

## CERTIFIED COPY OF TITLE FACT SHEET

This Fact Sheet contains information for obtaining a Certified Copy of Title through the mail or in person. If you have any additional questions that are not covered in this Fact Sheet, please contact the nearest Texas Department of Transportation, Vehicle Titles and Registration Division (VTR) Regional Office or the Customer Help Desk at 512/465-7611.

**An applicant is the entity** (individual or business) **who signs the Form-34**. The applicant must be either the owner of record, lienholder or verified agent of the owner or lienholder. Unless Operation of Law takes precedence, such as in cases of inheritance, repossession, bankruptcy or other situations involving "involuntary divestiture of ownership," no one else may sign the application form.

Additional documents, such as Release of Lien or Power of Attorney, submitted with the application for a Certified Copy of Title must be original documents, except for court documents and the Secure Power of Attorney, Form VTR 271-A. Court documents may be either original or certified copies. A photocopy of the Form VTR-271-A will be accepted. All original documents submitted with an application for certified copy will be returned.

**Effective February 1, 2002, all applicants (mail-in or walk-in) for a Certified Copy of Title must provide to the department:**

- A properly completed Application for a Certified Copy of a Texas Certificate of Title (Form VTR-34)
- The appropriate fee – \$2.00 for mail-in applications. Walk-in applications are \$5.45.
- If mailed, the fee should be in the form of a check, cashier's check, or money order made payable to the Texas Department of Transportation. Please do not mail cash.
- A copy of a government-issued photo ID, such as a Texas or other state driver's license, government identification card, U.S. passport, or military identification is required of the person(s) signing the Form VTR-34.
- If mailing by **overnight or express** mail through a mail service which requires a physical address, mail to your VTR Regional Office.

### **Verifiable Agent of Owner or Lienholder (Mail-in or Walk-in)**

In addition to the requirements above, 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 ID.

**In cases of joint ownership**, all owners **MUST** sign the Form VTR-34 in order for a Certified Copy of Title to be issued. If only one owner is present, a copy of the co-owner's government-issued photo ID is required.

**If the Form VTR-34 is signed with a Power of Attorney (POA), the transaction must have, in addition to the requirements above, a copy of the:**

- Photo ID of recorded individual owner/lienholder or verified agent of recorded business owner or lienholder (individual or business) signing the POA.
- Photo ID of individual signing the Form VTR-34.

**Note:** Businesses given POA will also be required to provide a letter of signature authority on original letterhead, a business card, or a copy of employee ID.

**If issuance of a certified copy is denied, the applicant may:**

- Resubmit the request with the required verifiable proof.
- Pursue the privileges available in Section 501.052, Hearing on refusal to issue or revocation or suspension of certificate of title; appeal.
- Pursue the privileges available in Section 501.053, Filing of bond as alternative to hearing.