



# Texas Department of Transportation

VEHICLE TITLES AND REGISTRATION DIVISION • AUSTIN, TEXAS 78779-0001 • (512) 465-7611

January 26, 2000

## Registration and Title Bulletin # 6-00

**TO:** All County Tax Assessor-Collectors

**SUBJECT:** Vehicle Title Manual Quarterly Revisions

### PURPOSE

To provide the attached revisions to the Vehicle Title Manual.

### DETAILS

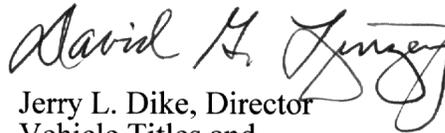
Please replace and/or add the attached pages in your Vehicle Title Manual.

Remove / Replace
Pages 39-42
Pages 63-68
Pages 77-80
Pages 101-102
Pages 227-234
Pages 245-246
Pages 389-390
Appendix List of Figures, All Figures - As applicable
Index Pages 1-2
Index Pages 13-16
Index Pages 19-22
Index Pages 25-28
Index Pages 37-38
Index Pages 43-50

### CONTACT(S)

If you have any questions concerning this bulletin, please contact your local TxDOT Vehicle Titles and Registration Division Regional Office or the Operations Branch at (512) 465-7602. Thank you.

Sincerely,



Jerry L. Dike, Director  
Vehicle Titles and  
Registration Division

Attachments

cc: Texas Department of Public Safety  
All Dealer Associations  
Comptroller's Office

K. Name of Owner and Signature of Owner

The Supreme Court has ruled that the law knows of but one Christian name, and the omission of a middle name or initial is immaterial.

1. The name of owner and the signature of owner as shown on the face of the application should agree both with each other and with the name of the purchaser on the supporting evidence, except that the omission or inclusion of a middle name or initial is immaterial provided, however, that in the event a middle name or initial is shown, it shall not be in conflict with the middle name or initial shown elsewhere on the papers. The surname must agree in all cases, but the Christian name and the middle name or initial may vary; thus, John Tom Doe on assignment may be shown as John T. Doe on the application or vice versa; or his name or signature may appear as J. T. Doe, John Doe, or J. Doe.

If there are any doubts as to the identity of the signor, such as in situations where a title reflects the name of John Doe and the signature reflects John Doe, Sr., a statement of fact may be requested to clarify that John Doe and John Doe, Sr. are one and the same person.

2. Joint ownership (two or more owners) may be shown on an application as "Mr. and Mrs. John Doe," "Mary and John Doe," or "Mary Doe and John Doe" and both owners should sign their own names on the application; but the word "or" or "and/or" may not be used either on the assignment or on the face of the application to denote joint, dual, or co-ownership. IMPORTANT! The word "and" should not be used to connect the signatures of joint owners as each owner must sign for himself.
3. If one or more persons submit an application for title and surrender a jointly signed "Rights of Survivorship" agreement, the words "RIGHTS OF SURVIVORSHIP" shall be placed on the certificate of title by the department. Upon the death of one or more of the persons named in the agreement, a new certificate shall be issued to the surviving person(s) or the surviving person(s)' transferee upon receipt of an application for title executed by the survivor(s). A copy of the deceased person(s)' death certificate should be attached to the application for title.

However, if the persons execute a Prescribed Form for Rights of Survivorship Ownership Agreement for a Motor Vehicle, Form VTR-122, and do not wish to have it immediately made a matter of record (recorded on the title), such an agreement may be retained in their keeping. Upon the death of any of the persons named in the agreement, the survivor(s) must obtain a new certificate of title by submitting an application for transfer of title executed by the survivor(s). The application for title should be supported by a copy of the deceased person(s)' death certificate. (For those agreements between persons who are not husband and wife, a number of factors affect how they may enter into such agreements and how certificates of title may be issued to the survivor(s). Refer to Section 501.031 for a more detailed discussion of Rights of Survivorship agreements.)

4. Assignments and applications in the name of John Doe, et al (meaning "and others"), is considered to be a company name and does not require authority for the agent to sign.

Transportation Code § 501.021

5. The name of the owner does not have to appear over the agent's signature in the signature space on an application for title. However, if a company name is shown in the signature space, it must agree with the name of the owner. If the agent signing requires authority (as in the case of a power of attorney), the notation Power of Attorney, POA, or P/A must be shown adjacent to his signature; and proper authority to support his signature must be attached to the transaction.

Example #1: Name of Owner XYZ Company

Signature of  
Owner or Agent John Smith

Example #2: Name of Owner Pete Smith

Signature of  
Owner or Agent Edward Jones -Power of Attorney

6. If joint owners of a vehicle give authority to another individual to apply for title in their names, a power of attorney signed by all the owners must be attached.

Example: Name of Owner John Doe - Mary Doe

Signature of  
Owner or Agent Richard Smith -Power of Attorney

7. In the case of joint owners, one of the joint owners may give another of the joint owners power of attorney to sign for him. The power of attorney should be attached, and the following is an example of how the names of owners and the signature of the attorney should appear:

Example: Name of Owner Tom Smith - Jack Brown

Signature of  
Owner or Agent Jack Brown -Power of Attorney

8. An individual may give a company a form of power of attorney in which no agent is named to act for the company. The power of attorney should be attached to the transaction; the company's name should appear in the space for signature of owner; and the agent's signature should be shown as signing for the company.

Example: Name of Owner Tom Smith

Signature of XYZ Company  
Owner or Agent John Smith -Power of Attorney

9. If a title reflects the owner's name as John Doe and the signature reflects John Doe, Sr. or John Doe, Jr., a statement of fact may be requested to clarify that John Doe and John Doe, Sr./Jr. are one and the same person.

Example: Name of Owner John Doe

Signature of  
Owner or Agent John Doe, Sr. - May request Statement of Fact

10. A signature of owner should be accepted regardless of the manner in which an owner signs, prints, or "X's" his name. The words "His Mark" should be shown adjacent to an "X" when the owner signs in this manner.
11. An individual's name in partnership with a company or firm may be shown on an application for title. In such case, the company's or firm's name should be countersigned by an agent; and the individual's signature should appear. No authority is required for an agent to sign for a firm or company.

Example: Name of Owner Joe Doe and Union Oil Company

Signature of  
Owner or Agent Joe Doe - Adam Clayton

12. In the event two companies are shown as joint owners on the application for title, a different agent must sign for each company, unless authorization is attached for the agent of one company to sign for the other.

Example: Name of Owner American Oil Co. and Union Oil Co.

Signature of  
Owner or Agent Scott Jones - Lisa Miller

13. If the purchaser of a vehicle appears on the assignment as Joe Doaks d.b.a. Doaks Motor Company, the name of owner on the application for title may be shown either as "Joe Doaks d.b.a. Doaks Motor Company" or as "Doaks Motor Company." No authority is required for an agent to sign for a firm or company.
14. Evidence of authority need not be attached for an owner or agent signing as, or for, a "Trustee," provided such owner or agent does not sign for, or as, trustee of a trust, trustee of an estate, trustee in bankruptcy, or trustee for a minor. (Refer to Section 501.074.)
15. No person shall sign for the estate of a deceased person without attaching evidence of legal authority, such as Letters of Administration, Letters Testamentary, Probate Proceedings (also muniment of title), or Affidavit of Heirship. (Refer to Section 501.074.)
16. If a company, firm, or corporation is doing business in the name of an estate, evidence of authority is not required for an agent to sign provided he signs as an agent or manager of the estate.

Example: Name of Owner John Doe Estate

Signature of  
Owner or Agent Edwin H. Gott (Manager)

17. When the name of owner shown is a firm's name, an agent must sign for the firm in the space provided for "Signature of Owner or Agent" on the application.

18. "Inc." should not be changed to "Co." or "Co." to "Inc." Neither should an application for corrected title be used to make corrections of this nature, unless there is an affidavit attached from the previous owner verifying the correct name. Otherwise, the title has to be assigned from "Co." to "Inc." or "Inc." to "Co."
19. When an application for title is supported by a Texas title which shows on the face thereof that authority has been given to an individual to act in the name of the owner, no further evidence of authority need be attached. (Refer to Section 501.155 for types of powers of attorney.) (Refer to Section 501.030, for power of attorney shown on the face of out-of-state titles.)
20. In the event an assignment shows an individual's name and a firm's name as "TOM JONES for XYZ COMPANY," only the name of the company need be shown on the application in the space for "Name of Owner"; but if the individual's name and the firm's name are worded on the assignment as "TOM JONES OF XYZ COMPANY," Tom Jones should be shown in the space on the application for "Name of Owner."
21. When an agent signs for an owner, no evidence of authority need be attached if the application is supported by a Request to Issue Non-negotiable Certificate of Title, Form VTR-272.
22. Evidence of authority is not required when a person or agent signs for a Texas licensed dealer when the dealer's name appears as an individual followed by his current dealer license number. Example: John Doe, P8523
23. No authority is required for a mother or father to sign for a minor child if no inheritance is involved. (If inheritance is involved, refer to Section 501.074.)

