



SARPY COUNTY PROCEDURES and DOCUMENTS REQUIRED FOR STORAGE and REPAIR LIENS

1. Vehicle must be in your possession for 90 days or more.
2. Person in possession of vehicle must submit a Sarpy County Application for Copy of Vehicle Record to the Sarpy County Treasurer's office to verify that a current Nebraska title exists on the vehicle, to determine the current title owner and to establish if there are any open liens. (If title record cannot be found on computer system in County Treasurer's office, request must be forwarded to State DMV using the Nebraska Department of Motor Vehicles Application for copy of Vehicle Record). **Person requesting this information must provide a copy of the original bill for towing, storage or repair work done on the vehicle.**
3. Written notice must be sent to titled owner and last known owner by certified mail, "*return receipt requested*" advising them of your intent to sell the vehicle. Seller must wait 30 days after the date on post office receipt, return receipt requested, before disposing of vehicle.
4. If title has an open lien, the lien holder must be notified by certified mail, "*return receipt requested*". If lien holder DOES NOT respond within 30 days, the lien is considered satisfied.
5. When vehicle is sold, seller must present the buyer with the following documents. The buyer then presents them to the County Treasurer for issuance of title:
 - A. Notarized bill of sale.
 - B. Payment receipt(s) for certified letter(s) sent to owner and lienholder and the returned unopened letter(s) if any.
 - C. Copy of the letters sent by certified mail to owner and lienholder.
 - D. Odometer mileage certification if vehicle is 10 years or newer.
 - E. Copy of original bill for towing, storage or repair work done on the vehicle.

Vehicle cannot be retained for personal use, it must be sold. Title fee is \$10.00

If Vehicle is titled/registered in another State, the vehicle request must be forward to that State. Once the notice process is complete, you must attempt to have the title issued in that State. A Nebraska Certificate of Title will be issued only if the documents shown under #5 are accompanied by a letter from the other State denying issuance of the title.

For further information, contact the Title Desk at 402-593-2119.

Sarpy County Treasurer
1210 Golden Gate Dr
Papillion, NE 68046
www.sarpy.com/dmv



SARPY COUNTY APPLICATION FOR COPY OF MOTOR VEHICLE RECORD FOR STORAGE & REPAIR LIEN

Make of Vehicle _____

Model of Vehicle _____

Year of Vehicle _____

Vehicle Identification Number (VIN)

Current Title Holder _____

Copy of original bill provided to DMV _____

Name of Applicant _____

Signature of Applicant _____

Computer Information from Sarpy County Treasurer's Office:

Current Title Holder _____

Current Nebraska Title Number _____

Open Liens? NO _____ YES _____

Name of Lien Holder _____

Lien Holder Address _____

Staff Initials _____

Date _____

NOTIFICATION OF STORAGE-REPAIR LIEN AND SALE TO VEHICLE OWNER

Date: _____

Owner's Name(s) _____

Address _____

You are hereby notified that a Storage-Repair Lien is being filed against the following vehicle:

Year _____ Make _____

Model _____ Body Type _____

Vehicle Identification Number (VIN) _____

Title number _____

in the amount of \$ _____

You are further notified that **I will dispose of the above vehicle**, thirty (30) days after this notification, if full and complete payment is not made before the thirty days has expired.

Signature

Name _____

Address _____

Phone # _____

NOTIFICATION OF STORAGE-REPAIR LIEN AND SALE TO LENDER

Date: _____

Lien Holder's Name _____

Address _____

Vehicle Title Owner(s) _____

Owner's Address _____

Title Number _____

You are hereby notified that a Storage-Repair Lien is being filed against the following vehicle:

Year _____ Make _____

Model _____ Body Type _____

Vehicle Identification Number (VIN) _____

in the amount of \$ _____

You are further notified that **I will dispose of the above vehicle**, thirty (30) days after this notification, if full and complete payment is not made before the thirty days is expired.

Signature

Name _____

Address _____

Phone # _____

Also include, bill of sale, application for title, odometer disclosure, Nebraska DMV application for copy of vehicle record, if applying to Lincoln for vehicle history.

