

Date: April 22, 2025

To: All Funding Recipients

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

Subject: DDC Vehicle Lien Removal Process

The following steps are taken to remove a DDC lien applied to a vehicle, purchased by your non-profit organization:

1. Your organization will send an email request to the DDC Non-Profit Reimbursement Program at NRP@ddc.nyc.gov to have the DDC lien removed from your vehicle(s). The request must include the following details: Vehicle Identification Number (VIN), year, make, & model. Also include copies of the NYS DMV Certificate(s) of Title showing DDC as the lienholder. For this request to be fulfilled, DDC will verify that their lien was placed on the vehicle(s) **and** reimbursement was issued to your organization at least 5 years ago, to comply with the performance term of your funding agreement.
2. Once DDC verifies that the funding agreement requirements of the vehicles are satisfied, they will prepare a lien release letter, addressing the New York State DMV Title Services, that your organization has fulfilled its obligations to DDC and DDC releases the lien on the vehicle. The letter will reference the vehicle details mentioned in Step #1. The letter is signed, notarized, and mailed to your organization.
3. When your organization receives the signed lien release letter(s), you will mail that letter along with the **original** NYS DMV Certificate(s) of Title, & a \$20 check or money order payable to "Commissioner of Motor Vehicles" for each lien removal, to the address below.

Lien Release
New York State DMV Title Services
6 Empire State Plaza
Albany, NY 12228-0331

4. Once the NYS DMV receives the documentation mentioned in Step #3, they will review it and when accepted, a new Certificate of Title is issued to your organization (in 60 to 90 days)¹ with the DDC lien removed. You can confirm the lien removal, prior to receiving the new title certificate, by going to the NYS DMV Check Title or Lien Status page (see below) and entering the required vehicle information.

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

¹<https://dmv.ny.gov/titles/add-or-remove-a-lienholder>

Cc: David Varoli
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