Example: Name of Owner John Doe (Minor)

Signature of Owner or Agent James M. Doe (Father)

APPLICATIONS FOR TITLE IN THE NAME OF A TRUSTEE AND AUTHORITY REQUIRED

<u>NAME OF OWNER</u>	<u>SIGNATURE OF OWNER</u>	<u>AUTHORITY REQUIRED</u>
John Doe, Trustee	_____	None
John Doe for Joe Doaks, Trustee	_____	None
John Doe, Trustee for Jim Smith	_____	None
John Doe, Trustee for ABC Company (Signing for a Co.)	_____	None
Joe Doaks	_____, Trustee	None
Joe Doaks by Jim Smith, Trustee	_____	None
Joe Doe Trust Agreement	_____, Trustee	*Trust
John Doe Trust Estate Agreement	_____, Trustee	*Trust

## Sec. 501.0275. Issuance of Title for Unregistered Vehicle

*(a) The department shall issue a certificate of title for a motor vehicle that complies with the other requirements for issuance of a certificate of title under this chapter except that:*

- (1) the vehicle is not registered for a reason other than a reason provided by Section 501.051(6); and*
- (2) the applicant does not provide evidence of financial responsibility that complies with Section 502.153.*

*(b) On application for a certificate of title under this section, the applicant must surrender any license plates issued for the motor vehicle and any registration insignia for validation of those plates to the department.*

Effective September 1, 1999, an applicant may obtain a negotiable certificate of title without obtaining Texas registration. In addition to the negotiable evidence of ownership, release of lien (if applicable), etc., the following additional documentation and procedures are applicable.

- I. A Request to Issue a Negotiable Certificate of Title Without Registration (VTR-131) and an application for title shall be completed by the applicant.
  - A. It is important that the Form VTR-131 be properly executed. The applicant must complete the vehicle description, including vehicle year, make, body style, old license plate number, year of license, VIN, and validation sticker number, if applicable.
  - B. One of the three applicable boxes must be checked on the Form VTR-131.
    1. If application is being made by an applicant for a vehicle with *current* Texas or out-of-state registration, then the first box must be checked by the applicant. An application for Texas title without registration may not be made if an applicant does not surrender license plates and registration validation for the vehicle, if the vehicle is currently registered, or license plates only—if a windshield validation sticker was not issued. An applicant must also surrender any license plates that may be on the vehicle even if the vehicle is not currently registered.
    2. If the vehicle is new or is not currently registered and the vehicle has no license plates or registration validation, an applicant may check the second box.
    3. The third box may be indicated only if the applicant is applying for Texas title without Texas registration under Sec. 502.0025. This is reserved for Texas residents who are active military personnel and have current registration in another country (military or registration under the host nation). Proof of valid military registration must be provided to the tax office. Valid proof includes: (1) a letter written on official letterhead by the applicant's unit commander attesting to the registration of the vehicle; or (2) the registration receipt issued by the appropriate branch of the armed forces or host nation.
  - C. The signature of the applicant on the VTR-131 indicates that the applicant understands that before the vehicle may be operated on the public streets and highways of Texas, the vehicle must display current registration.
- II. Title without registration may not be issued on a vehicle, which is currently suspended or revoked. If the vehicle record is marked with a notation indicating suspension or revocation, title without registration may not be issued. Applicants should be advised of the nature of the suspension and advised that the suspension or revocation must be cleared before issuance of a title without registration may be made.
- III. The applicant does not have to provide proof of insurance at the time of application for title without registration.
- IV. Vehicles with a Texas title obtained without registration are not subject to inspection under Transportation Code, Section 548.052.

## Sec. 501.028. Owner's Signature

*On receipt of a certificate of title, the owner of a motor vehicle shall write the owner's name in ink in the space provided on the certificate.*

### A. Name of Owner and Signature of Owner

The Supreme Court has ruled that the law knows of but one Christian name, and the omission of a middle name or initial is immaterial.

1. The name of owner and the signature of owner as shown on the face of the application should agree both with each other and with the name of the purchaser on the supporting evidence, except that the omission or inclusion of a middle name or initial is immaterial provided, however, that in the event a middle name or initial is shown, it shall not be in conflict with the middle name or initial shown elsewhere on the papers. The surname must agree in all cases, but the Christian name and the middle name or initial may vary; thus, John Tom Doe on assignment may be shown as John T. Doe on the application or vice versa; or his name or signature may appear as J. T. Doe, John Doe, or J. Doe.

If there are any doubts as to the identity of the signor, such as in situations where a title reflects the name of John Doe and the signature reflects John Doe, Sr., a statement of fact may be requested to clarify that John Doe and John Doe, Sr. are one and the same person.

2. Joint ownership (two or more owners) may be shown on an application as "Mr. and Mrs. John Doe," "Mary and John Doe," or "Mary Doe and John Doe" and both owners should sign their own names on the application; but the word "or" or "and/or" may not be used either on the assignment or on the face of the application to denote joint, dual, or co-ownership. **IMPORTANT!** The word "and" should not be used to connect the signatures of joint owners as each owner must sign for himself.
3. If one or more persons submit an application for title and surrender a jointly signed "Rights of Survivorship" agreement, the words "RIGHTS OF SURVIVORSHIP" shall be placed on the certificate of title by the department. Upon the death of one or more of the persons named in the agreement, a new certificate shall be issued to the surviving person(s) or the surviving person(s)' transferee upon receipt of an application for title executed by the survivor(s). A copy of the deceased person(s)' death certificate should be attached to the application for title.

However, if the persons execute a Prescribed Form for Rights of Survivorship Ownership Agreement for a Motor Vehicle, Form VTR-122, and do not wish to have it immediately made a matter of record (recorded on the title), such an agreement may be retained in their keeping. Upon the death of any of the persons named in the agreement, the survivor(s) must obtain a new certificate of title by submitting an application for transfer of title executed by the survivor(s). The application for title should be supported by a copy of the deceased person(s)' death certificate. (For those agreements between persons who are not husband and wife, a number of factors affect how they may enter into such agreements and how certificates of title may be issued to the survivor(s). Refer to Section 501.031 for a more detailed discussion of Rights of Survivorship agreements.)

Transportation Code § 501.028

4. Assignments and applications in the name of John Doe, et al (meaning "and others"), is considered to be a company name and does not require authority for the agent to sign.
5. The name of the owner does not have to appear over the agent's signature in the signature space on an application for title. However, if a company name is shown in the signature space, it must agree with the name of the owner. If the agent signing requires authority (as in the case of a power of attorney), the notation Power of Attorney, POA, or P/A must be shown adjacent to his signature; and proper authority to support his signature must be attached to the transaction.

Example #1: Name of Owner XYZ Company

Signature of  
Owner or Agent John Smith

Example #2: Name of Owner Pete Smith

Signature of  
Owner or Agent Edward Jones -Power of Attorney

6. If joint owners of a vehicle give authority to another individual to apply for title in their names, a power of attorney signed by all the owners must be attached.

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7. In the case of joint owners, one of the joint owners may give another of the joint owners power of attorney to sign for him. The power of attorney should be attached, and the following is an example of how the names of owners and the signature of the attorney should appear:

Example: Name of Owner Tom Smith - Jack Brown

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Transportation Code § 501.028

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Owner or Agent John Doe, Jr. - May request Statement  
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Signature of  
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14. Evidence of authority need not be attached for an owner or agent signing as, or for, a "Trustee," provided such owner or agent does not sign for, or as, trustee of a trust, trustee of an estate, trustee in bankruptcy, or trustee for a minor.
15. No person shall sign for the estate of a deceased person without attaching evidence of legal authority, such as Letters of Administration, Letters Testamentary, Probate Proceedings (also muniment of title), or Affidavit of Heirship.

Transportation Code § 501.028

16. If a company, firm, or corporation is doing business in the name of an estate, evidence of authority is not required for an agent to sign provided he signs as an agent or manager of the estate.

