



Cheryl E. Johnson, PCC, CTOP
Assessor and Collector of Taxes

Galveston County Courthouse, 722 21st Street, Galveston, Texas 77550
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RETURN OF VEHICLE REGISTRATION RENEWAL OR TITLE APPLICATION

Owner Name: _____ Vehicle Year & Mfg: _____
Address: _____ Plate or Vin #: _____
Check # _____ Amount of Check: \$ _____

ADDITIONAL INFORMATION OR FEES NEEDED

- We are unable to process your transaction for the following reason:**
 - _____ Incorrect payment amount (please remit the following amount \$ _____)
 - _____ Amounts on check do not match and written amount insufficient (please submit a new check – see above)
 - _____ Check is not signed (please sign and return in enclosed envelope along with this form)
 - _____ Check should be made payable to GCTO (please submit check with proper payee)
 - _____ Corrections made to check and our bank will not accept (please submit another check for processing)
 - _____ TxDMV system reflects registration is not due at this time thus we are unable to process

- Additional information is needed:**
 - _____ Proof of insurance _____ Validate that citation/ticket has not been issued for expired registration:
 - _____ Proof of inspection No citation Citation issued (see amount to remit above)

Authorization required:

I authorize _____ to purchase the title and/or registration for my vehicle.

_____ Signature of owner _____ Date

Signatures or Information Required To Complete Title Transfer:

_____ Seller to sign _____ Correct assignment date _____ Vehicle inspection report
 _____ Buyer to sign _____ Correct odometer reading _____ Proof of insurance
 _____ Other: _____

_____ Verify _____ and _____ are one and the same person/organization:

_____ Signature of person verifying _____ Date

Fees Required & Amount:

| | |
|------------------------------------|--|
| _____ Registration fee | <input type="checkbox"/> \$33.00 Title application fee |
| _____ Delinquent transfer penalty | <input type="checkbox"/> \$28.00 Title application fee |
| _____ 6.25% sales tax | <input type="checkbox"/> \$2.50 Transfer fee |
| _____ Delinquent sales tax penalty | <input type="checkbox"/> Other _____ |
| _____ Inspection fee | Total Due: \$ _____ |

GCTO Deputy First Name & Deputy #: _____ Date: _____
 Branch Management Approval: _____ Date: _____ Branch Originated: _____

Staple Check Being Returned Here