

*Notice of Lien  
(NOL)  
Filing Manual*



*Revised: June 2022*

# FILING AN ONLINE NOTICE OF LIEN (NOL)

The purpose of this manual is to assist you in using the Missouri Department of Revenue's online [Notice of Lien Application](#).

## STEP 1 – LOGIN SCREEN

MISSOURI DEPARTMENT OF REVENUE  
*Notice of Lien Application*

Login

Please sign on:

User Id

Password

Reset Submit

[Forgot your password?](#)

· Dealer & Lienholders · Motor Vehicle & Driver License Information · Contact ·

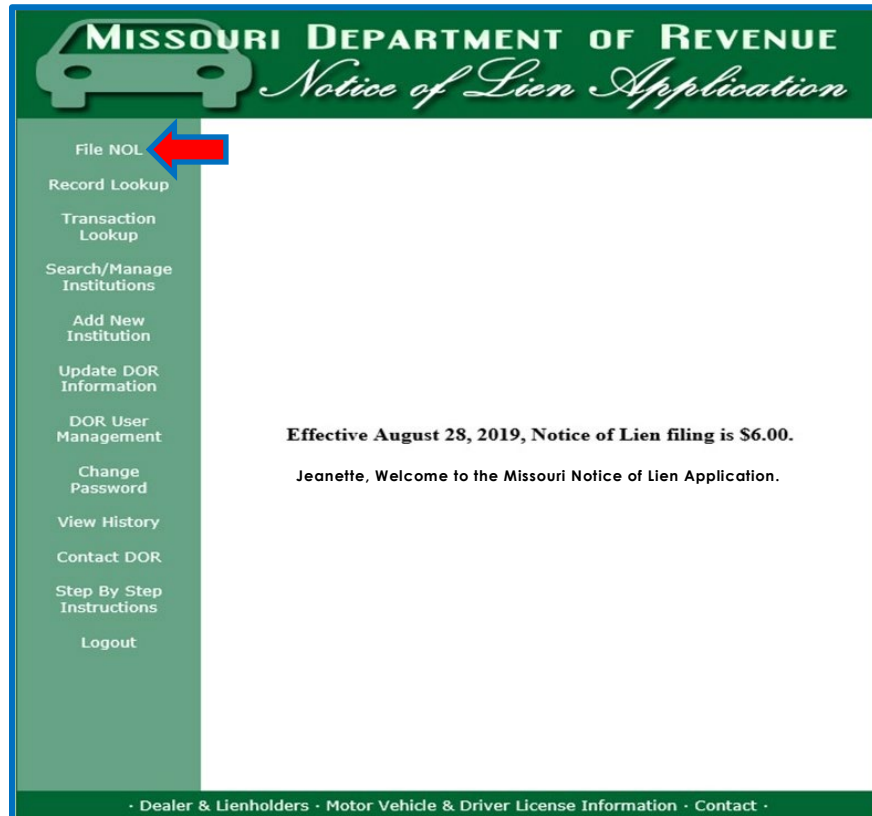
### First Time User:

Key the user ID and **temporary** password that was provided in the email sent to you by the Department of Revenue after you submitted the *Application for Online Account* ([Form 5017](#)). You will then be directed to change your password by keying the temporary password as your "OLD PASSWORD" and keying a new password.

### Returning User:

Key your User ID and your password, then click "**Submit**". The *Welcome* screen will display.

## STEP 2 – WELCOME SCREEN



Several user options are listed in the menu bar on the left-hand side of the screen. Click "File NOL" and the *NOL Application* screen will display.

**NOTE:** You may click on "HELP" next to any of the data fields for additional instructions.

## STEP 3 – NOL APPLICATION SCREEN

At the top of the screen, click the appropriate "Yes" or "No" response for each question.

Is this a subordinate (second) lien on an item which has an active primary lien?	<input checked="" type="radio"/> No <input type="radio"/> Yes	Help
Is this a Refinance or No Change Of Ownership?	<input checked="" type="radio"/> No <input type="radio"/> Yes	

**NOTE:** A lien can only be filed online if the lien is a primary (first) lien. If you are intending to file an NOL on a unit where you are a secondary lienholder, you **cannot** file a notice of lien online; **you must file the notice of lien on paper** (see [Section 2](#)).

Complete the *Owner Information*.

**Owner Information:**

Owner's Name  Help  
(Last, First, Middle Initial)

Street Address  Help

City  Help

State  Help

Zip Code  Help

DLN/FEIN Number  (Optional) Help

- **Owner's Name** – Enter owner(s) name(s) as ***last name first name middle initial*** (if applicable) with ***no commas*** separating them. Omit keying the last name of the second owner when the owners have the same last name.

