



# Application for a Certified Copy of Title

\*\*\* Department Use Only \*\*\*

Use this form to apply for a certified copy of a Texas certificate of title for a motor vehicle. *Applicant must be the owner, lienholder or verified agent of owner/lienholder.* Mail this application to the TxDMV office listed on page 2. Or, you may bring this form and any required attachments to your local Texas Department of Motor Vehicles (TxDMV) Regional Service Center (see page 2 for a list of offices).

- **Fee:** \$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 TxDMV. **Do not mail cash.** Temporary checks will not be accepted. **Fees are non-refundable.**
- Additional documents (e.g., Release of Lien, Power of Attorney, or court documents) submitted with this application must be *original* 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 submitted to a Regional Service Center will be returned following processing.
- Original signature(s) required.
- Each person signing this form must provide a **copy of current photo identification** (State or U.S. government issued ID, or foreign passport). A verified agent of the owner or lienholder must also provide a letter of signature authority on original letterhead, a business card, or a copy of the agent's employee photo ID.
- A business or entity given a Power of Attorney must provide one of the following: a letter of signature authority on original letterhead, a business card with agent's name, or a copy of the agent's employee photo ID.

Type or print in black or blue ink

Year of Vehicle \_\_\_\_\_ Make of Vehicle \_\_\_\_\_ License Plate No. \_\_\_\_\_  
 Vehicle Identification Number \_\_\_\_\_  
 Title Document Number (If unknown, leave blank) \_\_\_\_\_

I, the undersigned, hereby certify that I am the recorded owner, lienholder or verified agent of the owner/lienholder, of the above described vehicle and that the original title covering said vehicle has been lost, destroyed, or not provided to me by my lienholder. (In case of joint ownership, all owners' signatures and copies of photo ID are required.)

_____ Printed name(s) of owner(s) / lienholder(s) / agent	_____ Original Signature(s) of owner(s) / lienholder(s) / agent
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Transportation Code §501.155 makes falsifying information on this application a third-degree felony.

**Specify the person to receive the title. Name and address information must be complete to process.**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 E-mail (optional) \_\_\_\_\_ Phone \_\_\_\_\_

**\*\*\*Department Use Only\*\*\***

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Customer ID                      DOB                      Control Number

**To request a Title by Mail, send application with \$2.00 fee to:** TxDMV  
 1601 Southwest Pkwy., Ste. A  
 Wichita Falls, TX 76302

**In person, please visit one of our Regional Service Centers:**

<b>Abilene</b> (325) 734-5120	4210 North Clack St. Abilene, TX 79601	<b>Houston</b> (713) 802-4300	Attn: VTR 7721 Washington Avenue Houston, TX 77007
<b>Amarillo</b> (806) 467-8902	5715 Canyon Drive, Building H Amarillo, TX 79110	<b>Longview</b> (903) 753-6279	4549 W. Loop 281 Longview, TX 75604
<b>Austin</b> (512) 837-4416	1001 East Parmer Lane, Suite A Austin, TX 78753	<b>Lubbock</b> (806) 745-8888	135 Slaton Road Lubbock, TX 79404
<b>Beaumont</b> (409) 892-2491	8550 Eastex Freeway Beaumont, TX 77708	<b>Midland/Odessa</b> (432) 498-4674	3901 East Hwy 80 Odessa, TX 79761
<b>Corpus Christi</b> (361) 808-2600	1701 South Padre Island Drive, Bldg. 2 Corpus Christi, TX 78416	<b>Pharr</b> (956) 781-3291	600 West Expressway 83 Pharr, TX 78577
<b>Dallas</b> (972) 417-0884	1925 E. Beltline Road, Suite 100 Carrollton, TX 75006	<b>San Antonio</b> (210) 615-1776	3500 N. W. Loop 410 San Antonio, TX 78229
<b>El Paso</b> (915) 591-8149	1227 Lee Trevino, Suite 100 El Paso, TX 79907	<b>Waco</b> (254) 752-1152	2203 Austin Avenue Waco, TX 76701
<b>Fort Worth</b> (817) 590-2625	2425 Gravel Drive Fort Worth, TX 76118	<b>Wichita Falls</b> (940) 720-7754	1601 Southwest Parkway, Suite A Wichita Falls, TX 76302

**Applicant Guidelines**

<b>Applicant</b>	<b>Who signs FORM VTR-34</b>	<b>Basic Requirements</b>
Vehicle owner - individual or business (No Lien on Title)	Vehicle owner(s) or agent representing business entity	► Copy of each owner's or agent's government issued photo ID. If titled in a business name, a letter of signature authority on original letterhead, a business card with agent's name, or a copy of agent's employee photo ID.
Vehicle owner - individual or business (Lien Satisfied)	Vehicle owner(s) or agent representing business entity	► Copy of each owner's or agent's government issued photo ID. If titled in a business name, a letter of signature authority on original letterhead, a business card with agent's name, or a copy of agent's employee 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 proof they are, a verified agent of the lienholder, i.e., letter of signature authority on original letterhead, a business card with agent's name, or a copy of agent's employee photo 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, a business card with agent's name, or a copy of agent's employee photo ID.
Lienholder or agent of lienholder (Lien not satisfied and lienholder has lost the Title)	Recorded lienholder (individual)	► Copy of photo ID of the recorded lienholder, or the lienholder's verified agent, who signed the Form VTR-34.
	Verified agent of recorded lienholder	► Copy of photo ID of the verified agent of the recorded lienholder who signed the Form VTR-34. ► Letter of signature authority from recorded lienholder authorizing the recorded lienholder agent to sign the Form VTR-34, a business card of the recorded lienholder agent, or a copy of the recorded lienholder agent's employee photo ID.