Example: Name of Owner John Doe Estate

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21. When an agent signs for an owner, no evidence of authority need be attached if the application is supported by a Request to Issue Non-negotiable Certificate of Title, Form VTR-272.
22. Evidence of authority is not required when a person or agent signs for a Texas licensed dealer when the dealer's name appears as an individual followed by his current dealer license number.

Example: John Doe, P8523

23. No authority is required for a mother or father to sign for a minor child if no inheritance is involved.

Example: Name of Owner John Doe (Minor)

Signature of Owner or Agent James M. Doe (Father)

(If inheritance is involved, refer to Sec. 501.074.)

APPLICATIONS FOR TITLE IN THE NAME OF A TRUSTEE AND AUTHORITY REQUIRED

<u>NAME OF OWNER</u>	<u>SIGNATURE OF OWNER</u>	<u>AUTHORITY REQUIRED</u>
John Doe, Trustee	_____	None
John Doe for Joe Doaks, Trustee	_____	None
John Doe, Trustee for Jim Smith	_____	None
John Doe, Trustee for ABC Company a Co.)	_____	None (Signing for
Joe Doaks	_____, Trustee	None
Joe Doaks by Jim Smith, Trustee	_____	None
Joe Doe Trust	_____, Trustee	*Trust Agreement
John Doe Trust Estate	_____, Trustee	*Trust Agreement
John Doe Estate Testamentary	_____, Trustee	Letters
Joe Doaks, Trustee in Bankruptcy for John Doe	_____	Court Order
John Doe, Trustee for Joe Black, Minor	_____	*Trust Agreement
John Doe, Guardian for Joe Black, Minor Guardianship	_____	Letters
John and Mary Doe Living Trust	_____ Living Trust	None

\* When signed by the trustee, a statement of fact is acceptable in lieu of an actual copy of the Trust Agreement. Such statement of fact must state the name of the person or persons who appointed the trustee and must state whether or not the agreement is on file with the county clerk. If on file, the number under which it is recorded must be shown.

24. A leased vehicle must always be titled in the name of the lessor (person or firm who actually owns the vehicle). The name and address of the lessee (person or firm to whom the vehicle is leased) may appear on the application for title, if so desired.
25. "Name and Address Stamps" that fit into the correct spaces allotted for such information on the application for title are acceptable. However, such stamps that overlap or are shown out of space are not acceptable.
26. Fleet owners may, if they so desire, have equipment numbers of newly acquired vehicles recorded on their title. To do so, such numbers should be shown in parentheses immediately following the name of owner in the space provided for the name of owner on the application for title and Tax Collector's Receipt for Title Application/Registration/Motor Vehicle Tax, VTR-500-RTS, or Form 31-RTS.

4. Off-highway motorcycles and 4-wheel ATV's which are titled but not registered.
  5. Travel trailers which are used as a residence, and are being registered for the sole purpose of obtaining a certificate of title and not for operation on the highways, are not subject to the safety inspection requirements. However, to ensure that safety inspection is not required, the applicant will be required to certify that the vehicle will not be operated on the highways of this State. Applicants will also be required to physically inspect the vehicle to verify the correct serial number. These requirements may be accomplished by completing a Travel Trailer or Park Model Trailer Verification, Form VTR-141. The Form VTR-141 must support an application for title and registration under the conditions stated above.
  6. Vehicles registered with Antique, Parade, or Disaster Relief License Plates.
  7. Vehicles previously owned by the federal government and transferred on The United States Government, Certificate to Title a Vehicle, Form 97.
  8. Vehicles previously registered with Federal "Diplomat" License Plates which are transferred on a U. S. Department of State Certificate of Authority to Sell a Vehicle.
  9. Vehicles displaying "slow-moving vehicle emblems," such as road construction equipment, which are designed to operate at a maximum speed of 25 mph or less.
  10. Vehicles which are imported free of duty into the United States for use of members of the German Federal Armed Forces (or a civilian component of the German Federal Armed Forces), provided the transaction is accompanied by proper evidence of ownership and a self-certification verifying the vehicle identification number.
- D. The Identification Certificate, Form VI-30-A, is not required in instances when a vehicle is to be titled in Texas but is not located in Texas if the application involves:
1. Apportioned vehicles.
  2. Military personnel who are Texas residents whose duty stations are located outside the State.
  3. Students who are Texas residents enrolled in accredited out-of-state colleges or universities.
  4. Elected officials serving in the United States Congress.
  5. Texas residents who are full-time recreational vehicle users who are temporarily out of state.
  6. Texas residents who apply for Texas certificate of title but are not required to have the vehicle registered.
  7. Texas residents who purchase a vehicle out of state and are not exempted by any of the above provisions must contact the Department Headquarters for approval of self-certification on an individual basis.

In these instances, the vehicles would not be subject to the Texas safety inspection requirements since they are not operated on the highways of this State. However, to confirm that the vehicle is located out of state and verify the vehicle identification number, the owner must submit a self-certification in lieu of the Form VI-30-A. The self-certification may be accomplished by utilizing a Certification of Vehicle Identification Number for Vehicle Located Out of State, Form D12-272-B, if the applicant is applying for a negotiable Texas certificate of title.

Military personnel located outside the State may use the self-certification form provided the form is verified by the Provost Marshal. If the self-certification is not verified by the Provost Marshal, the applicant must provide verification that he is currently stationed out of state. Such verification may consist of military orders, etc., which indicate the current duty station of the applicant.

Students located outside the State may use the self-certification form in conjunction with a verification that they are a bonafide student. Such verification may consist of a tuition receipt, enrollment form, student identification card, etc., which confirms that the student is currently enrolled in an accredited college or university outside the State.

- E. Out-of-state vehicles which are registered in Texas as the result of being apprehended for registration violations are not subject to the safety inspection requirements, provided a "Registration Purposes Only" title is applied for and the application shows an out-of-state address. In such instances, however, the applicant must furnish a self-certification statement as to the correct vehicle identification number appearing on the vehicle. An Identification Certificate, Form VI-30-A, shall be required if a Texas address is shown on the application for "R.P.O." title.

NOTE: When an out-of-state licensed vehicle has been apprehended and immediate registration is required, a Field Auditor of this department or any Law Enforcement Officer of the Texas Department of Public Safety is authorized to waive the requirements of a weight certificate for commercial vehicles. When a vehicle is being registered as the result of an apprehension, the tax collector or his deputy must write the word "Apprehended" on the non-negotiable "Registration Purposes Only" title application and registration receipt.

- F. If the description of the vehicle as shown on the out-of-state evidence does not agree (exception listed under par. I, A of this section) with the description of vehicle shown on the Form VI-30-A, the tax collector's office shall not accept an application for a negotiable Texas title. In such cases, the tax collector should issue license plates for the vehicle; and the owner should apply for a non-negotiable "Registration Purposes Only" Texas title. (Refer to Section 501.029 of this manual for a discussion of "R.P.O." titles.) Verification must be obtained from the authorities of the issuing state verifying the correct description of the vehicle, after which the owner should file a new application for a negotiable Texas title supported by the correct out-of-state evidence of ownership and the non-negotiable Texas title. Verification shall consist of a letter or telegram from such proper authorities stating that the description of the vehicle on the outstanding title is in error and that the evidence on file in their office agrees with the actual description of the vehicle. If the above verification cannot be obtained, it shall be necessary for the applicant to obtain a corrected title from out of state or request a Tax Collector's Hearing.
- G. If a holder of a Texas Non-negotiable Title "For Registration Purposes Only" desires a Negotiable Texas Title in his name or if the vehicle is transferred by assigning the out-of-state evidence, a Form VI-30-A need not be attached if the Texas non-negotiable title (or verification of the non-negotiable title) is surrendered with the transaction. (Also see Section 501.029.)
- H. An Identification Certificate, Form VI-30-A, is required when the evidence supporting an application for title is a tax collector's hearing order or an auction sales receipt covering a vehicle that displays out-of-state license plates.

