



Mechanic Lien

The Motor Vehicle Bureau is pleased to provide you with information on how to apply for a mechanic lien title in state of Missouri for a motor vehicle, trailer, all-terrain vehicle (ATV), manufactured home, boat, vessel, or outboard motor (unit).

To apply for a Missouri mechanic lien title:

- The applicant of a mechanic lien title (holder of the unit) must be a business or mechanic located in Missouri (must have a valid Missouri address).
- The applicant must have a written work order for labor, services, skill, materials, towing and/or storage costs signed by the owner, an authorized agent of the owner, or a law enforcement officer.
- The owner has failed to pay the total balance due for service, repair work, materials, towing and/or storage fees completed by the applicant.
- The unit has been unclaimed (not picked-up) for 45 days or more following completion of the service, repair work, towing and/or storage.
- The applicant has provided all owners and lienholders with a 30-day written notice by certified mail of the debt and of their intent to file for a mechanic lien title unless the owner or lienholder within 30 days makes satisfactory arrangements with the holder of the unit.
 - Application for a mechanic lien title cannot be made until 30 days **after** notification has been mailed to all owners and lienholders.

Application for mechanic lien title and payment must be submitted to:

**Motor Vehicle Bureau
PO Box 100
Jefferson City, MO 65105-0100**

REQUIRED DOCUMENTS:

- An *Application for Missouri Title and License* ([Form 108](#)) for a motor vehicle, trailer, ATV, or manufactured home completed in full.
 - For type of title, mark "mechanic lien".
 - Indicate the holder's name and address.
 - Indicate the year, make, and identification number of the unit.
 - For a motor vehicle in which the year of manufacture is 10 years or less, the holder must physically witness the motor vehicle odometer reading on the unit and record the reading on the title application. If the true mileage is unknown, the holder must submit a statement containing all known facts regarding the true mileage.
 - Signature and date.
- An *Application for Missouri Boat/Vessel or Outboard Motor Title and Registration* ([Form 93](#)) for a boat, vessel, or outboard motor completed in full.
 - For type of title, mark "mechanic lien".
 - Indicate the holder's name and address.
 - Indicate the year, make, and identification number of the unit.
 - Signature and date.
- A **notarized** *Affidavit for Mechanic Lien Title* ([Form 1062](#)) completed in full. The affidavit certifies the following:
 - The actual value of all labor, services, skills, materials, towing and/or storage costs accumulated to the date of application for mechanic lien title.
 - The owner has defaulted on payment for labor, services, skills, materials, towing and/or storage and that payment is 45 days or more past due.



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- The owner or lienholder has failed to make satisfactory arrangements within 30 days since the 30-day notice of the debt and of the intent of the holder to file for a mechanic lien title.
- The holder has continued storing the unit 30 days since notification of the debt and of the intent of the holder to file for a mechanic lien title.

- A statement indicating the outstanding balance due at the time application for mechanic lien is submitted.
- The original or copy of the work order or storage agreement signed by the owner, an authorized agent of the owner, or a law enforcement officer.
 - The work order must have a description of the unit (year, make, and identification number), the business name, work completed, charges for services, labor, materials, towing and/or storage costs (if any), and signature of one of the above listed.
 - A storage agreement must include the business name, date of agreement, and signature of the unit owner.
- A copy of the 30-day notice sent via certified mail to each owner and lienholder (sent after the 45-day default period).
- A copy of the signed certified mail notification (green card) indicating the notification(s) was delivered, returned to sender, or refused, or the postal receipt along with a printout from the United States Postal Service track and confirm website (www.usps.com) for each owner and lienholder 30-day notice sent.
- Payment of \$10 title application fee, plus **\$6.00** processing fee.
 - Acceptable payment types submitted by mail include: Personal Checks, Cashier's Checks, and Money Orders (do not send cash).
 - Personal checks must be made payable to the Missouri Department of Revenue and preprinted with the check writer's name, address,

bank code, account number, and include the driver license or non-driver license number, date of birth, and daytime phone number.

- The Missouri Department of Revenue may electronically resubmit checks returned for insufficient or uncollected funds.

IMPORTANT INFORMATION REGARDING OWNER(S) AND LIENHOLDER(S) 30-DAY NOTICE

To ensure the holder sends the 30-day notice to all owners and lienholders on file with the Department of Revenue, Motor Vehicle Bureau, the holder should (or must??) request the names and addresses of all owner(s) and lienholder(s) (title history) of the unit from the Motor Vehicle Bureau.

To submit a request for owner and lienholder information:

- Complete and submit A *Request for Motor Vehicle/Driver License Personal Information (Form 5091)*.
- For accepted applications (Form 5091):
 - A processing fee of \$2.82 is charged per record.
 - A convenience fee is charged for credit/debit card payments.
 - Submit the completed application (Form 5091) and payment:

In person to:

**Motor Vehicle Bureau
301 West High Street
Harry S Truman Building, Room 370
Jefferson City, Missouri 65105**

By mail to:

**Motor Vehicle Bureau
PO Box 2048
Jefferson City, MO 65105-2048**



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SELLING A UNIT WITH A MECHANIC LIEN TITLE

Upon receipt of the application for mechanic lien title, required documents, and payment of fees, the Motor Vehicle Bureau will issue a "Lien Title". (Please Note: registration cannot be issued to a unit currently titled with a "Lien Title".) After the title issues, the new owner (holder) shall within 10 days begin proceedings to sell the unit (430.082, RSMo.). Prior to selling the unit with a mechanic lien title, the new owner (holder) must:

- Run an advertisement in at least two publications of a local/general circulation newspaper for no less than 20 days prior to the date of sale; or
- Post five handbills (if no local/general circulation newspaper exists in that county) in different places within the township, one of which must be posted where the unit was received and is to be sold.

The advertisement/handbills must read as follows:

NOTICE

Notice is hereby given that on *(insert date)* a sale will be held at *(insert place)* to sell the following articles to enforce a lien existing under the laws of the State of Missouri against such articles for labor, services, skill, or material expended upon such articles at the request of the following designated persons, unless such articles are redeemed prior to the date of said sale:

Description of Article:

Name of Owner:

Amount of Lien:

Name of Lienholder:

STOPPING AN APPLICATION FOR MECHANIC LIEN TITLE

During the 30-day notice period, the titled owner or lienholder may stop the application for mechanic lien title by notifying the Department in writing to the Motor Vehicle Bureau, Attention: Mechanic Lien, PO Box 2076, Jefferson City, Missouri 65105 or by fax to (573) 751-5209, Attention: Mechanic Lien. The written statement must contain:

- The year, make and identification number of the unit;
- Business/mechanic's name (holder's business name as listed on the work order); and
- A statement requesting to stop the issuance of the mechanic lien title.

A mechanic lien title will not be issued if a stop letter is received from the owner, or a hearing on the matter is requested, or the applicant (holder) requests their application for mechanic lien title be withdrawn/cancelled.

If you require additional information or assistance, please contact the Motor Vehicle bureau at Post Office Box 100, Jefferson City, Missouri 65105-0100 or by telephone at (573) 526-3669 between the hours of 7:30 a.m. and 5:00 p.m., Monday through Friday.