



WOODFORD COUNTY CLERK'S OFFICE

Sandra V. Jones, Clerk
103 South Main Street, Ste. 120
Versailles, Kentucky 40383
sandra.jones@ky.gov

Fax: (859) 873-6985

Phone: (859) 873-3421

Date: _____

Financing Company's Name & Address: _____

RE: Name: _____

Address: _____

VIN: _____

Car Year: _____ Make: _____ Model: _____

Phone Number: (_____) _____

To Whom It May Concern:

As evidenced by the attached identification of an applicant's Kentucky driver's license, the above-named individual is applying for a Kentucky Motor Vehicle Title and Registration. Pursuant to Kentucky law, an applicant is required to register the motor vehicle into the state within fifteen (15) days of relocating in Kentucky. In order for this office to serve this individual, it is necessary that you forward: (1) **the original title**; and (2) **a copy of the Security Agreement**.

Upon receipt of the Title and Security Agreement, the application for Kentucky Title and Registration can be processed. Your security interest will be printed on the face of the Kentucky Title and notification of filing will be returned to you. The vehicle cannot be sold to another individual until the lien is released on the title by the lender and returned to the Woodford County Clerk's office to release the lien. If transferring to a new state, lien will transfer to another state unless stipulated otherwise on the title.

Your prompt response will expedite the titling and licensing of the vehicle named herein and assists in the above named person's attempt to comply with Kentucky motor vehicle laws. Please mail documents to the address listed at the top of this page.

Sincerely,

Sandra V. Jones, Clerk
Office of the Woodford County Clerk