

Date: August 22, 2025

To: Non-Profit Organizations Purchasing Vehicles via a Capital Award

From: Joshua Lombay - Deputy Director, DDC Non-Profit Reimbursement Program

Subject: DDC Lien Application Process

Below are the following steps to apply a City of New York Department of Design and Construction (DDC) lien to a city-funded vehicle, purchased by your non-profit organization:

1. Your organization receives a Certificate of Title from the NYS Department of Motor Vehicles (DMV). The certificate must not list any lienholders. The certificate date must be current, as per the Check Title or Lien Status search engine results on the DMV's website.
2. Your organization's representative completes the DMV Form MV-900 - Notice of Lien (MV-900). All data in the Vehicle, Owner, and Lien Information sections must be typed in. The data entered in the first two sections mentioned above must match what is shown on the Certificate of Title. In the Lien Information Section, the following information is entered for the fields listed below. Check off Yes for the issuance of a Certificate of Title, located at the bottom of the form. You are not to sign the Lienholder's signature line or enter the date of the security agreement.
 - a. Lien Filing Code: To be provided by the DDC Project Manager
 - b. Lienholder's Name: NYC Dept. of Design & Construction
 - c. Mailing Address: 30-30 Thomson Ave.
 - d. City, State, & Zip Code: Long Island City, NY 11101
3. After typing in the applicable data in the MV-900, your organization emails the DDC Project Manager (DDC PM) a copy of the form, along with the Certificate of Title, for review. Once the DDC PM approves the form, they will provide the Lien Filing Code, which you will type in the noted section. Your organization's representative then types their name and title in the Owner's Statement section and then prints the MV-900. You will sign and date the form in the Owner(s) Sign Here line. The signature must be done in ink. E-signatures are not allowed. You will then, via physical mail, send the original signed MV-900 and original issued Certificate of Title to the DDC PM.
4. When the DDC PM receives the completed MV-900 and Certificate of Title, they sign the Lienholder's signature line and enters the date of the security agreement. The DDC PM prepares a vehicle lien recording request letter, which places DDC as the lienholder on the Certificate of Title. The letter also exempts DDC from paying the \$5 filing fee, as per the Lien Filing Code provided in the MV-900. The DDC PM mails out the MV-900, Certificate of Title, and lien recording request letter to the DMV. The DMV reviews the lien request package and upon acceptance, issues a new Certificate of Title to your organization, showing DDC as the sole lienholder on the vehicle. You will email a copy of the new title certificate to the DDC PM.

References

NYS DMV Form MV-900 - Notice of Lien: [Click here](#)

NYS DMV Check Title or Lien Status: [Click here](#)

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