

# Texas Motor Vehicle Transfer Notification

**ALL INFORMATION MUST BE COMPLETE**

Under state law, when you submit this completed form to the department, the buyer named is presumed to be the owner and may be subject to criminal and civil liability for the vehicle. For this reason, complete information, particularly the name and address of the buyer, is important.

- Legibly print or type all information
- Keep a copy of this form for your records
- Processing takes approximately two weeks from date of receipt by the department

**SELLER INFORMATION**

NAME OF SELLER(S)/TRANSFEROR(S)

LAST NAME	FIRST NAME	INITIAL
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CURRENT ADDRESS

CITY	STATE	ZIP
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**VEHICLE INFORMATION** *(The department does not maintain files by owner name)*

TITLE/DOCUMENT NUMBER	VEHICLE MAKE	PLATE NUMBER

VEHICLE IDENTIFICATION NUMBER (V.I.N.)	YEAR MODEL	BODY STYLE

**BUYER / TRANSFER INFORMATION** *(If any of the requested information is unavailable or unknown, write "unknown" in the applicable space)*

NAME OF BUYER/TRANSFeree	DATE VEHICLE DELIVERED TO BUYER/TRANSFeree

CURRENT ADDRESS	CITY	STATE	ZIP

I/we hereby request that the department mark its motor vehicle records to indicate that I/we have transferred the vehicle described above under the provisions of the Transportation Code, §520.023, which addresses secondhand vehicle transfers. **I/we understand that the motor vehicle record will remain in my/our name(s) until a new Texas Certificate of Title is applied for and issued, recording the name of the new owner.**

SIGNATURE OF SELLER(S)/TRANSFEROR(S)	DATE SIGNED (mm/dd/yyyy)
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**MAIL TO:**  
**TEXAS DEPARTMENT OF TRANSPORTATION -- VEHICLE TITLES AND REGISTRATION DIVISION**  
**AUSTIN, TX 78779-0001**

**WARNING:** Transportation Code, §501.155, provides that falsifying information on any required statement or application is a third-degree felony offense punishable by not more than ten (10) years in prison or not more than one (1) year in a community correctional facility. In addition to imprisonment, a fine of up to \$10,000 may also be imposed.

**NOTICE**

With a few exceptions, you are entitled to be informed about the information TxDOT collects about you. Texas Government Code, §§552.021, 552.023 and 559.004 further entitles you to receive and review the information on request, and to request the department correct any information about you that is deemed incorrect. Please contact the TxDOT Vehicle Titles and Registration Division at (512) 465-7611 for further details.

**This vehicle transfer notification is being returned for the reasons shown on page two.**

**This Vehicle Transfer Notification Is Being Returned  
For The Reasons Checked Below:**

- We find no record of title in our files by the vehicle description shown. Please check the vehicle identification number and Texas license plate number, or resubmit this transfer notification with a photocopy of the Texas registration receipt or title.
  
- Required information is incomplete. Please complete the following items on the attached notification form:
  - Title/Document Number
  - Texas license plate number
  - Vehicle Identification Number
  - Full name of buyer(s)/transferee(s)
  - Address of buyer(s)/transferee(s)
  - Full name of seller(s)/transferor(s)
  - Address of seller(s)/transferor(s)
  - Date seller(s)/transferor(s) signed form
  - Date vehicle was delivered to the buyer(s)/transferee(s)
  - Signature of seller(s)/transferor(s)

Note: If any of the requested information is unavailable, write "Unknown" in the applicable space(s).

- Only the recorded owner of the vehicle may make notification of the sale or transfer of a vehicle. Our records do not indicate you are the recorded owner. For further information, please contact the VTR Customer Help Desk at 512/465-7611, or a TxDOT Vehicle Titles and Registration Division Regional Office.

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- Other: \_\_\_\_\_  
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