

Application for a Certified Copy of a Texas Certificate of Title

*** For Department Use Only ***

Use to apply for a certified copy of a Texas certificate of title for a motor vehicle. *Applicant must be owner, lienholder or verified agent of owner/lienholder.* Send this form and any required attachments to your local Regional Office (see page 2 for a list of Regional Offices, and some Applicant Guidelines).

- **Fees:** \$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 TxDOT. **Do not send cash. 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 will be returned following processing.
- Each person signing this form must provide *current photo identification* (State or U.S. government issued ID). A business or entity given Power of Attorney must provide one of the following: a letter of signature authority on original letterhead, business card with agent's name, or a copy of the agent's employee 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) _____

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Customer ID	DOB	Control Number
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I, the undersigned, hereby certify that I am the recorded owner, lienholder or authorized agent of the owner/lienholder, of the above described vehicle and that the original title covering said vehicle has been lost or destroyed, to the best of my knowledge. (In case of joint ownership, all owners' signatures and ID photocopies are required.)

Printed name(s) of owner(s)/lienholder(s)/agent	Signature(s) of owner(s)/lienholder(s)/agent
Printed name(s) of owner(s)/lienholder(s)/agent	Signature(s) of owner(s)/lienholder(s)/agent

Note: 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 _____

TxDOT Regional Offices

Abilene (325) 734-5120	4250 North Clack Abilene, TX 79601-1141	Houston (713) 681-6637	10000 Northwest Freeway, Suite 105 Houston, TX 77092
Amarillo (806) 467-8902	5715 I-27 S, Building H Amarillo, TX 79110		PO Box 926109 Houston, TX 77292-6109
	PO Box 20326 Amarillo, TX 79114	Longview (903) 753-6279	1301 Karnes Road Longview, TX 75604
Austin (512) 837-4416	1001 East Parmer Lane, Suite A Austin, TX 78753	Lubbock (806) 745-8888	135 Slaton Road Lubbock, TX 79404
Beaumont (409) 842-5875	4245 Cardinal Drive Beaumont, TX 77705-4407	Midland-Odessa (432) 498-4674	3901 East Hwy 80 Odessa, TX 79761
Corpus Christi (361) 808-2600	1701 South Padre Island Drive Bldg. 2 Corpus Christi, TX 78416	Pharr (956) 781-3291	600 West Expressway 83 Pharr, TX 78577
Dallas (972) 417-0884	1925 E. Beltline Road, Suite 100 Carrollton, TX 75006	San Antonio (210) 615-1776	4611 N. W. Loop 410 San Antonio, TX 78229-5126
El Paso (915) 591-8149	1227 Lee Trevino, Suite 100 El Paso, TX 79907	Waco (254) 752-1152	2203 Austin Avenue Waco, TX 76701-1624
Fort Worth (817) 649-5938	910 North Watson Road Arlington, TX 76011-5260	Wichita Falls (940) 720-7754	1601-A Southwest Parkway Wichita Falls, TX 76302-4906
	PO Box 90601 Arlington, TX 76006-9998		

Applicant Guidelines

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