">Previous</a> <a href="#">Next</a>		



## 8. Make any necessary changes to vehicle information



**Vehicle Details**

VIN	KL8CA65A2LC464552	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	CHELSEA	Middle Name		Last Name	GROTHE	Suffix		
Title Assignment Line 1								
CHELSEA GROTHE								
Title Assignment Line 2								
I								
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
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**Insurance and Notification**

Insurance	<input checked="" type="checkbox"/> Lienholder Not.	MH Cancellation
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**Tire Fees**

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

**Mail Fees**

Mail	Mail Plate
1	0

**Other Fees**

Notary
0

Printout	Reprint	Reprint Boat
0	0	0

**Donation**

Organ Donor (\$)
0.00

**Summary**

← Previous **Next** →

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

**CERTIFICATE OF TITLE**

**STATE OF OKLAHOMA**

VEHICLE IDENTIFICATION NUMBER <b>KL8CA6SA2LC464552</b>	TITLE NO.	DATE ISSUED			
YEAR <b>2020</b>	MAKE <b>CHEV</b>	MODEL <b>SPARK</b>	COLOR <b>Red</b>	BODY TYPE <b>HB</b>	ODOMETER <b>39937</b>
LO NO. <b>M8800</b>	APPLICATION DATE <b>4/30/2026</b>	DATE 1st SOLD	TYPE OF TITLE <b>Add Lien</b>	<b>Actual</b>	

HiddenWord®

MAILING ADDRESS

**FLAGSHIP CREDIT ACCEPTANCE**  
**PO BOX 314**  
**WILMINGTON OH 45177-0314**

NAME AND ADDRESS OF VEHICLE OWNER

**CHELSEA 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** 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.

CONTROL NO.  
**XXXXXXX**

(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
<b>Total Fees :</b>	<b>\$25.66</b>

### 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	Crimes	CRM	Task	Financial	Web	Search
Letters	Notes	Indicators	Email Address	Attachments	Renewal Notice Option	
<b>Letters</b>						
Letter ID	Letter Type	Account ID	Account Type	Filing Period	Advised	Quick Print
L0869892504	Lien Release Forms	NTC468	Ownership	30-Apr-2026	Requested	Last Issued
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	
L012624552	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	
LIEN RECEIPT	L0869892504
VIN: KL8CA6SA2LC464552	VEHYR : 2020 MAKE : CHEV MODEL : SPARK BODY : HB
	
LIEN DATE:	04/30/2026
LIEN DEBTOR:	GROTHE, CHELSAE
LIEN HOLDER ID:	LH003875
AGNT #:	M8800
DATE:	04/30/2026
REF#:	L0869892504



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 grid of service categories. The 'Miscellaneous' section contains the 'Add Prefilled Forms' option, which is highlighted with an orange border. Other options in this section include 'Add a Miscellaneous Fee', 'Non-Sufficient Funds Case', and 'Transfer on Death Notice'. The other sections shown are 'Registration', 'Titling', and 'Specialty Registration', each with their respective service options.

## 16. Select Lien Entry Form

The screenshot shows a list of form options under 'Add Pre-Filled Forms to Acct'. The 'Form MV-21-A - Lien Entry Form' option is highlighted with a blue arrow pointing to it. Other forms listed include 'Form 701-7 - Application for Replacement Certificate of Title for Vehicle/Boat/Motor', 'Form 773 - Notice of Transfer of Ownership of a Vehicle', 'Form 777 - Affidavit for Transfer of Ownership Following Loss of Assigned Oklahoma Title', 'Form 797 - Affidavit of Nonuse in Lieu of Liability Insurance', 'Form 797-D - Affidavit for Replacement License Plate/Decal Annual Boat/Outboard Motor Decal', 'Form 719 - Affidavit to Secure a Replacement for an Undelivered Oklahoma Title', and 'Form 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, CHELSEA

Name(s)

396811 W 2900 RD LOT 23

Address

OCHELATA, OK, 74051-2467

City, State, Zip

# OVS Test Letter

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	CHEV	HB	KL8CA6SA2LC464552
Year	Make	Body	Vehicle Identification Number (VIN/HIN)

Date of Security Agreement	810013054621
----------------------------	--------------

Original Oklahoma Title Number

Out of State Lienholder Notification	4/30/2026
Secured Party/Assignee Signature	Date Executed

