



Labor, Materials, Storage or Repair Work Mechanic's Lien Title Application Checklist

A person engaged in the business of storing, furnishing supplies for, providing towing services for, or repairing vehicles shall obtain the name and address of the owner of a vehicle that was left in the custody of the person for storage, furnishing of supplies, or repairs at the time the vehicle is left.

When submitting paperwork, include the following:

- [Application for Certificate of Title for a Vehicle – State Form 205](#)
- [Mechanic's Lien Bill of Sale – State Form 23104](#). This form must contain the auction company/auctioneer name, signature, and license number.
- A letter mailed by certified mail to the last known address of all vehicle owners and lienholders of record. The letter must notify all owners and lienholders of record that the vehicle will be sold at public auction on a specified date to satisfy the mechanic's lien. **Proof of delivery of the certified letter(s) and a copy of the letter(s) must be submitted.** The letter must contain:
 - The name, address, and telephone number of the towing service;
 - Notice that storage charges are being accrued and the vehicle is subject to sale if the vehicle is not claimed and the charges are not paid; and
 - The earliest possible date and location of the public sale or auction.
- Proof the vehicle was advertised for sale in a newspaper. The advertisement must be placed in a newspaper that is printed in English and of general circulation in the city or town in which the holder of the mechanic's lien place of business is located. The advertisement must contain at least the following information: (1) A description of the vehicle, including make, year, and VIN; (2) Amount of unpaid charges; (3) time, place, and date of sale. Proof of advertisement may include a certificate from the newspaper company verifying the vehicle was advertised **and** a copy of the newspaper article.
- [Physical Inspection of a Vehicle or Watercraft – State Form 39530](#). This form must be completed by an Indiana law enforcement officer. If the vehicle does not have a VIN, or the VIN has been altered or defaced, you must include the [Request for Special Identification Number – MVIN Application Packet](#).
- [Odometer Disclosure Statement – State Form 43230](#). Mileage will be branded "Not Actual." All trailers and motor vehicles weighting over 16,000 pounds are exempt.
- One proof of address. A driver's license or identification card may be accepted as proof.
- [Collection of Payment Information - State Form 56163](#). Submit payment for the following vehicle title application fees and taxes. Payable by MasterCard or Visa, check, electronic check, or money order.
 - \$15 title application fee.
 - A \$30 additional administrative penalty will be assessed on a title application packet received 45 days after the purchase date.
 - If the vehicle is transferring ownership, include 7% sales tax of the purchase price or provide proof of sales tax paid on an [ST108 – Certificate of Gross Retail or Use Tax Paid – State Form 48842](#). If exempt from sales tax, include an [ST108E – Certificate of Gross Retail or Use Tax Exemption – State Form 48841](#).
 - Optional \$25 speed title fee. This optional fee is in addition to the \$15 title application fee. Paying this fee ensures that the title is processed in a period of time that is substantially shorter than the normal processing period.
- Vehicle color: _____ (List color on line)
- Vehicle fuel type (select one):
 - Gasoline
 - Diesel
 - Hybrid
 - Electric
 - Other

For your convenience, the required forms are hyperlinked in this checklist. The forms are also available at <https://www.in.gov/bmv/titles/title-forms/>. Mail this checklist and all completed forms to:

**Indiana Bureau of Motor Vehicles
Central Office Title Processing
100 North Senate Avenue, Room N411
Indianapolis, IN 46204**

If the BMV determines that sufficient credible evidence exists to substantiate the applicant's claim of ownership, a title will be issued. **If all required documents are not submitted or information is incomplete, the entire application will be returned.**

Please include this checklist with your application.