**NOTE:** To avoid an additional review and delay in title issuance, you must ensure the owner(s) name on the application for title — *Application for Missouri Title and License (Form 108)* or *Application for Missouri Boat/Vessel or Outboard Motor Title and Registration (Form 93)* — matches the Notice of Lien file.

<b>Name on Title Application (Form 108 or Form 93)</b>	<b>Name Entered in the Notice of Lien System</b>
Doe, John	Doe John
Doe, John Sr.	Doe John Sr.
Doe John D & Doe Jane	Doe John D & Jane
Doe John & Smith Jane	Doe John & Smith Jane

- **Street Address** – Enter the owner's street address. A post office box is acceptable.
- **City** – Enter the owner's city.
- **State** – ***The owner must have a Missouri address.*** If you are dealing with an owner from another state, contact the titling agency in their home state for lien options.
- **ZIP Code** – Enter owner's five-digit ZIP code.
- **DLN/FEIN Number (Optional)** – Enter the driver license number or federal employer identification number.

Complete the *Unit Description*.

Unit Description:	
Choose One <input type="text" value="Passenger Vehicle"/>	Help
Make <input type="text" value="Other"/> <input type="text"/>	Help
Year <input type="text"/>	Help
VIN/HIN <input type="text"/>	Help
Purchase Date <input type="text"/> mmddyyyy or mm/dd/yyyy	Help
Lien Date <input type="text"/> (mmddyyyy or mm/dd/yyyy Optional)	Help
Previous State <input type="text" value="N/A"/> (Optional)	Help
Previous Title Number <input type="text"/> (Optional)	Help
Net Price (after trade-in) <input type="text"/> (Optional)	Help

**NOTE:** You may click on “HELP” next to any of the data fields for additional instructions.

- **Choose One**– Select the unit type (“Passenger”, “Truck”, “Vessel”, or “Outboard Motor”) from the drop-down menu.
- **Make** – Select the appropriate make from the drop-down menu.
  - If the correct make is not listed, choose “Other” and key the correct make in the box to the right.
- **Year** – Key the unit’s four-digit year.
- **VIN/HIN** – Key the unit’s vehicle identification number (VIN) or hull identification number (HIN).
  - If the VIN/HIN does not pass the system edits, **you must file the notice of lien on paper** (see [Section 2](#)).
- **Purchase Date** – Key the date the unit was purchased (use **mmddyyyy** or **mm/dd/yyyy** format).
- **Lien Date (Optional)** – Key the date the lien was established (use **mmddyyyy** or **mm/dd/yyyy** format).
- **Previous Title Number (Optional)** – Key the previous title number, if applicable.
- **Previous State (Optional)** – If the unit was previously titled in another state, select that state from the drop-down menu. Do not change the default “N/A” if you do not know the state in which the unit was previously titled or if the unit has never been titled before.
- **Net Price (after trade-in) (Optional)** – Key the amount shown on the title application (less any trade-in or rebate, if applicable). If exempt from taxes, key “0”.

Complete the *Lien Information*.

**Lien Information:**

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**Enter Either**

Lienholder ID Number  [Help](#)

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**Or**

Lienholder Type [Help](#)

- Bank/Savings And Loan
- Credit Union
- Dealership (As Lienholder)
- Finance Company
- Individual
- Other

Lienholder Name  [Help](#)

Street Address  [Help](#)

City  [Help](#)

State  [Help](#)

Zip Code  [Help](#)

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Subject to Future Advances  Yes [Help](#)

Loan/Unit Number  [Help](#)

**IMPORTANT:** To protect the creditor from the buyer/debtor's possible FILING FOR BANKRUPTCY protection of relief, this NOTICE OF LIEN should be perfected (received by the Missouri Department of Revenue) within 30 days from the date of the loan.

You have two options when completing this section:

- Key the lienholder’s unique ID number and the extension number assigned by the Department of Revenue.
  - The NOL system will automatically populate the lienholder’s name and address.
- Manually key all of the lienholder information, as it appears on the title application. Abbreviations are acceptable *if* the abbreviations also appear on the title application.

Click “**Confirm**” and the *Confirmation* screen will display.