State of Nebraska
Department of Motor Vehicles

BILL OF SALE*

DATE OF SALE _____
(MO/DAY/YEAR)

I, _____ in consideration of the payment of the sum of \$ _____
Transferor (Seller) PLEASE PRINT

acknowledge receipt of payment from _____ and do hereby sell and
Transferee (Buyer) PLEASE PRINT

transfer ownership of the motor vehicle described below:

Vehicle Information

Year Make Model VIN

Transferor Information	Transferee Information
Full Name _____	Full Name _____
Address _____	Address _____
City State Zip _____	City State Zip _____
Phone Number _____	Phone Number _____

Transferor's (Seller) Signature **Transferee's (Buyer) Signature** _____

Seller warrants that he/she is the lawful owner of the motor vehicle described above and that it is free and clear of all liens, security agreements, encumbrances, claims, demands and charges.

Subscribed and sworn before me the _____ day of _____ _____ Signature of Notary Public or Designated County Official My commission expires on _____ SEAL	Subscribed and sworn before me the _____ day of _____ _____ Signature of Notary Public or Designated County Official My commission expires on _____ SEAL
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**Note: Individuals transacting a motor vehicle transfer of ownership must complete a Bill of Sale at the time of sale. They are NOT, however, required to use this Bill of Sale form. This Bill of Sale form is made available by the Nebraska Department of Motor Vehicles as a courtesy.*

Revised 1/2014

NEBRASKA

ODOMETER DISCLOSURE STATEMENT

DEPARTMENT OF MOTOR VEHICLES

The form may only be used when:

1. Certificate of Title is to be issued by court order;
2. a dealer has voided an assignment on a Manufacturer's Statement of Origin and is attempting to reassign;
3. a law enforcement agency is making application for Certificate of Title to an Abandoned Vehicle;
4. submitting an Affidavit of Transfer of Decedent's Motor Vehicle and the previous Certificate of Title is not available;
5. making application for a Storage-Repair Lien.

Federal and State law requires that the seller state the mileage in connection with the Transfer of Ownership. Failure to complete, or providing a false statement, may result in fines and/or imprisonment.

VEHICLE DESCRIPTION

Year _____ Make _____ Model _____ Body Type _____

Vehicle Identification Number

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I, _____ (Print or Type Seller's Name) certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the statements below is checked:

Odometer Reading: _____

- The mileage stated is in excess of mechanical limits.
- Reading is NOT actual mileage – **WARNING ODOMETER DISCREPANCY**

<u>SELLER INFORMATION</u>	<u>BUYER INFORMATION</u>
Please Print	Please Print
_____ Name	_____ Name
_____ Address	_____ Address
_____ City State Zip	_____ City State Zip
_____ Seller's Signature Date	_____ Buyer's Signature Date

SELLER MUST RETAIN A COPY OF THIS STATEMENT FOR 5 YEARS



State of Nebraska
Application for Certificate of Title

1 Vehicle or Motorboat Description				Fee \$10.00	
Vehicle Identification Number		Year	Make		Model
Body Style	Color	GVWR	Capacity/Propulsion	Taxi Use <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Salvage		<input type="checkbox"/> Previously Salvaged		<input type="checkbox"/> Non-Transferable <input type="checkbox"/> Manufacturer Buyback	
<small>Salvage vehicle/motorboat is a late model vehicle/motorboat that has been wrecked, damaged or destroyed to the extent that the estimated total cost of repair to restore it to its condition prior to being wrecked, damaged or destroyed, and a condition for legal operation upon the highways, exceeds 75% of the retail value of the vehicle at the time the vehicle was wrecked, damaged or destroyed OR voluntarily designated by the owner as salvage.</small>					

