

E-mail (optional) _

Application for a Certified Copy of a Texas Certificate of Title

*** For Dept. Use Only ***

Use to apply for a certified copy of a Texas certificate of title for a motor vehicle. *Applicant must be owner, lienholder, or verified agent of owner/lienholder.* Send this form and any required attachments to your local Regional Office (see page 2 for a list of Regional Offices, and some Applicant Guidelines).

- Fees: \$2 by mail, or \$5.45 in person. Mailed fees should be in the form of a personal check, cashier's check, or money order payable to TxDOT. **Do not send cash**. Fees are non-refundable.
- Additional documents (e.g., Release of Lien, Power of Attorney, or court documents) submitted with this
 application must be <u>original</u> documents. *Exception*: A secure Power of Attorney for transfer of ownership
 (Form VTR-271-A) may be a photocopy of the original. All original documents will be returned following
 processing.
- Each person signing this form must provide *current photo identification* (State or U.S. government issued ID). A business or entity given Power of Attorney must provide one of the following: a letter of signature authority on original letterhead, business card with agent's name, or a copy of the agent's employee ID.

| Type or print in black or blue ink | | | | | |
|------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|------------------|---------------------------------------|----------------------------------------------------------------------------------------------------------------------|--|
| Year of Vehicle | Make of Vehicle | | License Plate N | lo | |
| Vehicle Identification Numb | oer | | | | |
| Title Document Number (If | unknown, leave blank) | | | | |
| For Department Use Only: | | | | | |
| Customer Identif | fication | DOB | | Control No. | |
| | nicle and that the original tit of joint ownership, all ownership. | le covering said | I vehicle has been and ID photocopie: | d agent of the owner/lienholder, lost or destroyed, to the best s are required.) s) of owner(s)/lienholder(s)/agent | |
| Printed name(s) of owner(s)/lienholder(s)/agent | | | Signature(s | s) of owner(s)/lienholder(s)/agent | |
| Note: Transportation Code §501.155 makes falsifying information on this application a third-degree felony. | | | | | |
| Specify the person to reconstant Name Address | | | | omplete to process. | |
| City | | | _ State | Zip Code | |

Phone

TxDOT Regional Offices

| Abilene (325) 734-5120 | 4250 North Clack Abilene, TX 79601-1141 | Houston (713) 681-6637 | 10000 Northwest Freeway, Suite 105 Houston, TX 77092 |
|----------------------------------|------------------------------------------------------------|-----------------------------------|----------------------------------------------------------|
| Amarillo (806) 467-8902 | 5715 I-27 S, Building H Amarillo, TX 79110 | | PO Box 926109 Houston, TX 77292-6109 |
| | PO Box 20326 Amarillo, TX 79114 | Longview (903) 753-6279 | 1301 Karnes Road Longview, TX 75604 |
| Austin (512) 837-4416 | 1001 East Parmer Lane, Suite A Austin, TX 78753 | Lubbock (806) 745-8888 | 135 Slaton Road Lubbock, TX 79404 |
| Beaumont (409) 842-5875 | 4245 Cardinal Drive Beaumont, TX 77705-4407 | Midland-Odessa (432) 498-4674 | 3901 East Hwy 80 Odessa, TX 79761 |
| Corpus Christi (361) 808-2600 | 1701 South Padre Island Drive Bldg. 2 | Pharr (956) 781-3291 | 600 West Expressway 83 Pharr, TX 78577 |
| Dallas | Corpus Christi, TX 78416 1925 E. Beltline Road, Suite 100 | San Antonio (210) 615-1776 | 4611 N. W. Loop 410 San Antonio, TX 78229-5126 |
| (972) 417-0884 El Paso | Carrollton, TX 75006 1227 Lee Trevino, Suite 100 | Waco (254) 752-1152 | 2203 Austin Avenue Waco, TX 76701-1624 |
| (915) 591-8149 | 591-8149 El Paso, TX 79907 | | 1601-A Southwest Parkway Wichita Falls, TX 76302-4906 |
| Fort Worth (817) 649-5938 | (0.0).=0 | | |
| | PO Box 90601 Arlington, TX 76006-9998 | | |
| | | | |

Applicant Guidelines

| <u>Applicant</u> | Who signs FORM VTR-34 | Basic Requirements |
|----------------------------------------------------------------------|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Vehicle owner (No Lien on Title) | Vehicle owner(s) | ► Copy of each owner's government issued photo ID. |
| Vehicle owner (Lien Satisfied) | Vehicle owner(s) | ▶ Copy of each owner's government issued photo ID. ▶ Release of Lien on lienholder's original letterhead, or ▶ If Release of Lien is on the department's form VTR-266, the lienholder agent signing the release must attach verifiable proof, i.e., letter of signature authority on original letterhead, business card with agent's name, or a photocopy of employee's ID. |
| Applicant has Power of Attorney (POA) for vehicle owner | Applicant or verified agent of the business appointed POA | ▶ Copy of each owner's government issued photo ID. ▶ If POA is an individual, copy of the applicant's photo ID. ▶ If POA is a business, letter of signature authority on original letterhead, business card with agent's name or copy of employee ID, and a copy of the photo ID of the agent who signed the VTR-34. |
| Lienholder or agent of lienholder (Lien not satisfied and lienholder | Recorded lienholder (individual) | ► Copy of photo ID of the verified agent of the recorded lienholder signing the VTR-34. |
| has lost the title) | Verified agent of recorded lienholder | ▶ Copy of photo ID of the verified agent of the recorded lienholder signing the VTR-34. ▶ Letter of signature authority from recorded lienholder authorizing the recorded lienholder agent to sign the VTR-34, a business card of the recorded lienholder agent or a photocopy of the recorded lienholder agent's employee ID. |