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:**

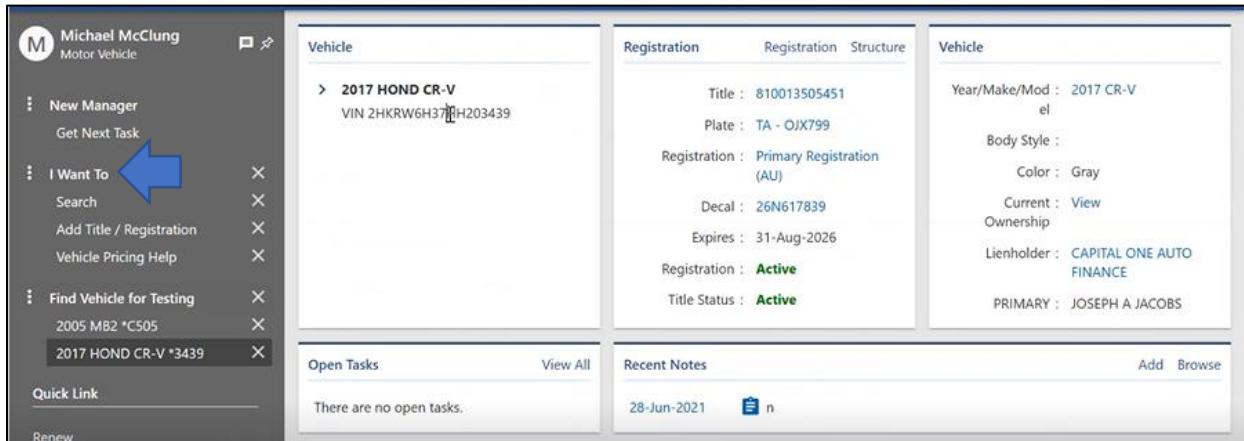


This example follows adding a lien to an existing **Ownership Account** without issuing a new title. This example was conducted in the OneLink test environment, so not all customer information is realistic.

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

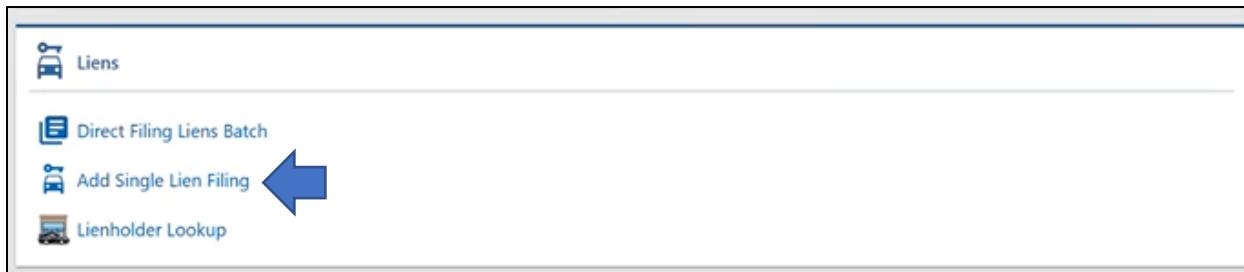
#### Process Step-by-Step:

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



The screenshot shows the SOK Customer Account interface. On the left, a sidebar menu is open under 'I Want To', with a blue arrow pointing to the 'I Want To' option. The main content area displays vehicle information for a 2017 HOND CR-V with VIN 2HWRW6H37FH203439. The vehicle details include: Title: 810013505451, Plate: TA - OJX799, Registration: Primary Registration (AU), Decal: 26N617839, Expires: 31-Aug-2026, Registration: Active, Title Status: Active. To the right, there is a 'Vehicle' section with details: Year/Make/Mod: 2017 CR-V el, Body Style: , Color: Gray, Current: View Ownership, Lienholder: CAPITAL ONE AUTO FINANCE, and PRIMARY: JOSEPH A JACOBS. Below the vehicle details, there are sections for 'Open Tasks' (no open tasks) and 'Recent Notes' (28-Jun-2021, n).

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



The screenshot shows the 'Liens' section of the application. A blue arrow points to the 'Add Single Lien Filing' option, which is highlighted in blue. Other options visible are 'Direct Filing Liens Batch' and 'Lienholder Lookup'.

