

# Application for a Certified Copy of Title

## Information

Use this form to apply for a Certified Copy of Texas Title for a motor vehicle. *The applicant (person signing this application) must be the recorded owner, lienholder, or an agent of the owner/lienholder.* Submit this completed application and all required documents by mail or in person to a Texas Department of Motor Vehicles (TxDMV) Regional Service Center (see page 2 for locations).

**Documents:** (Note: All original documents (or certified copies) submitted to a TxDMV Regional Service Center will be returned.)

- Originals are required for release of lien.
- Either originals or certified copies are required for court documents such as divorce decrees and court orders.
- Photocopies, faxes, or scans are acceptable for photo identification (ID), employee ID, business cards, and powers of attorney.

### \*\*\*IMPORTANT\*\*\*

Please ensure the following requirements are met, and the "Applicant Guidelines" on page 2 have been reviewed:

- **The fee is \$2.00 by mail or \$5.45 in person.**  
Mailed fees must be in the form of a personal check, cashier's check, or money order payable to the TxDMV. **Do not mail cash.** Credit/debit cards and temporary checks are not accepted. **Fees are non-refundable.**
- **Copy of acceptable government issued photo ID for each recorded owner and/or agent is required.**  
All forms of ID must be valid and cannot be expired more than 12 months. Refer to "Acceptable Government Issued Photo Identification" and "Applicant Guidelines" on page 2 for requirements.
- **Original signature(s) are required on this application (black or blue ink).**  
Note: If the vehicle is jointly owned, original signatures are required of each owner.
- **Original, signed release of lien is required if a lien is still shown on the department's record.**  
Required even if a lien (loan or financing) has been paid in full, but is still shown on the department's record. A paid lien may not be automatically removed from the department's record. Refer to "Lien on Title Record" on page 2.
- **Agent authorization is required when applying on behalf of an entity.**  
Refer to "Entity Applying" in the "Applicant Guidelines" section on page 2 for requirements.

## Vehicle Information

Vehicle Identification Number	Year	Make	Body Style	Model
Title/Document Number (if unknown, leave blank)	Texas License Plate Number (if unknown, leave blank)			

## Certification – State law makes falsifying information a third degree felony

I, the undersigned, hereby certify I am the recorded owner, lienholder, or verified agent of the owner or lienholder of the vehicle described above, and the original title issued for the vehicle has been lost, destroyed, or mutilated.

Signature of Applicant/Owner	Printed Name (Same as Signature)	Date
Signature of Additional Applicant/Owner (if any)	Printed Name (Same as Signature)	Date

## Recipient Information – To Whom the Certified Copy will be Released or Mailed

First Name (or Entity Name)	Middle Name	Last Name	Suffix (if any)
Mailing Address	City	State	Zip
Email	Phone Number		

## Department Use Only

Customer ID Number	ID Type <input type="checkbox"/> TXDL <input type="checkbox"/> TXID <input type="checkbox"/> Other:	ID Expiration Date
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## Acceptable Government Issued Photo Identification

The following are the only acceptable forms of government issued photo ID for an Application for Certified Copy of Texas Title: **1)** Driver license or state ID certificate issued by a state or territory of the U.S., **2)** Texas handgun license, **3)** U.S. or foreign passport, **4)** U.S. military ID, **5)** North Atlantic Treaty Organization ID, **6)** ID issued under a Status of Forces Agreement, **7)** U.S. Department of Homeland Security ID, **8)** U.S. Department of State ID, **9)** U.S. Citizenship and Immigration Services ID document.

**All forms of ID must be valid and cannot be expired more than 12 months. If an individual other than the owner(s) is receiving the certified copy of title in person, that individual must also present a valid photo ID.**

## Applicant Guidelines

### Individual(s) Applying

If a vehicle is in the name of an individual(s), the individual owner(s) must each sign this application and must provide a copy of each owner's government issued photo ID.

### Entity Applying

If the vehicle is in the name of an entity, an agent representing the entity must sign the application.

Additional Requirements: Letter of signature authority on letterhead, printed business card (containing the agent's name), or employee ID connecting the signing agent to the entity (may be copies) and copy of the agent's government issued photo ID.