- I. A salvage certificate of title may be issued in instances when it is needed to enable the owner to transfer ownership without repairing the vehicle. If the vehicle is subsequently repaired and placed in an operable condition, the purchaser's application for title must be supported by the salvage title with the inspection report properly completed by a law enforcement officer and also a Form VI-30-A to verify that the vehicle has passed the safety inspection.
- J. Any application for a Texas title supported by out-of-state evidence and accompanied by further evidence of ownership for motor, frame, or body to correct one of the component parts of the vehicle should not be accepted, as such correction should be made by the state in which the vehicle was last registered or titled. However, in the event such state refuses to issue corrected evidence, a letter from the proper out-of-state authorities stating such fact must be attached to the transaction. If the change was made in Texas, the same procedure should be followed as if the vehicle were titled in Texas. (Refer to Section 501.0929.)
- K. In the event an error in the basic motor or vehicle identification number is detected on a Texas title and the microfilm records of this department reveal the application for the first Texas title was issued from out-of-state evidence, refer to Section 501.0929.
- L. A motor vehicle, which was previously titled and/or registered out of state that is issued a "title only," is exempt from the Form VI-30-A requirement. However, the issued title and motor vehicle record will indicate the "VIN CERTIFICATION WAIVED" remark. If the vehicle is registered at a later date, the applicant will be required to apply for title and registration. In support of the title application, the applicant must provide: a properly executed VI-30-A, weight certificate (if the vehicle is commercial), valid proof of insurance, and negotiable evidence of ownership.

## II. Vehicles from Foreign Countries

- A. Evidence of Ownership: All vehicles imported into the United States must have proper evidence of ownership. The original documents constituting valid proof of ownership in the country in which the vehicle was originally purchased must be surrendered when an application for Texas Certificate of Title is filed. (A certified copy of the foreign evidence of ownership will be acceptable provided it is certified by the appropriate foreign registrar.) For example, the Fahrzeugbrief title document issued by Germany is accepted as proper evidence of ownership for vehicles imported into the United States.
  1. Use of the Polk's Foreign Vehicle Registration Manual shall be used to properly identify acceptable foreign evidence of ownership and other documents. (Supplemental documents that have been distributed by the department may continue to be used to identify acceptable foreign evidence of ownership.) Documents not illustrated in the manual which are offered as evidence of ownership must be approved in writing by a Vehicle Titles and Registration Division, Regional Office Supervisor, prior to acceptance by a county tax office. However, if the ownership and description of a vehicle cannot be determined or any other doubt occurs regarding information on a foreign document, a translation into the English language shall be required. The translation must contain a notarized or acknowledged affidavit from the translator, including the name and address of the translator.
  2. With regard to a vehicle imported from a country that cancels the vehicle registration and title for export, the documents assigned to the vehicle after the registration and title have been canceled would be accepted as the proper evidence of ownership. If a translation is required, refer to the instructions in the previous paragraph.
  3. A security Manufacturer's Certificate of Origin (MCO) will be required on all new imported vehicles. The "New Vehicle Information Statement" (NVIS) issued in Canada is acceptable in lieu of a security MCO and must be accompanied by a bill of sale or dealer reassignment form to the first retail purchaser.

4. Foreign bills of sale or invoices will not be acceptable without proper evidence of ownership from the country in which the vehicle was last registered. These documents must identify the vehicle (make, year model, and vehicle identification number or foreign registration), indicate the name of the buyer and seller, and must be acknowledged and dated.

Surrendered evidence must reflect a proper transfer to the first United States purchaser or importer and contain a complete chain of transfers to the applicant.

When an individual's name is shown with the notation "D.B.A." in conjunction with the name of a dealership on the foreign evidence of ownership, a separate affidavit shall be required from the dealership certifying that such individual is a bona fide agent/employee of the dealership.

Alterations on foreign documents are not acceptable. Written verification should be obtained from the appropriate foreign country by the applicant. For written verification on German documents, correspondence may be addressed to:

Kraftfahrt-Bundesamt  
Foerdestrasse 16  
Postfach 20 63  
2390 Flensburg-Muerwik  
Germany

B. Additional documentation required on a foreign/imported vehicle includes:

1. An Identification Certificate, Form VI-30-A, properly executed by a Texas Official State approved safety inspection station will be required on all vehicles imported into the United States (except certain vehicles owned by members of the German Federal Armed Forces – see I., C., 10. of this section).
2. A weight certificate will be required on all imported commercial motor vehicles in excess of one (1) ton.
3. Proof of compliance with applicable US Department of Transportation (USDOT) safety requirements and US Customs entry/clearance documentation, if applicable. If the vehicle is imported under bond, an original bond release letter from the Department of Transportation, (DOT) (with all attachments referred to in the letter, if any) will be required; otherwise, a validated Application for (Declaration) Importation of Motor Vehicles and Motor Vehicle Equipment Subject to Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards, DOT Form HS-7, must accompany such document. NOTE: In lieu of the bond release letter, a bond release verification letter issued by DOT is acceptable. (See II., C. through M. of this section for detailed information regarding acceptable documentation, exceptions, etc.)
4. Valid proof of financial responsibility, covering the described vehicle, in the applicant's name. Refer to Section 502.152 of the Vehicle Registration Manual.
5. All foreign vehicles imported into Texas for title and registration purposes are subject to odometer requirements. (Refer to Section 501.072.)

NOTE: The Additional Fee/Correction Receipt, Form 14, should only be used when additional fees are collected. A "no charge" Form 31-RTS should then be typed reflecting the corrected information. The notation "NO TAX PD" and the control number of the incorrect Form 31-RTS should be shown in Item Field 33. The necessary corrections should also be made on the application for Application for Texas Certificate of Title, Form 130-U. The transaction should then be reassembled with the "no charge" Form 31 placed on top of the incorrect Form 31-RTS. All copies of the "no charge" Form 31-RTS shall be dispersed as usual with the exception of the Registration Report Copy 2, which should be destroyed. The title transaction for which a "no charge" Form 31-RTS is issued should be bundled separately and labeled "NO CHARGE." The "no charge" Form 31-RTS should be reported as a "no charge" receipt on the Certificate of Title Report, in the Sales Tax Only and Voided Receipt area. The "no charge" Form 31-RTS should not be reported on the registration report. The RTS Manual addresses the counties using the Tax Collector's Receipt for Title Application/Registration/Motor Vehicle Tax, VTR-500-RTS, or Form 31-RTS.

- II. Requests for applications to be rejected on "skips," "hot checks," and "fraudulent deals" cannot be honored unless we are furnished with a restraining order issued by a court of competent jurisdiction.
- III. The Safety Responsibility Act provides that a person shall give proof of ability to respond in damages for liability on account of accidents occurring subsequent to the effective date of said proof arising out of the ownership, maintenance, or use of a motor vehicle. This Act is administered by the Department of Public Safety. However, this Section of the Certificate of Title Act ties in this department with the Safety Responsibility Act, in that this department's Vehicle Titles and Registration Division maintains the only complete records of registration and title on motor vehicles in the State. Such records must be available to record the suspension of registration and title. In the event the Department of Public Safety suspends the registration of any motor vehicle, such suspension automatically suspends the title; and the notation "Safety Responsibility Suspension" shall be recorded in that vehicle's master record which is stored in the department's computer system.
  - A. If a person purchases a suspended motor vehicle, he may file an application for title supported by an assigned Texas title along with a properly executed Safety Responsibility Affidavit, Form SR39, which states they have acquired the vehicle in good faith for their own use and benefit, and not for the purpose of aiding the prior registered owner, either directly or indirectly, to defeat the purpose of the Texas Safety Responsibility Act. The SR case number should be recorded on the form, but the department will not reject the transaction if it is not shown.
  - B. If a motor vehicle on which a suspension has been placed was transferred prior to the date of suspension, an application for title on such vehicle may be accepted provided, that the transaction is in proper order.
  - C. Any transfer of a motor vehicle by operation of law (repossession affidavit, court order, affidavit of heirship, sheriff's bill of sale, etc.) will automatically lift the suspension against the motor vehicle.
  - D. An application for corrected certificate of title (no transfer of ownership involved) may be filed on a motor vehicle which has a Safety Responsibility Suspension against it.

Transportation Code § 501.051.

- E. A Certified Copy Original Title may be issued on a suspended vehicle. However, an application for a "Certified Copy Duplicate Original Title" will not be approved by the department, since this type of title may only be used as evidence of ownership for registration purposes and license plates cannot be issued for a suspended vehicle.
- F. If a motor vehicle that has been suspended is transferred, the applicant may secure a duplicate license receipt either from the county in which the vehicle was registered or from the department. In the event current license plates have been removed, the applicant may secure a set of replacement plates from the county tax collector. (The provisions of this paragraph are necessary because the registration receipt and the license plates of any suspended vehicle are required to be surrendered to the Department of Public Safety.) A request to the department for a duplicate license receipt should be supported by the papers showing transfer by operation of law (such as repossession affidavit or affidavit of heirship) or innocent purchaser's affidavit (Form SR39). When the receipt is issued, the surrendered papers will be returned to the applicant to be attached later to the application for title.

