

Application for a Certified Copy of Title

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

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