

## INSTRUCTIONS FOR OBTAINING YOUR TITLE FROM ANOTHER STATE ON YOUR LEASED VEHICLE

In order for us to register your vehicle in Nebraska it is necessary for you to have a Nebraska certificate of title issued. In order for us to do this, we must obtain the title on your leased vehicle from the state that issued the title.

Please fill out the Request for Title on a Leased Vehicle Form and send a copy to your leasing company. Click **HERE** to send us a copy when you are done so we can contact you when the title arrives here.

You will also need a signed application for a Nebraska Title which needs the signature of an authorized agent of your leasing company. Please print one out at this address:

<http://www.dmv.state.ne.us/dvr/pdf/titleapp.pdf>

and mail it to your leasing company along with your request for title.



# Office of the Sarpy County Treasurer

1210 Golden Gate Drive  
Papillion, Nebraska 68046-2893  
Telephone: 402-593-2119  
Fax: 402-593-4438

Rich James  
Treasurer

Sinda White  
Chief Deputy Treasurer

[rjames@sarpy.com](mailto:rjames@sarpy.com)

[swhite@sarpy.com](mailto:swhite@sarpy.com)

Date: \_\_\_\_\_

TO: Leasing Company Vehicle Title Department (address of your leasing company)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REF: VIN NUMBER \_\_\_\_\_  
VEHICLE DESCRIPTION \_\_\_\_\_  
ACCOUNT NUMBER \_\_\_\_\_

To register my vehicle in the State of Nebraska, it will be necessary to have the \_\_\_\_\_ (state of issuance) original title.

Please send the original title to:

SARPY COUNTY TREASURER, MOTOR VEHICLE DEPARTMENT,  
1210 GOLDEN GATE DR, PAPILLION, NE 68046

\_\_\_\_\_  
Signature of motor vehicle lessee

Lessor: please forward the original title, and a copy of the security agreement(if there is a lien) to the Sarpy County Treasurer's Office at the above address. There is a \$17. fee to reissue a new title with lien or \$10 without a lien. Upon receipt we will notify the customer of the Nebraska state inspections requirements. When the inspection is completed, a Nebraska title will be issued. Nebraska is an ELT (electronic lien and titling) state so paper titles with liens are not produced. The lien is annotated electronically. To verify a lien you will have to check [www.clickdmv.ne.gov](http://www.clickdmv.ne.gov) and select title inquiry on the right side of the screen. When you enter the VIN number you will be able to verify a lien and print a copy for your records if you would like. **If you are a Nebraska ELT participating lien holder** and therefore are registered with the DMV, please provide your ELT number when you forward the title to our office: ELT # \_\_\_\_\_

Thank you for your prompt attention to this matter.

Rich James  
Sarpy County Treasurer

questions: please call 402-593-2119

Applicants Name: \_\_\_\_\_

phone number of applicant

Address: \_\_\_\_\_

City, State, Zip code \_\_\_\_\_

**Request for Title on a Leased Vehicle Form**