### Lienholder Applying

If the vehicle has a recorded lien, the lienholder (or an agent of the lienholder) may apply for a Certified Copy of Texas Title and sign the application.

Additional Requirements: If the lienholder is an individual, a copy of the individual's government issued photo ID. If the lienholder is an entity, letter of signature authority on letterhead, printed business card (containing the agent's name), or employee ID connecting the signing agent to the entity (may be copies) and copy of the agent's government issued photo ID.

### Using Power(s) of Attorney

If a power of attorney (POA) is used, the above requirements apply for both the individual or entity granting the POA and the individual or entity being granted POA. For an individual (whether granting or being granted the POA), a copy of that individual's government issued photo ID is required. For an entity (whether granting or being granted the POA), both a copy of the agent's government issued photo ID and a letter of signature authority on letterhead, printed business card (with the agent's name), or employee ID connecting the signing agent to the entity (may be copies) are required.

## Lien on Title Record

If the current owner(s) of the motor vehicle had a lien (loan or financing) of any kind on the motor vehicle, even if it has been paid off, the department's records may still show the lien unless the owner(s) filed an application to have the lien removed or received a new title (without a lien shown) from the Texas Department of Motor Vehicles after payoff.

An original, signed release of lien on lienholder's original letterhead or on the *Prescribed Form for Release of Lien* (Form VTR-266) is required if there is a lien shown on the department's record. **Photocopies, faxes, and scans are not acceptable.** If the release of lien is on the Form VTR-266, the lienholder's agent signing the Form VTR-266 must attach a letter of signature authority on letterhead, printed business card (with the agent's name), or employee ID that connects the agent to the entity (copies acceptable).

## Application by Mail – \$2.00 Fee

Mail this application, \$2.00 fee, copy of ID(s), and any other documentation to:

**Texas Department of Motor Vehicles  
1601-A Southwest Parkway  
Wichita Falls, TX 76302**

- Mailed applications may take up to 10 business days to process plus mailing time.
- Original documentation submitted with the application will be returned to the person/entity receiving the title.

## Application in Person – \$5.45 Fee

<b>ABILENE</b> - 4210 N. Clack St., Abilene, TX 79601 Phone (325) 674-1000	<b>HOUSTON</b> - 2110 East Governors Cir., Houston, TX 77092 Phone (713) 316-6100
<b>AMARILLO</b> - 5715 Canyon Dr., Building H, Amarillo, TX 79110 Phone (806) 467-3600	<b>LONGVIEW</b> - 4549 W. Loop 281, Longview, TX 75604 Phone (903) 237-2800
<b>AUSTIN</b> - 1001 E. Parmer Ln., Ste. A, Austin, TX 78753 Phone (512) 719-6900	<b>LUBBOCK</b> - 135 Slaton Rd., Lubbock, TX 79404 Phone (806) 748-2900
<b>BEAUMONT</b> - 8550 Eastex Freeway, Beaumont, TX 77708 Phone (409) 895-3200	<b>MIDLAND/ODESSA</b> - 3901 East Highway 80, Odessa, TX 79761 Phone (432) 276-4400
<b>CORPUS CHRISTI</b> - 602 N. Staples St., Ste. 130, Corpus Christi, TX 78401 Phone (361) 808-3900	<b>PHARR</b> - 600 West Expressway 83, Pharr, TX 78577 Phone (956) 784-6700
<b>DALLAS</b> - 1925 E. Beltline Rd., Ste. 100, Carrollton, TX 75006 Phone (972) 478-5200	<b>SAN ANTONIO</b> - 15150 Nacogdoches Rd., Ste. 100, San Antonio, TX 78247 Phone (210) 731-2130
<b>EL PASO</b> - 1227 Lee Trevino, Ste. 100, El Paso, TX 79907 Phone (915) 594-6000	<b>WACO</b> - 2203 Austin Ave., Waco, TX 76701 Phone (254) 296-2700
<b>FORT WORTH</b> - 2425 Gravel Dr., Fort Worth, TX 76118 Phone (817) 285-1500	<b>WICHITA FALLS</b> - 1601-A Southwest Pkwy., Wichita Falls, TX 76302 Phone (940) 235-4800