##### 3. Enter all vehicle, debtor, and lienholder information

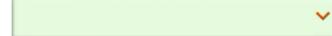
**Note:** For details on how to search a Lienholder, see the "G.01 - Original Titles" SOP

2HKRW6H37HH203439 : MV OneLink Staging

Please verify the VIN was entered correctly

Execution Date	Delivery Date	Batch Id				
30-Apr-2026 	30-Apr-2026 	<input type="text"/> <input type="checkbox"/> Batched Lien				
Year	Make	Model	Body Style	<input type="checkbox"/> Boat	<input checked="" type="checkbox"/> Other	<input type="checkbox"/> Motor
2017	HOND	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Debtor Name	Debtor Address					Validated
MIKE MCCLUNG	600 N BLACKWELDER AVE APT 37 EDMOND OK 73034-5168					
Lienholder ID	Lienholder Type	Lienholder Name				
LH003875	BUSINESS	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	<input type="checkbox"/> Mail Fee <a href="#">Add Tolerance Adjustment</a>
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**

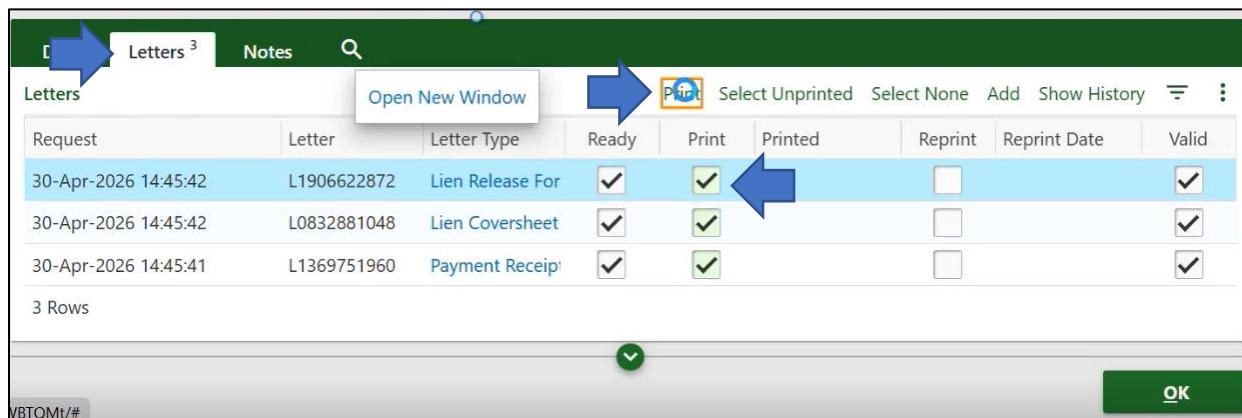
Delivery Method

Fee Total  
10.00  Add Tolerance Adjustment

Fee/Tax Breakdown  
2017 HOND CR-V  
VIN: 2HKRW6H37HH203439

5. Receipt the Process

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



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 checked="" type="checkbox"/>
30-Apr-2026 14:45:42	L0832881048	Lien Coversheet	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
30-Apr-2026 14:45:41	L1369751960	Payment Receipt	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>

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.

The screenshot shows the 'Search Manager' interface. On the left, a sidebar for 'Ryan McCoin' (Motor Vehicle) lists options: 'New Manager', 'Find Vehicle for Testing', 'Current Users', 'I Want To' (with 'Search' selected), and 'Get Next Task'. A blue arrow points from the sidebar to the search bar. The search bar contains the VIN '123456789ABCDEFGH'. A blue arrow points from the search bar to the 'Search' button. A yellow box with the text 'You must enter a search string' is visible. Below the search bar, there are fields for 'Type in something to search for' and 'Click here for search tips', and buttons for 'Show History' and 'Search'.

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

The screenshot shows the search results page. The search bar at the top contains the VIN '123456789ABCDEFGH'. A blue arrow points from the search bar to the 'Search' button. The results table has a header 'Results' and shows a single result. The result row has a 'All' button (which is highlighted in blue), an 'Activity' button (which is unselected), and a link 'Activity Id - Lien Filing Only 123456789ABCDEFGH'. A blue arrow points from the 'Activity' button to the 'Activity Id' link. The results table also shows 'Sorted by Relevance' and 'Show History' buttons.