IV. Stolen Vehicles - Refer to Section 501.135.

Transportation Code § 501.133.

- B. In the event all the reassignments are used on the back of a manufacturer's certificate or a Texas Certificate of Title issued after April 29, 1990, a licensed dealer may make further reassignments of a vehicle by executing a Form 41-A. However, only a licensed franchised dealer may reassign a manufacturer's certificate.
- C. All reassignments on the title and the reassignments on the Form 41 and the Form 41-A shall be executed in ink or by typewriter.
- D. A statement of fact must be secured for any alteration or erasure on the Form 41 and the Form 41-A. (Refer to Section 501.131.)

NOTE: If the Dealer's Reassignment of Title, Form 41 is of the style which does not include an Odometer Statement, a separate Odometer Statement, Form 40 must be executed for each reassignment.

- E. The Form 41-A must be used with all conforming titles, unless the vehicle is exempt from the odometer disclosure requirements.
- IV. Other requirements applicable to assignments of title are as follows:
- A. When one of the joint owners desires to sell to the other, only the seller need transfer.
  - B. On repossessions from a recorded lien, the lienholder must use the first assignment on the certificate of title. A lienholder that is a dealer cannot, in this case, use the Dealer's Reassignment of Title for a Motor Vehicle, Form 41 or the Dealer's Reassignment of Title for a Motor Vehicle, Form 41-A.
  - C. On repossession from a security agreement (lien not recorded on title), the lienholder (dealers included), in all cases, must file application and receive title in his name before proceeding to transfer. (Refer to Section 501.074.)
  - D. In a voluntary repossession in which the owner assigns the title to the lienholder, such lienholder must secure title in his name unless he holds a current dealer license number or unless a repossession affidavit is attached. In either case, the lienholder may use the reassignment of title. However, if, in any case, there is any indication of repossession in the transaction, a repossession affidavit must be attached.
  - E. The person to whom ownership of a vehicle is vested by a court order may assign the certificate of title.
  - F. A receiver may execute a judicial bill of sale to a subsequent purchaser or assign the certificate of title.
  - G. The purchaser, as shown on a Sheriff's, Constable's, or U. S. Marshal's Bill of Sale, Mechanic's or Storage Lien Bill of Sale, or Auction Sales Receipt for an abandoned vehicle, must secure title in his name; however, if such purchaser is a dealer, he may use the Form 41, the Form 41-A, or assign the title.

Transportation Code § 501.133.

- H. When an attorney in fact, executor, administrator, etc. executes the assignment of title, such person must sign in such a manner as to clearly indicate for whom he is signing; and his authority for such act must be indicated in the assignment and attached to the transaction.

Examples:

JOHN SMITH          JOHN SMITH  
by John Smith P/A by John Smith Admin.

- I. When a firm takes over the business of a second firm by purchase or by merger, the certificate of title covering any motor vehicle owned by the second firm may be transferred to the surviving firm or to a subsequent purchaser by assigning the title as "Successor to (other firm)" or as "Formerly (other firm)." The new owner must then apply for transfer of title.
- J. When one corporation purchases or merges with another corporation, it is understood that in the purchase of the corporation, all property of the original corporation is sold or merged with the surviving corporation; and no further transfer of title is necessary. In such cases, an application for corrected title can be filed to record the name of the corporation owner. The application must be supported by the negotiable Texas title and a verification of the merger from the Secretary of State.

## **Sec. 501.134. Lost or Destroyed Certificate of Title.**

*(a) If an original or duplicate original certificate of title is lost or destroyed, the owner or lienholder disclosed on the certificate may obtain a certified copy of the lost or destroyed certificate of title directly from the department by applying on a form prescribed by the department and paying a fee of \$2. A fee collected under this subsection shall be deposited to the credit of the state highway fund and may be spent only as provided by Section 501.138.*

*(b) If a lien is disclosed on a certificate of title, the department may issue a certified copy of the original certificate of title only to the first lienholder.*

*(c) The department must plainly mark "certified copy" on the face of a certified copy issued under this section, and each subsequent certificate issued for the motor vehicle until the vehicle is transferred. A subsequent purchaser or lienholder of the vehicle only acquires the rights, title, or interest in the vehicle held by the holder of the certified copy.*

*(d) A purchaser or lienholder of a motor vehicle having a certified copy issued under this section may at the time of the purchase or establishment of the lien require that the seller or owner indemnify the purchaser or lienholder and all subsequent purchasers of the vehicle against any loss the person may suffer because of a claim presented on the original certificate of title.*

*(e) If the original or duplicate original certificate of title is recovered, the owner of the vehicle shall promptly surrender the original or duplicate original certificate of title to the department for cancellation, and the department shall eliminate the words "certified copy" from any certificate of title issued for that vehicle after that date*

*(f) Except as provided by Subsection (g), the department may not issue a certified copy of a certificate of title before the fourth business day after the date application is made.*

*(g) The department may issue a certified copy of a certificate of title before the fourth business day after the date application is made only if the applicant:*

*(1) is the registered owner of the vehicle, the holder of a recorded lien against the vehicle, or a verified agent of the owner or lienholder; and*

*(2) submits personal identification, including a photograph, issued by an agency of this state or the United States.*

*(h) If the applicant is the agent of the owner or lienholder of the vehicle and is applying on behalf of the owner or lienholder, the applicant must submit verifiable proof that the person is the agent of the owner or lienholder.*

*(i) If an applicant for a certified copy of a certificate of title is a person other than a person described by Subsection (g)(1), the department may issue a certified copy of the certificate of title only by mail.*

Transportation Code § 501.134.

- I. A Certified Copy of Original Texas Certificate of Title, as provided for in this section, shall be issued upon presentation of a properly executed Application for a Certified Copy of a Texas Certificate of Title for a Motor Vehicle, Form VTR-34 if the "Original" or "Duplicate Original" has been lost or destroyed. No person shall, without lawful authority attached to the application, execute an application for certified copy for any person other than himself.

Abbreviations generally used to refer to the various certified copies of titles are as follows:

Certified Copy Original Title CCO                      Certified Copy Duplicate Original Title CCDO

Applications for CCO or CCDO Titles (Forms VTR-34 together with required documentation and the required fee) shall be submitted directly to the department.

- II. A. The CCO is a negotiable title; and the owner or lienholder, if a lien is recorded, shall execute the application (Form VTR-34) for the CCO.
  1. Original signatures are required on an application (Form VTR-34). **The department will not accept an application received by fax.**
  2. If the department's motor vehicle record reflects a lienholder or lienholders (encumbered), the first lienholder must execute the application (Form VTR-34) for the CCO; otherwise, the owner or owners, if joint ownership is reflected, must execute the application (Form VTR-34) for the CCO. A second lienholder has no authority to apply for a CCO. (Refer to Section 501.027 for encumbered and unencumbered vehicles.)
  3. A lien recorded on a Texas title against a motor vehicle remains on file with the department until an application for title, supported by a release of lien and the original or certified copy of original title, is processed through a county tax assessor's office and a new title is issued. In the event the title recording the lien is lost or destroyed, the recorded lienholder shall execute the application (Form VTR-34) for a CCO. The above statement holds true even if the lien has been paid for a number of years, since the lien is still recorded against the vehicle in the files of the department.
  4. If a lien has been recorded on a Texas title for six (6) years or more and the lienholder is no longer in business or is impossible to locate in order to obtain an application (Form VTR-34) and Release of Lien, a CCO may not be issued. (Refer to Section 501.002 and Section 501.116 for further discussion.)
  5. A CCO will be issued from an application for corrected title if supported by a surrendered CCO. All subsequent certificates of title will bear the words "Certified Copy" until the motor vehicle is transferred to a new owner, who will receive a title marked "Original" or a "Duplicate Original" if the application shows a lien.
  6. If the outstanding title record of a particular vehicle reveals that a CCO has been issued, either the CCO or the original title will be accepted as evidence to support an application for a new title.
  7. In the event a CCO is lost or destroyed, another CCO shall issue from a properly executed Application for a Certified Copy of a Texas Certificate of Title for a Motor Vehicle, Form VTR-34.

Transportation Code § 501.134.