## STEP 4 – CONFIRMATION SCREEN

**Please confirm that the following information is correct:**  
(Your information will not be saved until you click "Confirm & Save")



**Owner Information:**  
Owner's Name Smith John  
Street Address 301 W High St  
City Jefferson City  
State MO  
Zip Code 65109  
DLN/FEIN Number

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**Unit Description:**  
Vehicle Type Passenger Vehicle  
Make LEXS  
Year 2020  
VIN/HIN 1A1AA11A1AA1111  
Purchase Date 12/01/2021  
Lien Date  
Net Price \$0

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**Lien Information:**  
Lienholder Type Bank/Savings And Loan  
Lienholder ID Number 0  
Lienholder Name BANK  
Street Address 100 Main St  
City Jefferson City  
State MO  
Zip Code 65109  
Subject to Future Advances No  
Refinance or No Change Of Ownership No

 [Go Back & Correct](#) [Confirm & Save](#) 

**IMPORTANT:** Please click the "Confirm & Save" button only once!

- If the owner, unit, and lien information is **correct**, click "**Confirm and Save**" and the *Receipt* screen will display; or
- If any of the information is **incorrect**, click "**Go Back and Correct**" to key the correct information.

## STEP 5 – RECEIPT SCREEN

You have successfully filed a Notice of Lien with the following information:

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**Owner Information**

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Owner: Smith John  
301 W High St  
Jefferson City, MO 65109

DLN/FEIN Number: \_\_\_\_\_

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**Unit Description**

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Vehicle Type: Passenger Vehicle  
Make: LEXS  
Year: 2020  
VIN/HIN: **1A1AA11A1AA111111**  
Purchase Date: 12/01/2021  
Lien Date: \_\_\_\_\_  
Net Price: \$0

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**Lien Information**

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Lienholder Type: Bank/Savings And Loan  
Lienholder ID Number: 0-101229

Lienholder: BANK  
100 Main St  
Jefferson City, MO 65109

Future Advances: No  
Refinance or No Change Of Ownership: No

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**Filing Information**

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NOL File Date: 12/21/2021  
Fee: \$6.00  
Office Number: 227-001  
Control Number: **1111111X**

This is your receipt - Please print this page for your records.  
[Print](#)

This screen indicates your NOL has been filed and a control number was issued. This is your receipt and proof of your lien perfection. No other receipt is provided, so please print this screen for your records.

If you want to key another NOL filing, click "**File NOL**" in the menu bar on the left-hand side of the screen (see [Step 2](#)). Click "Logout" to exit the online NOL system once you have completed your NOL filings. A summary of your NOL filings for that day will display.

**Jeanette, you have successfully logged out. Thank you.**

Here are the Notices Of Lien you filed today:

Control #	Owner's Name	Year	Make	VIN/HIN
020902IX	Smith John	2020	LEXS	2T2HZMDA4LC234599



**NOTE:** The NOL system will generate two types of daily emails:

- Each user will receive a listing the NOLs that they filed.
- Each account administrator will receive a daily email listing all NOLs filed by all users for that account.

**THIS SPACE INTENTIONALLY LEFT BLANK.**

# FILING A NOTICE OF LIEN (NOL) BY PAPER

You may use this information as a guide to filing an NOL on a unit where you are a secondary or subsequent lienholder.

## APPLICATION WITH NO CHANGE OF OWNERSHIP

You must submit the following documents:

- The appropriate, completed application form:
  - **Vehicle** – An *Application for Missouri Title and License* ([Form 108](#)) with the "Title and Notice of Lien" box marked; or
  - **Vessel/Outboard Motor** – An *Application for Missouri Boat/Vessel or Outboard Motor Title and Registration* ([Form 93](#)) with the "Title and Notice of Lien" box marked.
- The current certificate of title;
- A completed *Notice of Lien, Lien Release, or Authorization to Add/Remove Name from Title* ([Form-4809](#)) to serve as lienholder authorization to add or remove a name from the title.
- Lien authorization or release of the existing lien is not required if the lienholder is only updating a lien (same owners and same lienholder).
- The appropriate title fee:
  - [Motor Vehicle fees](#); or
  - [Boats/Vessels/Outboard Motor fees](#).
- The \$12 processing fee (\$6 title and \$6 NOL).

## APPLICATION WITH A CHANGE IN OWNERSHIP

You must submit the following documents:

- A completed *Notice of Lien, Lien Release, or Authorization to Add/Remove Name from Title* ([Form-4809](#)) to serve as lienholder authorization to add or remove a name from the title.
- The \$6 processing fee.

## SUBMITTING THE APPLICATION

In either case, you may present these documents at any [Missouri license office](#) or mail to them to:

**Motor Vehicle Bureau**  
**301 West High Street**  
**PO Box 3355**  
**Jefferson City, MO 65105-3355**