



Business Services Division  
**Tre Hargett, Secretary of State**  
State of Tennessee

**INSTRUCTIONS**

**APPLICATION FOR MOTOR VEHICLE TEMPORARY LIEN (SS-4258)**

Filing Fee: \$10.00 per application

A blank form follows these instructions.

An Application for Motor Vehicle Temporary Lien may be filed using one of the following methods:

- **E-file:** Go to <http://tnbear.tn.gov/MVTL>. Use the online tool to complete the filing and pay the filing fee by credit card, debit card or e-check. When paying by credit card, debit card or e-check, there is a convenience fee that covers the credit card fees and transaction costs incurred by the Business Services Division when accepting online payments. Filers who do not wish to pay the convenience fee to file online may choose the "Print and Mail" option at no additional cost.
- **Print and Mail:** Go to <http://tnbear.tn.gov/MVTL>. Use the online tool to complete the filing. Print and mail the application along with the required filing fee to the Secretary of State's office at ATTN: MVTL, 312 ROSA L PARKS AVE FL 6, NASHVILLE TN 37243-1102.
- **Paper submission:** A blank form follows these instructions. The form must be computer generated and mailed along with the required filing fee to the Secretary of State's office at ATTN: MVTL, 312 ROSA L PARKS AVE FL 6, NASHVILLE TN 37243-1102.
- **Walk-in:** A blank Application for Motor Vehicle Temporary Lien form may be obtained in person at the Secretary of State Business Services Division located on the 6<sup>th</sup> Floor of the Snodgrass Tower at 312 Rosa L. Parks AVE, Nashville, TN 37243.

Please type or laser-print this form. Be sure it is legible. Follow instructions completely.

Fill in form very carefully; mistakes may have important legal consequences. If you have questions, consult your attorney. Filing office cannot give legal advice.

Do not write in any area of the form other than in the designated application box sections.

1. **SUBMITTER** - This information is required. To assist the filing office in communicating with the filer to resolve any issues, enter:
  - 1a. contact name and phone number;
  - 1b. email address for contact person; and
  - 1c. name and complete address to whom the filing acknowledgment should be sent.
2. **DEBTOR/LESSEE INFORMATION:** Provide the name and address for each Debtor.
  - 2a. **INDIVIDUAL NAME** - If the Debtor is an individual person, provide the individual's name in line (a). Enter individual Debtor's last name in INDIVIDUAL'S LAST NAME box, first given name in FIRST NAME box, and all additional given names or initials in ADDITIONAL NAME(S) INITIAL(S) box.
  - 2b. **BUSINESS NAME** - If the Debtor is a business entity, provide the business entity's legal name in line (b). Only one name, in either line (a) or (b), is allowed for each Debtor.
  - 2c. **MAILING ADDRESS** - A complete address is always required for each Debtor named. Our system will standardize the address in United States Postal Service (USPS) format.

**If there is a second Debtor, provide the second Debtor's name in the second Debtor field, which is immediately below the first Debtor field and is labeled "2. DEBTOR". If you have more than two Debtors, you will need to file and pay for additional applications for every two Debtors. Each paper application may only contain two Debtors.**

3. **LIENHOLDER INFORMATION** - Provide the name and address for the First Lienholder
  - 3a. **LIENHOLDER BUSINESS NAME** - If the First Lienholder is a business entity, provide the business entity's legal name in line (a).
  - 3b. **LIENHOLDER INDIVIDUAL NAME** - If the First Lienholder is an individual person, provide the individual's name in line (b). Enter individual lienholder's last name in INDIVIDUAL'S LAST NAME box, first given name in FIRST NAME box, and all additional given names or initials in ADDITIONAL NAME(S) INITIAL(S) box.
  - 3c. **LIENHOLDER MAILING ADDRESS** - Provide the complete address for the First Lienholder. Our system will standardize the address in United States Postal Service (USPS) format.
- 4a. **VEHICLE IDENTIFICATION NUMBER (VIN)** - enter the VIN number.
- 4b. **INSTRUMENT CREATING LIEN EXECUTED ON:** - enter the date the underlying debt instrument evidencing the debt was signed by the parties. The format should be MM/DD/YYYY.
5. **CERTIFICATION** – Read and place a check in both boxes if you agree.

Sign the Application, write out your name without cursive (print or type), and list your capacity to sign on behalf of the submitter. Also provide the date that you signed this Application.

#### **FILING FEE**

- The filing fee is \$10.00 per Application.
- Make check, cashier's check or money order payable to the Tennessee Secretary of State. Cash is only accepted for walk-in filings. Filings submitted without the proper filing fee will be rejected. Checks, cashier's checks or money orders made out to any payee other than the Tennessee Secretary of State will not be accepted and will result in the rejection of the document.



# APPLICATION FOR MOTOR VEHICLE TEMPORARY LIEN

1. SUBMITTER FILING FEE: \$10.00

a. NAME & PHONE NUMBER OF SUBMITTER		
b. EMAIL ADDRESS OF SUBMITTER		
c. SEND ACKNOWLEDGMENT TO: (Name and Address)		
NAME		
ADDRESS		
CITY	STATE	ZIP

THE ABOVE SPACE IS FOR FILING OFFICE USE ONLY

## 2. DEBTOR/LESSEE INFORMATION: Provide only one name per Debtor (a or b)

### 1. DEBTOR

OR	a. INDIVIDUAL'S LAST NAME	FIRST NAME	ADDITIONAL NAME(S) INITIAL(S)	SUFFIX
	b. BUSINESS NAME			
c. MAILING ADDRESS		CITY	STATE	POSTAL CODE

### 2. DEBTOR

OR	a. INDIVIDUAL'S LAST NAME	FIRST NAME	ADDITIONAL NAME(S) INITIAL(S)	SUFFIX
	b. BUSINESS NAME			
c. MAILING ADDRESS		CITY	STATE	POSTAL CODE

## 3. LIENHOLDER INFORMATION: Provide only one name per LIENHOLDER (a or b)

OR	a. LIENHOLDER NAME			
	b. INDIVIDUAL'S LAST NAME	FIRST NAME	ADDITIONAL NAME(S) INITIAL(S)	SUFFIX
c. MAILING ADDRESS		CITY	STATE	POSTAL CODE

4a. VEHICLE IDENTIFICATION NUMBER (VIN): \_\_\_\_\_

4b. INSTRUMENT CREATING LIEN EXECUTED ON: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
MM DD YYYY

### 5. CERTIFICATION (check both boxes)

- I certify that I am aware, pursuant to T.C.A. § 39-17-117, it is a Class E felony for any person to knowingly prepare, sign, or file any lien or other document with the intent to encumber any real or personal property when such person has no reasonable basis or any legal cause to place such lien or encumbrance on such real or personal property.
- I certify that this Motor Vehicle Temporary Lien application is supported by an underlying debt and that a debt instrument has been signed by the debtor(s).

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE DATE

\_\_\_\_\_  
NAME (printed or typed)

\_\_\_\_\_  
SIGNER'S CAPACITY

**Note: Pursuant to T.C.A. § 10-7-503 all information on this form is public record.**