8. If a vehicle is titled in the name of a trust, only the person named as the trustee in the Trust Agreement may sign an Application for Certified Copy of a Texas Certificate of Title for a Motor Vehicle, Form VTR-34. In such cases, the Form VTR-34 must be supported by one of the following: (1) a copy of the Trust Agreement establishing the trust, or (2) a statement of fact, signed by the trustee, which includes the name of the person or persons who appointed the trustee and which states whether or not the Trust Agreement is on file with the county clerk. If the Trust Agreement is on file, the number under which it is recorded must also be included. A photocopy of the Trust Agreement (or applicable portions, if the Trust Agreement is lengthy) or statement of fact must be attached to the Form VTR-34.
  9. As a general rule, if the recorded owner is deceased, it is not necessary for a CCO to be issued. However, a CCO can be issued if the executor or heirs of the estate request a CCO in order to sell the vehicle. In such instances, the executor must execute the Form VTR-34 and attach Letters Testamentary. If the estate has not been probated, all heirs must execute an Heirship Affidavit and state on the affidavit that the original title has been lost; and a title is needed to dispose of the vehicle. The Heirship Affidavit must accompany the Form VTR-34.
  10. If a lienholder is deceased, the Application for a Certified Copy of a Texas Certificate of Title for a Motor Vehicle, Form VTR-34 shall be executed by the administrator or executor of the deceased lienholder's estate (or by all heirs if no administration) and evidence of lawful authority (Letters of Administration, Letters Testamentary, Heirship Affidavit, etc.) shall be attached to the application for CCO. (Refer to the Affidavit of Heirship for a Motor Vehicle, Form VTR-262, to be used in such cases. Also see Section 501.074.)
  11. An application for CCO cannot be assigned. The CCO title must be issued before ownership of the motor vehicle concerned may be transferred.
- B. In the event the department receives an Application for a Certified Copy of a Texas Certificate of Title for a Motor Vehicle, Form VTR-34, and every resource (computer, microfiche, microfilm) has been checked with no record of title or registration located in the department's records, the department cannot issue a CCO. If the owner has satisfactory evidence of ownership, the owner may execute a Verification of Ownership, Form VTR-268 and submit it to the department with a legible photocopy of the evidence and the \$2.00 fee. (Note: If submitted to a VTR Regional Office, the fee is \$5.45.)

Satisfactory Evidence of Ownership includes:

1. Certified copy of the Certificate of Title in the applicant's name, with Release of Lien if applicable;
2. A Duplicate Original (non-negotiable) title in the applicant's name, with a Release of Lien if applicable;
3. A Texas Vehicle Registration receipt (regardless of the year of issuance) in the applicant's name; or

4. A Tax Collector's Receipt for Texas Title Application/Registration/Motor Vehicle Tax, Form VTR-500-RTS, or Form 31-RTS in the applicant's name, with a Release of Lien if applicable.

Title will issue as an "Original" title in the owner's name as shown on the evidence of ownership.

- III. The CCDO is a non-negotiable title which is generally issued to the registered owner of an encumbered vehicle; however, if requested, this type of title may be issued to a lienholder. Also, since a CCDO is a non-negotiable title for the purpose of registration only, it is needed in some instances by the registered owner of an unencumbered vehicle, particularly in the case of auto leasing companies. Therefore, an Application for a Certified Copy of a Texas Certificate of Title for a Motor Vehicle, Form VTR-34 is acceptable when submitted by either the registered owner or lienholder, regardless of whether the vehicle is encumbered.
  - A. In the event, an application for corrected title recording a lien is filed (no transfer of ownership involved) and such application is supported by a CCO, a CCDO shall issue to the registered owner; and a CCO shall issue to the lienholder.
  - B. If a CCDO is lost or destroyed, another CCDO shall issue upon receipt of a properly executed Application for a Certified Copy of a Texas Certificate of Title for a Motor Vehicle, Form VTR-34.
- IV. For further information regarding the issuance of CCO and CCDO Titles on vehicles which have been suspended under the provisions of the Safety Responsibility Act, refer to Section 501.051.

As of January 1, 1996, the department may issue a CCO only to the recorded owner, the holder of a recorded lien against the vehicle (lienholder), or a verified agent of either, before the fourth business day after application has been made. An application delivered to the department by anyone other than those listed will be held for four business days after the application is received, and the CCO issued may ONLY be delivered by mail. For example, if a third party applicant delivers a VTR-34 to the department on Wednesday, the CCO may not be issued or mailed until the following Tuesday.

V. Applications Submitted by Mail

Applications for certified copies mailed to the department will be processed and the certified copy will be mailed to the person and address designated on the application by the applicant.

An application requesting the CCO be delivered to anyone other than the recorded owner or lienholder at the address recorded in the department records will be held for four (4) business days from the date of receipt by the department before the CCO is issued. The date of receipt by the department is considered to be the date of receipt at the designated post office box or street address.

- A. Any additional documents (such as Release of Lien, Power of Attorney, or court documents) submitted with a Form VTR-34, must be original documents. If the applicant wishes them back, a written request must be submitted with the Form VTR-34.

Transportation Code § 501.134.

- B. 1. VTR Locations and Overnight Express Mail - Applications mailed to the VTR Headquarters Office in Austin through an overnight/express mail service which requires a physical address must be mailed to: Texas Department of Transportation, Vehicle Titles and Registration Division, 4000 Jackson Ave., Austin, Texas, 78731-9904.
- 2. Applications mailed to a VTR Regional Office should be mailed to the appropriate office at their street address.
- 3. An application mailed by overnight/express mail will be held for four business days after the date of receipt before issuance, unless the name and return address is that of the recorded owner or lienholder, as recorded in the department records.
- C. 1. Retention of Document Returned - A CCO issued by the VTR Headquarters Office in Austin which is returned as undeliverable by the U.S. Post Office should be destroyed upon receipt.
- 2. A CCO issued by a VTR Regional Office which is returned as undeliverable by the U.S. Post Office should be destroyed upon receipt.
- 3. Once a CCO has been destroyed, the applicant will be required to re-apply following the above mentioned procedures.

VI. Applications submitted in person to a VTR Regional Office for certified copies will be processed as follows:

- A. A recorded owner or the lienholder may obtain a certified copy before the fourth business day after application has been made upon presentation of properly executed documents, as previously discussed, and payment of the required fee. The recorded owner or lienholder MUST submit valid (not expired) personal identification, including a photograph, issued by an agency of this state or the United States. Such identification may consist of, for example, a Texas or other state driver's license, government issued Identification Card, or United States passport.

In cases of joint ownership, both owners MUST be present in order for a CCO to be issued and presented before the fourth business day after application has been made. If only one owner is present verifiable proof from the co-owner may be presented, in the form of a power of attorney or written statement, which authorizes the applicant to procure the CCO, in which case, the CCO may be issued and presented to the applicant at the time application is made. However, if a power of attorney or written statement cannot be verified, the CCO may not be issued until the fourth business day after application is made and the CCO must be mailed to the address recorded on the application.

- B. A verified agent of the recorded owner or lienholder may obtain a certified copy, before the fourth business day after application has been made, upon presentation of properly executed documents with a valid personal identification, including a photograph, issued by an agency of this state, or the United States, and payment of the required fee. In addition, the agent MUST present verifiable proof that they are an authorized agent for the owner or lienholder. Verifiable proof may consist of a business card, employee identification, or letterhead authorization showing they are employed by, or are a valid representative of the lienholder, or a power of attorney or written statement from the recorded owner(s). Authorization must be verifiable by telephone. If there is any doubt as to the validity of the authorization, at the supervisor's discretion, it may be necessary to call the respective party to verify its validity. A photocopy of the verifiable proof presented MUST be attached to the Form VTR-34 to be included in the microfilmed record.

- C. A third party (anyone other than the recorded owner, the holder of a recorded lien against the vehicle, or verified agent of either) may obtain a certified copy ONLY by mail, and not before the fourth business day after application has been made. For example, if a third party presents a Form VTR-34 on Wednesday, the CCO may not be issued or mailed until the following Tuesday.

Upon proper application, presentation of valid personal identification, including a photograph, issued by an agency of this state, or the United States, and payment of the required fee, the VTR Regional Office will access the vehicle record to determine if the application is properly executed. If so, the third party will be provided with a receipt for the Application for a Certified Copy of a Texas Certificate of Title for a Motor Vehicle, Form VTR-34 and fee paid, and the application will be filed by date of acceptance.

This process will also apply to applicants who present lawful authority to execute a Form VTR-34, such as a power of attorney, or authorization to pick up the CCO from the lienholder(s) or owner(s), and the Regional Office is unable to verify its validity.

The certified copy will not be issued until the fourth business day after application is made and may only be mailed to the person and address designated on the application, by the applicant.