2 Owner/Applicant Information (if more than three (3), please attach a second application)			
If more than one owner, do you wish clear rights of survivorship to be transferred to the surviving owner(s) in the event of the death of one owner?			
<input type="checkbox"/> No (probate will be required to transfer ownership - owner names separated with "And")			
<input type="checkbox"/> Yes (ownership will transfer to co-owner upon presentation of death certificate - owner names separated with "Or")			
Owner name/Last or business name*	First Name	MI	
2 nd Owner name/Last or business name*	First Name	MI	Check here if spouse of owner 1. <input type="checkbox"/>
3 rd Owner name/Last or business name*	First Name	MI	Check here if spouse of owner 1 or 2. <input type="checkbox"/>
Owner's Residential Address, City, State, Zip			
Owner's Mailing Address, City, State, Zip			

Transfer On Death Beneficiary(ies), if applicable: (Beneficiary may be individual or trust)	
If indicated, upon death of last surviving owner, ownership of the vehicle will transfer to listed entity(ies).	
1 st TOD _____ Name*	2 nd TOD _____ Name*

*(Only first 35 positions will print on title)

3 Lien Information		Fee \$7.00	
Is there a lien on this vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, you must complete this section and provide a copy of the lien instrument with this application.			
First Lien	PLID _____	Second Lien	PLID _____
_____		_____	
_____		_____	
_____		_____	

If there is a lien, are you a non-resident requesting a printed title for issuance of a title in your state of residence? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<small>The undersigned being duly sworn depose or affirm and say that the information provided on this application is true and complete. Use of a false or fictitious name, knowingly making a false statement or knowingly concealing a material fact in this application can result in a fine or imprisonment or both and cancellation of your certificate of title.</small>	
Signature _____	Signature _____
Signature _____	Date _____
<small>All owners listed above shall sign this Application except in the case where co-owners are spouses, one spouse may sign; where an owner provides proof he/she is handicapped or disabled or is too young to sign, a parent, legal guardian, foster parent or agent may sign; and if transferring from an out-of-state title when ownership is not changing, one owner may sign.</small>	

ONLY USE THIS FORM IF VEHICLE INFORMATION IS NOT AVAILABLE AT SARPY COUNTY;

NEBRASKA

DEPARTMENT OF MOTOR VEHICLES

MAIL TO STATE DMV IN LINCOLN. APPLICATION FOR COPY OF VEHICLE RECORD

§60-3,161

The availability of records is subject to the provisions of the Uniform Motor Vehicle Records Disclosure Act.

If filing this request in person, be prepared to produce proof of identification. If filing this request through the mail your signature must be notarized and the appropriate fee included or the request will be returned to you unprocessed.

PLEASE PRINT		-- FORM MUST BE COMPLETED IN FULL --	\$1.00 Per Record
License Plate Number	Motor Number (If available)	<i>(Each Record Contains Current Title, Lien and Registration Information)</i>	
Vehicle Identification Number (VIN) or Hull Identification Number (HIN)			
Name(s) of Vehicle Owner(s)		If the reason for your request is one of the processes below, indicate so by checking the appropriate box: <input type="checkbox"/> Duplicate Title <input type="checkbox"/> Bonded Title <input type="checkbox"/> Estate	
Vehicle Make	Vehicle Model		
<p>For what purpose will this record be used? Number of applicable exempted use: _____ (Required)</p> <p>See reverse side for exempted uses. If the purpose of your request fails to meet one of the exempted uses allowed the record will not be disclosed without the notarized signature of the record holder.</p> <p>Please Print Your Name: _____ Phone: _____</p> <p>Business Name (if applicable): _____ Email: _____</p> <p>Address: _____</p> <p>City, State, Zip: _____</p> <p><small>Under penalty of law, the undersigned certifies that the information contained on the vehicle record being purchased will only be used as authorized by the Uniform Motor Vehicle Records Disclosure Act. The undersigned hereby acknowledges that this request is made with the understanding that any person requesting disclosure of personal information from the Department of Motor Vehicles who misrepresents his or her identity, misrepresents the purpose for which the information requested will be used, or otherwise makes a false statement on this application shall be guilty of a Class IV felony.</small></p> <p>Requestor Signature: _____ Date: _____ <i>(Signature must be notarized in Box 1 below if submitting this request by mail.)</i></p> <p>The Department of Motor Vehicles is prohibited from disclosing the information on the record you are requesting unless the purpose indicated above is for an exempt use (see reverse side for a list of exempt uses) or you have obtained the notarized written consent of the record holder on this form as provided below.</p> <p>I _____ hereby authorize _____ to obtain a copy of my motor vehicle record as described above.</p> <p style="text-align: right;">Signature of Record Holder: _____ <i>(Signature must be notarized in Box 2.)</i></p>			
<p>Box 1</p> <p>State of _____</p> <p>County of _____</p> <p>The foregoing signature of the requestor was acknowledged before me this _____ day of _____.</p> <p>_____ Notary or Designated County Official</p> <p style="text-align: right;">Seal</p>	<p>Box 2</p> <p>State of _____</p> <p>County of _____</p> <p>The foregoing signature of the record holder was acknowledged before me this _____ day of _____.</p> <p>_____ Notary or Designated County Official</p> <p style="text-align: right;">Seal</p>		

