



Bobbie Holsclaw
Jefferson County Clerk

Dear Lienholder:

Date _____

In order to complete a vehicle / motorboat transfer into the Commonwealth of Kentucky, it is required that the original title be sent to the County Clerk. If you are holding the original title, please forward this document to our office so that we may properly file the lien.

Kentucky is not a title-holding state; therefore, the title with the lien noted will be mailed to the owner. For your records, the original Title Lien Statement (TC 96-187) will be returned to you as confirmation of the lien filing.

If the customer does not apply for a Kentucky title from our office within 30 days after the receipt of the documents, the title will be returned to the lien holder.

The title referred to is: (Please submit the Louisville address of the debtor).

Owner: _____

Local Street Address: _____

APT#: ____ **City** _____ **State** _____ **Zip Code** _____

Phone Number: _____ **Email:** _____

Make: _____ **Model:** _____ **Year:** _____

Vehicle ID/ Motorboat Hull ID Number: _____

Please forward original title to:

Jefferson County Clerk's Office
Attention: Downtown Branch
P.O. Box 33033
Louisville, KY 40232-3033

OR

Overnight Packages should be mail to:
Jefferson County Clerk's Downtown Branch
200 South Fifth Street, Suite 228S
Louisville, KY 40202

(Telephone Number - 574-5700)

**** Odometer Reading must be completed and notarized on a certificate of origin or it will be returned to the dealership.**

**** Please note:** Your debtor may have applied for a one-time Kentucky 30-day temporary tag. If so, our office must receive the title within 30 days of this letter to prevent them from driving on expired temporary tags.

**** Please allow 48 to 72 hours for us to process receipt of your title by our office before contacting us.**

Sincerely,

Bobbie Holsclaw
JEFFERSON COUNTY CLERK