## VII. Title Transfers Involving Fraudulent/Questionable CCOs

- A. According to the Texas Department of Public Safety, Motor Vehicle Theft Service (DPS, MVTS), there has been an increase in the amount of titles that are transferred with Certified Copies of Original Texas Titles (CCOs) that were obtained by fraudulent/questionable means without the true owner's consent.
- B. These situations are normally discovered when the actual owner attempts to renew the registration and the actual owner's record has been superseded due to a later title transfer. In instances such as this, an inspection of the vehicle identification number (VIN) must be performed.
- C. The inspection of the VIN can be performed by County personnel, Regional Office personnel, or by a law enforcement agency.
  - 1. If the inspection is performed at the county, the county will complete a statement of fact showing the VIN, year, make, owner, and date of inspection with a sentence indicating that the VIN matches the VIN on the vehicle. Upon completion of the VIN inspection, the counties will instruct the customer that a title history for their vehicle will be ordered by the Regional Office and they will be contacted by the Regional Office personnel regarding further action when the title history is received.
  - 2. The vehicle inspection can also be performed by any law enforcement agency. If the inspection is done by law enforcement, the agency performing the inspection must sign the bottom portion of the Form 68-A. The customer will surrender the Form 68-A to the Regional Office. If a title history has not previously been ordered on the vehicle in question, the Regional Office will then order a title history.
  - 3. If a VIN inspection has not been performed at either the county or by a law enforcement agency, the Regional Office personnel will conduct an inspection of the VIN of the vehicle.

NOTE: With reference to the term "rightful owner" as used in the above paragraph, the applicant shall be recognized as the rightful owner; and no further determination need be made if the identification number recorded on the evidence of ownership submitted by the applicant ties in with the true identification number affixed to the vehicle or component part for which the assigned number is applied. This determination, as a general rule, shall be arrived at by the department through a comparison of the evidence of ownership submitted by the applicant against his assigned number application and the inspection report executed by a law enforcement officer who is a member of: a Municipal Police Auto Theft Unit; County Sheriff's Department Auto Theft Unit; Federal Bureau of Investigation; Texas Department of Public Safety Motor Vehicle Theft Services; or the National Insurance Crime Bureau (NICB) Vehicle Theft Investigators. In the event the identification number shown on the evidence of ownership submitted cannot be tied in with the true identification number on the vehicle or component part and the true identity of such vehicle insofar as ownership is concerned, cannot, therefore, be determined, a court order from a court of competent jurisdiction determining ownership must be attached to the application before an assigned number may be issued. A Justice of the Peace can award and order ownership to a vehicle ONLY if in accordance with Chapter 47, Code of Criminal Procedures and if the vehicle is alleged to have been stolen (Refer to Section 501.135).

### III. Issue of Manufacturer's Vehicle Identification Number

In the event the vehicle identification number on a Ford product manufactured since March 31, 1932, or on any other 1956 or later year model passenger car, truck, trailer, or semitrailer has been removed, changed, or obliterated, the department will reissue the original manufacturer's vehicle identification number, provided such number can be verified by a law enforcement officer who is a member of: a Municipal Police Auto Theft Unit; County Sheriff's Department Auto Theft Unit; Federal Bureau of Investigation; Texas Department of Public Safety Motor Vehicle Theft Services; or the National Insurance Crime Bureau (NICB) Vehicle Theft Investigators.

- A. Application to reissue the original manufacturer's vehicle identification number shall be made on Application for Assigned or Reassigned Number, Form 68-A, which is a combined application and inspection report. The inspection report must be completed by the law enforcement officer who is a member of: a Municipal Police Auto Theft Unit; County Sheriff's Department Auto Theft Unit; Federal Bureau of Investigation; Texas Department of Public Safety Motor Vehicle Theft Services; or the National Insurance Crime Bureau (NICB) Vehicle Theft Investigators.
- B. If the manufacturer's vehicle identification number is verified, the application, evidence of ownership, and the vehicle must be taken to the nearest Vehicle Titles and Registration Division Regional Office for issuance and installation of the reassigned number. A Texas vehicle identification number decal bearing the same vehicle identification number as originally placed on the vehicle by the manufacturer will be affixed to the vehicle by a representative of the department. Such numbers will be mounted upon the left doorpost of the vehicle. After the reassigned number has been installed, the owner will be required to sign a Notice of Assigned Number or Installation of Reassigned Vehicle Identification Number, Form 68-N, acknowledging that the reassigned number was actually installed on his vehicle.
- C. For trailers, semitrailers, and house (travel) trailers on which the manufacturer's serial number has been removed, changed, or obliterated, the applicant will take the completed Application for Assigned or Reassigned Number, Form 68-A, \$2.00 fee, and the trailer, semitrailer, or house (travel) trailer to the nearest Vehicle Titles and Registration Division Regional Office. On trailers and semitrailers, the reassigned VIN decal will be affixed to the permanent part of the trailer on the lower front right side. On house (travel) trailers, the reassigned VIN decal will be affixed on the right front of the frame, on an open part and in an accessible place which extends beyond the body.

- D. In any instance when a vehicle does not have a valid manufacturer's vehicle identification number, the County Tax Assessor-Collector is not authorized to accept an application for title and/or registration until such time as an identifying number has been reissued or assigned by this department.
- E. Correction of title is not necessary when the original manufacturer's vehicle identification number is reissued by the department. However, if the evidence of ownership to the vehicle is assigned to the applicant, an application for title must be filed with the applicant's County Tax Assessor-Collector after the reassigned number is installed by the department.

IV. Assigned Vehicle Identification Numbers (TEX Prefix Numbers)

Texas Assigned Vehicle Identification Numbers (TEX Prefix Numbers) are issued for 1956 and later model motor vehicles and for Ford products manufactured since March 31, 1932. The numbers are affixed to vehicles on which no identification numbers are ever affixed by the manufacturers; or the original manufacturer's vehicle identification number has been removed, changed, or obliterated; or the true identification number cannot be verified.

TEX Prefix Numbers may be issued provided ownership is determined in the name of the applicant. Such numbers are also issued for all assembled vehicles that require assigned numbers and for motorcycles. Assigned vehicle identification numbers shall consist of the prefix "TEX" followed by six digits and shall be die-stamped on the vehicle in a location prescribed by the department.

- A. Applications for assigned vehicle identification numbers (TEX Prefix Numbers) must be made on an Application for Assigned or Reassigned Number, Form 68-A. The inspection report provided on this form must be completed in full by a law enforcement officer who is a member of one of the following agencies:
  - 1. Municipal Police Auto Theft Unit;
  - 2. County Sheriff's Department Auto Theft Unit;
  - 3. Federal Bureau of Investigation (FBI);
  - 4. Texas Department of Public Safety Motor Vehicle Theft Services; or
  - 5. National Insurance Crime Bureau (NICB) Vehicle Theft Investigators.

Completion of the form by a member of one of these agencies insures uniformity of the inspection process and requires that only trained Auto Theft Investigators certify the authenticity of inspected vehicles.

- B. If the manufacturer's vehicle identification number has been removed, changed, or obliterated and the true identity of the vehicle cannot be determined by the inspecting officer, a court order will be required to establish ownership.
- C. The Form 68-A, together with evidence establishing ownership, or a copy of a court order establishing ownership in the applicant's name, plus a \$2.00 fee may be either mailed or submitted in person to the nearest Vehicle Titles and Registration Division Regional Office.

- C. When a salvaged vehicle is transferred to a salvage yard on an assigned Salvage Certificate, the salvage yard must surrender such certificate to the department on their inventory form if it is determined that the vehicle will not be resold or repaired. However, if it is determined that the vehicle will be sold, the Salvage Certificate should not be surrendered to the department. Instead, it must be reassigned to the purchaser, and the Salvage Certificate must follow the salvaged vehicle until such time as the vehicle is demolished or placed in an operable condition.

If both assignments on the Salvage Certificate have been used and additional assignments are needed, a Dealer's Reassignment of Title For a Motor Vehicle, Form 41, or Form 41-A, may be executed and attached to the title to maintain a complete chain of transfers. A dealer's license number is not required to be shown on an assignment when transferring salvage.