Submit this application with \$1.00 fee per record requested to:

Nebraska Department of Motor Vehicles
Driver and Vehicle Records Division
301 Centennial Mall South
PO Box 94789
Lincoln, NE 68509-4789

Make Checks Payable to: Department of Motor Vehicles
A STAMPED SELF-ADDRESSED ENVELOPE IS REQUIRED FOR ALL MAIL-IN REQUESTS.

For questions regarding this application please contact this office at (402) 471-3918.

The exempted uses permitted under N.R.S. §60-2901 to §60-2912, the Uniform Motor Vehicle Records Disclosure Act, are as follows:

1. Use by any federal, state, or local governmental agency, including any court or law enforcement agency, in carrying out its functions, or by any private entity acting on behalf of an agency in carrying out their functions.
2. Use in connection with vehicle or driver safety and theft; vehicle emissions; vehicle product alterations, recalls or advisories; performance monitoring of vehicles, vehicle parts, and dealers; motor vehicle market research activities and survey research; and removal of non-owner records from the original owner records of motor vehicle manufacturers.
3. Use in normal course of business by a legitimate business to verify accuracy of information submitted by an individual or business; or to obtain correct information if the above is not correct or no longer correct, for the purpose of preventing fraud, pursuing legal remedies against or recovering on a debt or security interest against the record holder.
4. Use in connection with a civil, criminal, administrative or arbitral proceeding in any federal, state or local court, government agency, or self-regulatory body, including service of process, investigation in anticipation of litigation, and execution or enforcement of judgment; or pursuant to an order of a federal, state, or local court, an administrative agency, or a self-regulatory body.
5. Use in research activities and statistical reports, as long as personal information is not published, redisclosed or used to contact individuals.
6. Use by any insurer/insurance support organization or by a self-insured entity in connection with claims investigation activities, anti-fraud activities, rating or underwriting.
7. Use in providing notice to owners of abandoned, towed or impounded vehicles.
8. Use by a private detective, plain clothes investigator, or private investigative agency licensed under N.R.S. §71-3201 to §71-3213 for purposes permitted under this act.
9. Use by an employer, employer's agent or insurer, to obtain or verify information of a holder of a Commercial Driver License or Commercial Learner Permit.
10. Use in connection with the operation of private toll transportation facilities.
11. Any use if requestor has notarized consent of the record holder and has provided proof of such consent to the Department, as indicated on the front of this form.
12. Use, including redisclosure through news publication, for a member of a medium of communication as defined in N.R.S. §20-145, in connection with news involving motor vehicle or driver safety or vehicle theft.
13. Any use if the request for the record is made by the record holder.
14. For use by the federally designated organ procurement organization in Nebraska to establish and maintain the Donor Registry of Nebraska.
15. For use to fulfill the requirements of the electronic dealer services system.
16. For any other use specifically authorized by law and related to the operation of a motor vehicle or public safety.

Redisclosure

A recipient of a motor vehicle record may only resell or redisclose the information obtained for one of the uses permitted under the Uniform Motor Vehicle Records Disclosure Act. You shall make and keep for 5 years, records identifying each person to whom you redisclosed the information and the permitted purpose for which it was redisclosed. These records shall be made available for inspection and copying by a representative of the Department of Motor Vehicles upon request.