



DAVID YATES
JEFFERSON COUNTY CLERK

Date: _____

Dear Lienholder,

To complete a vehicle or motorboat transfer to the Commonwealth of Kentucky, we require that the original title be sent to the County Clerk. If you hold the original title, please forward it to our office so we can properly file the lien. **Please send the original title and a copy of this completed form via tracked delivery to our address listed below.**

Kentucky does not hold titles; therefore, once transferred to Kentucky, 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 that the lien has been filed.

If the customer does not apply for a Kentucky title from our office within 30 days of receiving our notification and instructions for the title transfer, the title will be returned to the lienholder on the 31st day.

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

Name of Owner: _____

Local Street Address: _____ **Apt#** _____

City _____ **State** _____ **Zip Code** _____

Phone Number: _____ **Email:** _____

Vehicle ID/ Motorboat Hull ID Number: _____

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

Please send the original title and this completed form via tracked delivery to:

Jefferson County Clerk's Office
Attn: Downtown Branch
200 South Fifth Street, Suite 228 South
Louisville, KY 40202

****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 15 business days before contacting us to give us time to process the receipt of the title package and to reach out to the vehicle owner.****

Sincerely,

David Yates,
JEFFERSON COUNTY CLERK