



APPLICATION FOR A CERTIFIED COPY OF A TEXAS CERTIFICATE OF TITLE FOR A MOTOR VEHICLE

**PLEASE READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS APPLICATION.
ALL REQUESTED INFORMATION MUST BE COMPLETE. PLEASE PRINT IN BLUE OR BLACK INK.**

TEXAS LICENSE PLATE NUMBER	VEHICLE MAKE	YEAR MODEL	(DEPARTMENT USE ONLY) DATE RECEIVED	AMOUNT	ISSUED
VEHICLE IDENTIFICATION NUMBER (VIN)					
TITLE/DOCUMENT NUMBER					
(DEPARTMENT USE ONLY)					
CONTROL NUMBER	CUSTOMER I.D.	D.O.B.			

CHECK ONE:

CERTIFIED COPY OF CERTIFICATE OF TITLE –

If no liens were recorded on the title, **OWNER(s) must sign application.**

CERTIFIED COPY OF CERTIFICATE OF TITLE –

A lien recorded on the certificate of title remains on the department records, even if the lien has been paid, unless an application for corrected certificate of title to remove the lien is filed and a new certificate of title is issued. If an application for corrected title has not been filed, the lienholder must sign the front of this application as their name is still shown on the department records.

ADDITIONAL DOCUMENTS (SUCH AS RELEASE OF LIEN, POWER OF ATTORNEY, OR COURT DOCUMENTS) SUBMITTED WITH THIS APPLICATION MUST BE ORIGINAL DOCUMENTS, EXCEPT FOR THE SECURE POWER OF ATTORNEY, FORM VTR 271-A. A COPY OF THIS FORM WILL BE ACCEPTED.

FEES:

\$2.00 – BY MAIL TO: VEHICLE TITLES AND REGISTRATION DIVISION REGIONAL OFFICE (SEE BACK)

\$5.45 – VEHICLE TITLES AND REGISTRATION DIVISION REGIONAL OFFICE (WALK-IN)

NOTE: FEES SUBMITTED ARE NON-REFUNDABLE.

I, THE UNDERSIGNED, HEREBY CERTIFY THAT I AM THE RECORDED OWNER, OR LIENHOLDER, OF THE ABOVE DESCRIBED VEHICLE AND THAT THE CERTIFICATE OF TITLE COVERING SAID VEHICLE HAS BEEN LOST OR DESTROYED, TO THE BEST OF MY KNOWLEDGE. (IN CASE OF JOINT OWNERSHIP, ALL OWNERS' SIGNATURES ARE REQUIRED.)

ORIGINAL SIGNATURE(S) ARE REQUIRED.

Printed Name of Owner(s)/Lienholder(s)/Agent

Signature of Owner(s)/Lienholder(s)/Agent

Printed Name of Owner(s)/Lienholder(s)/Agent

Signature of Owner(s)/Lienholder(s)/Agent

WARNING: TRANSPORTATION CODE, §501.155, PROVIDES THAT FALSIFYING INFORMATION ON ANY REQUIRED STATEMENT OR APPLICATION IS A THIRD-DEGREE FELONY.

APPLICANT HEREBY DIRECTS THE TEXAS DEPARTMENT OF TRANSPORTATION TO DELIVER THE TITLE HEREIN APPLIED FOR TO THE PERSON SHOWN BELOW. INDICATE A CURRENT MAILING ADDRESS. IF THE TITLE IS TO BE PICKED UP BY ANYONE OTHER THAN THE OWNER OR LIENHOLDER OF RECORD, THE FOLLOWING MUST BE COMPLETED.

<p>(PRINT OR TYPE ONLY)</p> <p>NAME _____</p> <p>ADDRESS _____</p> <p>CITY _____ STATE _____ ZIP _____</p>	<p>_____ APPLICATION IS BEING RETURNED. PLEASE SEE ATTACHED REJECTION SHEET.</p>
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(OVER)

INSTRUCTIONS/ADDITIONAL INFORMATION

THE APPLICANT (INDIVIDUAL OR BUSINESS) WHO SIGNS THE FORM VTR-34 MUST BE EITHER THE OWNER OF RECORD, LIENHOLDER OR VERIFIED AGENT OF THE OWNER OR LIENHOLDER.

All applicants (mail-in or walk-in) must provide to the department:

- A properly completed Form VTR-34
- The appropriate fee - \$2.00 for mail-in applications - walk-in applications - \$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.**
- Photo ID (State or US-issued photo ID, such as Texas or other state driver's license, government identification card, U.S. passport, or military identification) of the person 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 using the appropriate street address (see below) for that 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, or a business card, or copy of the agent's employee ID.

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

- Photo ID of recorded owner/lienholder 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, business card, or a copy of employee ID.

VEHICLE TITLES AND REGISTRATION DIVISION REGIONAL OFFICE ADDRESS LIST

ABILENE (915) 734-5120	4250 N. Clack Abilene, TX 79601-1141	LONGVIEW (903) 753-6279	1301 Karnes Road Longview, TX 75604
AMARILLO (806) 467-8902	5715 I-27S., Building H Amarillo, TX 79110 PO Box 20326 Amarillo, TX 79114	LUBBOCK (806) 745-8888	135 Slaton Road Lubbock, TX 79404 PO Box 771 Lubbock, TX 79408
AUSTIN (512) 465-7445	1001 E. Parmer Lane Austin, TX 78753	MIDLAND-ODESSA (915) 498-4674	3901 East Hwy 80 Odessa, TX 79761
BEAUMONT (409) 842-5875	4245 Cardinal Drive Beaumont, TX 77705-4407	PHARR (956) 781-3291	600 West Expressway 83 Pharr, TX 78577
CORPUS CHRISTI (361) 808-2600	1701 South Padre Island Drive Corpus Christi, TX 78416	SAN ANGELO (915) 947-9330	4502 Knickerbocker Road San Angelo, TX 76904
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	3160 Lee Trevino, Suite B-104 El Paso, TX 79936	WACO (254) 752-1152	2203 Austin Avenue Waco, TX 76701-1624
FORT WORTH (817) 649-5938	910 North Watson Road Arlington, TX 76011-5260 PO Box 90601 Arlington, TX 76006-9998	WICHITA FALLS (940) 720-7754	1601-A Southwest Parkway Wichita Falls, TX 76302-4906
HOUSTON (713) 681-6637	10000 Northwest Freeway, Suite 105 Houston, TX 77092 PO Box 926109 Houston, TX 77292-6109		