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

**Activity**

› Lien Filing Only 123456789ABCDEFGH

Title  
Lien

**Attributes**

MLA : SERVICE OKLAHOMA  
Issue : 25-Jun-2025  
Created : 30-Jun-2025 - Ryan McCoin  
Posted : 30-Jun-2025

Activity
CRM
Search

Attributes
Interfaces
Postings
Associated Items

Lien Filing Only

Vehicle Id 123456789ABCDEFGH

\*VIN confirmed

Execution Date 25-Jun-2025 Delivery Date 30-Jun-2025 Release Date   Batch Id    Batched Lien

I Want To

**4. Click on the vehicle ID.**

Activity
CRM
Search

Attributes
Interfaces
Postings
Associated Items

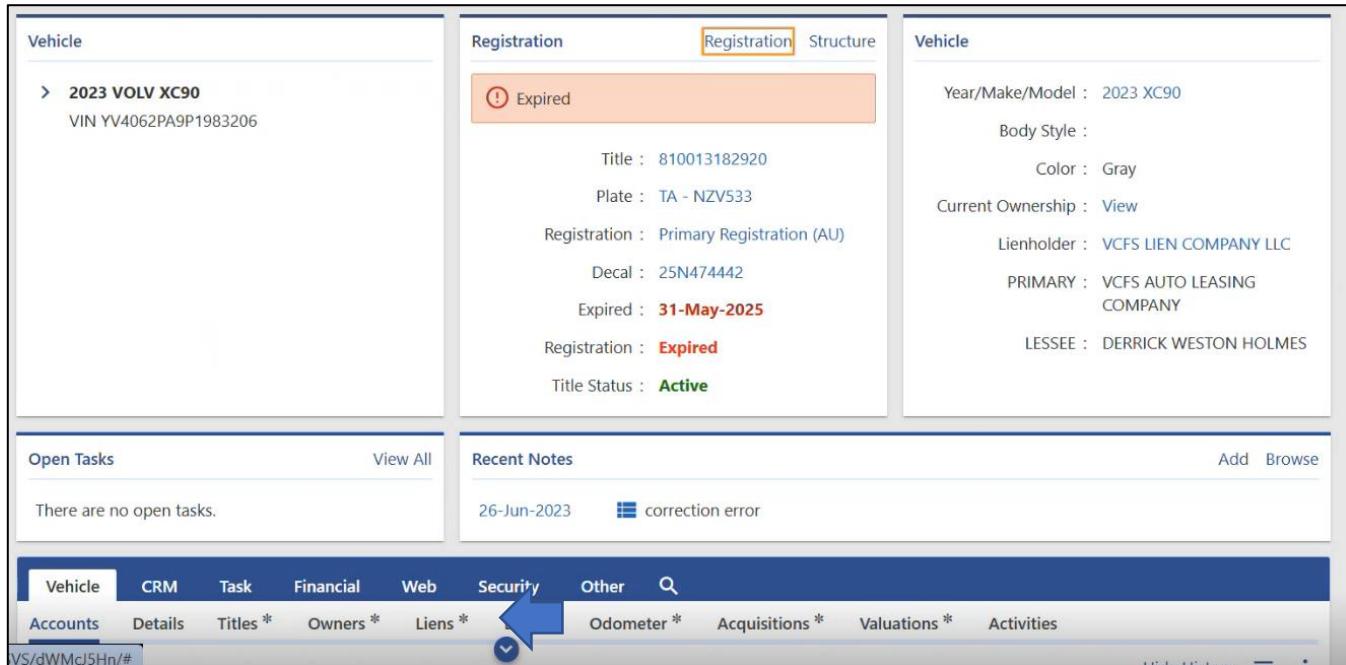
**Associated Items**

Show History Print More

ID	Source	Type
 123456789ABCDEFGH	Lien	VIN

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

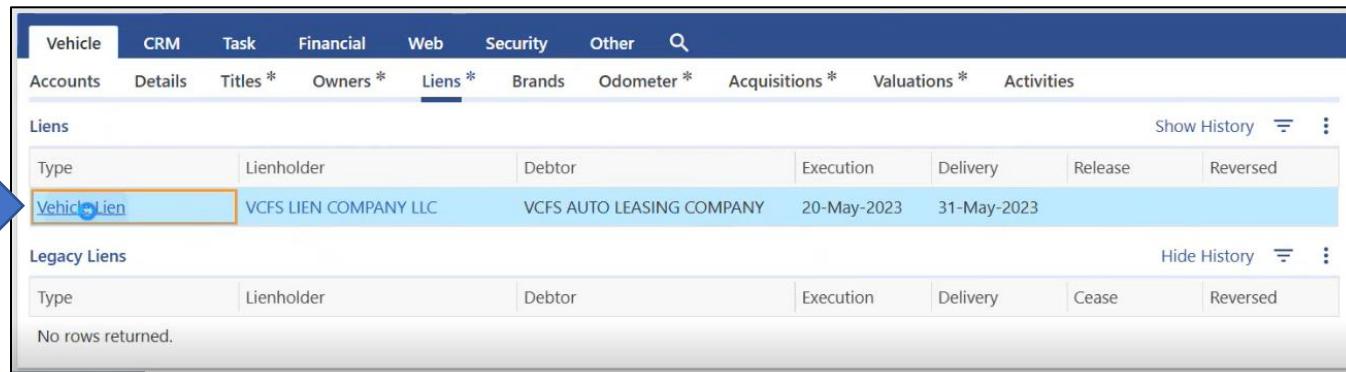
1. Start from the customer account and click the **Liens** tab



