Remove Lien

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TRANSACTIONS SELECTION BLOCK:

Note – At any time during processing you may select eMV PARTNER at the top of the screen to return you to the dashboard:

* NOTE: Titles are required for any transaction that results in the production of a title, except replacement title transactions and repossessions.
REMOVE LIEN

Step 1 – Find Vehicle
1. To begin the transaction, select: Remove Lien
2. Enter the VIN
3. Click Search.

Step 2 – Vehicle Info
4. Enter/Verify the following information
   4.1. Major/Minor Color
   4.2. Fleet Number (if applicable)
5. Select Next
Step 3 – Owner Information
6. Verify current owner information
7. Select Edit Owner button to edit owner residence address and/or mailing address information
8. Select Next
Step 4 – Remove Liens

9. Select the checkbox to release existing lien
10. Select the next checkbox to have the title mailed to an address that is not the processing organization’s
11. Select Next

![Lien Removal Form](image-url)
Step 5 – Review Transactions

12. Verify the information is accurate
13. Select Edit next to the field to change the listed information
14. Select Next

Certification of Application

15. Review carefully, and select I Agree to complete the transaction
16. Select Cancel to make changes to the transaction
Step 6 – Final Steps
17. The new Wisconsin envelope and title numbers are identified.
18. After 60 days the transaction documentation may be securely destroyed.
19. Click Back to Main Menu to return to the Desktop