

**Application for Lien Code Assignment and/or Enrollment/Change in Electronic Lien System**

This form is to be used by financial institutions and other lien holders to enroll in the Maryland Motor Vehicle Administration's (MVA) Electronic Lien System (ELS), or to modify an ELS account with MVA. This form is also used to request a lien code.

This application is for (check appropriate box/boxes):

- |  |   |
|--|---|
| Enrollment in ELS Program (Complete A, B & C)            | Change of Vendor/Service Provider (Complete A, B & C)             |
| Change of Financial Institution Address (Complete A & B) | Removal from ELS Program (Complete A, B & C)                      |
| Lien Code Assignment (Complete A & B)                    | Change of Financial Institution/Lien Holder Name (Complete A & B) |
| Merge Lien Code (Complete Sections A & B)                |   |

**A. Action Requested - To be completed by Financial Institution/Lien Holder**

In making application for a lien code and/or enrolling or modifying an ELS account with the MVA, I/we certify under penalty of perjury that:

- The lien holder making application has a Maryland lender's license or sales finance license issued by the Commissioner of Financial Regulation, license number: \_\_\_\_\_
- The lien holder making application is exempt from obtaining a Maryland lender's license or sales finance license because the lien holder is a:  

Bank	National Banking Association	Trust Company	Savings Bank	Savings & Loan Association
Credit Union	Licensed Dealer (a seller of goods or services not engaged in making loans or acting as a credit service business)			
- The lien holder is otherwise exempt from licensure by the Commissioner of Financial Regulation.
- The lien holder name was \_\_\_\_\_ and has changed to \_\_\_\_\_.  
Proof of legal name change or reorganization must be submitted with this application.
- The lien holder would like to  merge  delete the following lien codes:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

The above lines shall be merged into this code: \_\_\_\_\_

**B. Lien Holder Information - To be completed by Financial Institution/Lien Holder**

Name of Financial Institution/Lien Holder		FEIN	ABA Number		
Physical Address		City	State	Zip Code	
Mailing Address		City	State	Zip Code	
Email Address		Phone Number			
Name of Authorized Representative		Capacity	<b>MVA Use Only</b>		
Signature of Authorized Representative		Date			Lien Code Assigned _____
					Signature _____
			Operator # _____	Date _____	

**C. ELS Vendor/Service Provider Authorization - To be completed by ELS Vendor/Service Provider**

_____ ELS Contract Authorized By (Print)		_____ Signature	_____ Capacity
Email Address of ELS Contact Person	Phone Number	Enrollment/Removal Date Start _____ End _____	

- Financial institutions must complete Sections A and B, then forward this form to the selected vendor/service provider.
- **Please email completed forms to [mvaelsinfo@mdot.maryland.gov](mailto:mvaelsinfo@mdot.maryland.gov).** This completed application must be submitted to the MVA by the authorized **ELS vendor/service provider** named in Section C, unless this request is for an assigned lien code only.

**Participating lien holders agree to the following conditions and requirements:**

- The lien holder must contract with one of MVA's approved ELS service providers for transmission of all vehicle and title data.
- The lien holder must provide the lien code assigned by MVA, to all loan recipients and automotive dealers utilizing selected lien holder services.
- The lien holder must work directly with the contracted service provider's Help Desk to resolve all ELS discrepancies and data transmission issues.
- The lien holder must protect the confidentiality of the information and data to which the lien holder has access. At no time will the lien holder furnish to any person, association or organization any vehicle or title data received from MVA without MVA's prior written consent.
- The lien holder has no proprietary rights to the information received from the MVA.
- The lien holder understands that MVA and its employees shall not be liable to the lien holder for any damages, costs, lost production or any other loss of any kind for failure of MVA's equipment, hardware or software, or for the loss of consequential damages that are the result of any other type of failure.
- Authorization may be terminated by either party upon giving 30 days written notice to the other party. In the event of termination, MVA is released from any and all obligations to the lien holder.