This screenshot shows the Service Oklahoma system interface. The top navigation bar includes tabs for Vehicle, CRM, Task, Financial, Web, Security, Other, and a search icon. The Security tab is highlighted with a blue arrow pointing to it. The main content area is divided into several sections:

- Vehicle:** Displays vehicle details: 2023 VOLV XC90, VIN YV4062PA9P1983206.
- Registration:** Shows an **Expired** title status. Other details include Title: 810013182920, Plate: TA - NZV533, Registration: Primary Registration (AU), Decal: 25N474442, and Expired: 31-May-2025.
- Vehicle:** Displays vehicle details: Year/Make/Model: 2023 XC90, Body Style: Gray, Color: Gray, Current Ownership: View, Lienholder: VCFS LIEN COMPANY LLC, PRIMARY: VCFS AUTO LEASING COMPANY, and LESSEE: DERRICK WESTON HOLMES.
- Open Tasks:** Shows a message: "There are no open tasks." with a "View All" link.
- Recent Notes:** Shows a note from 26-Jun-2023: "correction error".

2. Click on the **Vehicle Lien**



This screenshot shows the Service Oklahoma system interface with the **Liens** tab selected, indicated by a blue arrow pointing to it. The main content area is divided into several sections:

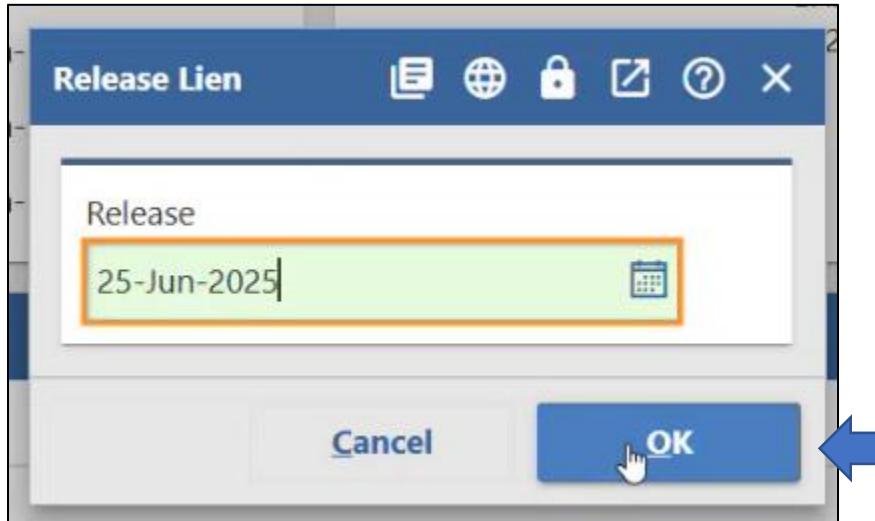
- Vehicle:** Displays vehicle details: 2023 VOLV XC90, VIN YV4062PA9P1983206.
- Liens:** Shows a table with columns: Type, Lienholder, Debtor, Execution, Delivery, Release, and Reversed. One row is highlighted with a blue background: Type: Vehicle Lien, Lienholder: VCFS LIEN COMPANY LLC, Debtor: VCFS AUTO LEASING COMPANY, Execution: 20-May-2023, Delivery: 31-May-2023.
- Legacy Liens:** Shows a table with columns: Type, Lienholder, Debtor, Execution, Delivery, Cease, and Reversed. The message "No rows returned." is displayed.

From here, Option A and Option B converge

1. Click the **Release** button

Lien	Lienholder	Debtor
Change <span style="border: 1px solid orange; padding: 2px;">Release</span>  VIN : 123456789ABCDEFGH	Name : COMMUNITY NATIONAL BANK & TRUST Address : PO BOX 628 CHANUTE KS 66720-0628	Name : JIM SMITH Address : 123 E MAIN ST OKLAHOMA CITY OK 73104-2407
Source : Activity Electronic : No Contract : 25-Jun-2025 Delivery : 30-Jun-2025 Perfected : 25-Jun-2025		
Notes <span style="float: right;">Add </span> Notes There are no notes.		

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



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





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](#)