

# Retaining a Delaware License Plate

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## TRADING OR SELLING A VEHICLE WITH A LIEN

1. Obtain Form MV-35 from the DMV website. The purpose of the form is to request your title from the bank/lien holder/leasing company.
2. Complete Form MV-35 and mail or fax it to your bank/lien holder/leasing company.
3. Your lien holder will forward the title to the DMV.
4. Once DMV receives your title, you will receive an email (at the email address provided on Form MV-35) advising you that the title has been received. The Division will also send you a post card to your mailing address. It is important to have your correct mailing address on the form as well as on file with DMV.
5. DMV will hold your title for no more than 60 days.
6. If the lien holder requests that the title be returned prior to the 60 days, the DMV shall comply with this request.
7. Upon returning to DMV after receiving notification that your title has arrived, bring your drivers license and proof of insurance; insurance is required if you plan to re-tag the vehicle for purchaser.
8. The fee to retain your plate is \$55. There is a \$20 fee to take the plate out of retention.
9. DMV can issue a \$20 temporary tag for the vehicle to be driven to the buyer/dealer.
10. The plate will remain in retention for 365 days after its expiration date.

## TRADING OR SELLING A VEHICLE WITHOUT A LIEN

1. Before completing the sale or finalizing the trade you shall bring the title to DMV in order to retain your plate. The fee to retain your plate is \$35. There is a \$20 fee to take the plate out of retention.
2. In addition to the title, you'll need to bring your drivers license and proof of insurance to the DMV; insurance is required if you plan to re-tag vehicle for purchaser.
3. DMV can issue a \$20 temporary tag for the vehicle to be driven to the buyer/dealer.
4. If using a dealership, you must provide the Delaware Tag Validation form.
5. The plate will remain in retention for 365 days after its expiration date.

\*Note: Some dealerships provide the service of retaining plates for their customers when purchasing vehicles.