



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 owner, lienholder, or a verified agent of owner/lienholder.* The "Recipient Information" section must be completed with the name and address of the person (or entity) receiving the certified copy of title in order to process this application. 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).

IMPORTANT: Current government issued photo identification (ID) is required of each owner. If the lienholder is the applicant, photo ID of the lienholder's agent is required. If an applicant is not the owner or lienholder, the applicant's and owner's photo ID is required. Refer to "Acceptable Government Issued Photo Identification" and "Applicant Guidelines" on page 2 for specific requirements. Additionally, original signature(s) from the owner (or all owners if jointly owned), lienholder, or verified agent of the owner(s) or lienholder are required.

Lien Information: Even if a recorded lien has been paid in full, the lien remains on the department record until an application for corrected title is filed to remove the lien. If the lien has not been removed, you must provide an original release of lien (see "Lien on Title Record" on page 2).

Fee: 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 TxDMV. **Do not mail cash.** Credit/debit cards and temporary checks are not accepted. **Fees are non-refundable.**

Documents: Additional documents (e.g., release of lien or court documents) submitted with this application must be original documents. Photocopies of court documents, releases of lien, or other official documents are not accepted. All original documents submitted to a TxDMV Regional Service Center will be returned. Photocopies of photo ID, employee ID, powers of attorney, and business cards are acceptable.

Note: A Certified Copy of Texas Title will not be issued within 15 days of the issue date of the original Texas Certificate of Title, or within 30 days of a previously issued Certified Copy of Texas Title.

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 above described vehicle, 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

CCO Control Number	Clerk Initials	NMVTIS Checked <input type="checkbox"/> Yes <input type="checkbox"/> No	Title Superseded <input type="checkbox"/> Yes <input type="checkbox"/> No	Rejected <input type="checkbox"/> Yes <input type="checkbox"/> No
Customer ID Number	ID Type	Date of Birth	Customer 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 being used to sign on behalf of an individual or entity, the above requirements apply to the individual or entity appointed as attorney-in-fact in the power of attorney. An original or copy of the POA is required.

Additional Requirements: If the POA appoints an individual, a copy of that individual's government issued photo ID. If the POA appoints an entity, a 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.

Lien on Title Record

A 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 recorded on the record (even if the lien has been satisfied). 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 (containing the agent's name), or employee ID connecting the signing agent to the entity (may be copies).

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., Suite 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., Suite 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., Suite 100, Carrollton, TX 75006 Phone (972) 478-5200	SAN ANTONIO - 3500 N.W. Loop 410, San Antonio, TX 78229 Phone (210) 731-2130
EL PASO - 1227 Lee Trevino, Suite 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