- D. If a salvaged vehicle for which a salvage certificate has been issued is repaired and placed in an operable condition by a salvage yard or by a purchaser of such salvaged vehicle, the salvage yard or the person or firm who purchased and repaired the vehicle (Texas licensed dealers excepted) must apply for title and registration in their name. The application for title must be supported by the following:
1. A Salvage Certificate.
  2. An Affidavit and Application to Register and Title a Vehicle Which Has Been Rebuilt, Assembled, Reconstructed, Stripped or Has Had a Change in Component Parts, Form VTR-61. The owner of the salvaged vehicle who repaired it and placed it in an operable condition must execute the Form VTR-61 and apply for title in his name. However, if the applicant acquired the vehicle from a licensed dealer who was responsible for the rebuilding of the vehicle, the Form VTR-61 must be executed by such dealer.
  3. An inspection report or statement completed by an enforcement officer verifying the vehicle identification number, a pencil tracing of the VIN, or a Statement of Physical Inspection (Form VTR-270), executed by the applicant confirming the identity of the vehicle. An inspection by an authorized inspection station is required even though the vehicle may already display a valid inspection certificate which was issued prior to rebuilding the vehicle. The vehicle inspection sticker number and expiration date must be recorded on the Form 61.
  4. An Odometer Statement.
  5. A copy of the current license receipt shall accompany the application. The existing license plates or new license plates shall be issued as outlined below:
    - a. If the vehicle was previously registered for the current registration year and the current license plates were surrendered to the department for cancellation, replacement license plates and a windshield validation sticker may be issued.
    - b. If the registration has expired but the license plates have remained on the vehicle, such plates shall be validated for the current year with a windshield validation sticker.
    - c. If the vehicle was not registered for the current year and the license plates are not affixed to the vehicle, the vehicle must be registered as of the date application for title is filed for the balance of the registration year previously assigned to the vehicle.

- d. If the vehicle displays current registration and a current windshield validation sticker, the current license number shall be shown on the application for title.
  6. If the vehicle for which the salvage certificate has been issued has a nonconforming USA VIN, proof of compliance with Department of Transportation safety regulations is required.
  7. In any case, when a negotiable title is issued and a Salvage Certificate is in evidence, the negotiable title will contain a remark to indicate that the vehicle was previously damaged. "Flood Damaged" will be shown, when applicable, or "Reconditioned" will be shown unless there is a different remark ("Rebuilt," "Reconstructed," etc.) required under the procedure outlined in Transportation Code Section 501.092 of this Manual. These remarks are carried permanently in the master title records and will appear on all subsequent titles.
  8. Valid proof of financial responsibility, covering the described vehicle, in the applicant's name. (Refer to Transportation Code Section 501.131.)
- E. When a salvage yard surrenders a Salvage Certificate on an inventory receipt and subsequently decides to sell the vehicle, it will be necessary for another Salvage Certificate to be issued in the name of the salvage yard before transferring the vehicle. The salvage yard should submit a Request for Salvage Certificate, Form VTR-130, to the department; and such request must furnish the inventory number and date of the receipt on which the title was surrendered to the department for cancellation.
- F. If the certificate of title on an operable vehicle was surrendered by mistake, a Salvage Certificate may be issued in the name of the salvage yard. The request must be made on Form VTR-130.
- G. A motor vehicle which was disposed of for demolition, wrecking, dismantling, scrap, or salvage under the provisions of Article V of the Litter Abatement Act, V.C.S. 4477-9a, cannot be reconstructed, made operable, or retitled. Therefore, a salvage certificate shall not be issued for these vehicles.
- H. Component parts of vehicles sold by salvage yard operators may be transferred on bills of sale, provided, however, any bill of sale covering a component part upon which the recognized manufacturer's vehicle identification number appears (motor number excluded) contains an affidavit showing the date and inventory number under which the certificate of title was surrendered to the department for cancellation. Also, a component part upon which the recognized manufacturer's vehicle identification number appears (motor number excluded) may be sold on a Salvage Certificate in instances when a Salvage Certificate has been issued for the vehicle and the salvage yard still has it in their possession. In such instances, the Salvage Certificate must be marked "Body Only" or "Floorplan Only" to indicate that it covers a component part and not a complete vehicle.
- I. In the event an original Salvage Certificate is lost, a "Duplicate" may be issued to the person or firm in whose name the original salvage certificate was issued. A written request for the duplicate should be submitted to the department by such person or firm using Request for Salvage Certificate, Form VTR-130.

## TITLE MANUAL APPENDIX LIST OF FIGURES

<i><b>FIGURE</b></i>	<i><b>DEFINITION</b></i>	<i><b>FORM</b></i>	<i><b>REVISED</b></i>
1	Salvage Vehicle Inspection Affidavit and Application, (provided by the Texas DPS, Motor Vehicle Theft Service)	MVT-6	4-99
2	Application for (Declaration) Importation of Motor Vehicles and Motor Vehicle Equipment Subject to Federal Motor Vehicle Safety, Bumper and Theft Prevention Standards	HS-7	8-93
3	Automated Broker Interface (ABI) Screens Acceptable in Lieu of Form HS-7		7-98
4	U.S. Customs Service entry forms that are acceptable proof that all import actions have been taken. Examples		5-98
5	Mexican Vehicles Eligible for Importation		8-98
6	Certificate of Inspection, (provided by the Texas DPS, Salvage Vehicle Inspection)	MVT-9	10-95
7	Certificate of Title To a Motor Vehicle, Original Certificate of Title To a Motor Vehicle, Non Negotiable		10-39
8	Certificate of Title To a Motor Vehicle, Original Certificate of Title To a Motor Vehicle, Non Negotiable	30-C 30-N	2-68 2-68
9	Certificate of Title To a Motor Vehicle, Original Certificate of Title To a Motor Vehicle, Non Negotiable	30-C 30-N	3-74 3-74
10	Certificate of Title To a Motor Vehicle, Original	30-C	4-90
11	Certificate of Title To a Motor Vehicle, Original	30-C	8-92
12	Certificate of Title To a Motor Vehicle, Original	30-C	6-93
13	Certificate of Title To a Motor Vehicle, Original	30-C	5-96
13A	Certificate of Title To a Motor Vehicle, Original	30-C	11-97
14	Various Reasons For Rejections on Certificate of Tile Assignments, Back of Certificate of Title	30-C	5-96
15	Examples - Signatures for Joint Lienholders and Release of Lien on Certificate of Title	30-C	5-96
16	Certificate of Title To a Motor Vehicle, Certified Copy	30-CCO	4-90
17	Certificate of Title To a Motor Vehicle, Certified Copy	30-CCO	8-92
18	Certificate of Title To a Motor Vehicle, Certified Copy	30-CCO	6-93
19	Certificate of Title To a Motor Vehicle, Certified Copy	30-CCO	8-94
20	Certificate of Title To a Motor Vehicle, Certified Copy	30-CCO	11-96
21	Certificate of Title To a Motor Vehicle, Certified Copy	30-CCO	3-98
22	Certificate of Title To a Motor Vehicle, Non Negotiable Certificate of Title To a Motor Vehicle, Non Negotiable	30-N 30-N	2-83 10-89
23	Certificate of Title To a Motor Vehicle, Non Negotiable Certificate of Title To a Motor Vehicle, Non Negotiable	30-N 30-N	8-90 3-93

## TITLE MANUAL APPENDIX LIST OF FIGURES

<b>FIGURE</b>	<b>DEFINITION</b>	<b>FORM</b>	<b>REVISED</b>
24	Certificate of Title To a Motor Vehicle, Non Negotiable Certificate of Title To a Motor Vehicle, Non Negotiable	30-N 30-N	10-95 10-97
25	Identification Certificate	VI-30-A	7-95
26	National Highway Traffic Safety Administration, Receipt of Statement of Compliance, 1st Page of Form Letter NEF-30 FL1	NEF-30 FL1	
27	Tax Collector's Receipt for Texas Title Application / Registration / Motor Vehicle Tax (issued prior to RTS implementation)	31	10-93
28	Tax Collector's Receipt for Texas Title Application / Registration / Motor Vehicle Tax (for RTS Dealers and RTS Counties in a "lights out" situation)	31-RTS	6-98
29	National Highway Traffic Safety Administration, Vehicle Information, Form Letter NEF-32-CUS	NEF-32-CUS	7-87
30	Application for a Certified Copy of a Texas Certificate of Title for a Motor Vehicle	VTR-34	1-99
31	Application for Certified Copy of a Texas Salvage or Nonrepairable Certificate of Title	VTR-34-S	6-96
32	Application for Title Rejected for the Following Reason(s)	36-1	1-94
33	Application for Title Rejected for the Following Reason(s)	36-2	8-93
34	Application for Title Rejected for the Following Reason(s)	36-3	3-92
35	Application for Title Rejected for the Following Reason(s)	VTR-36-4	4-94
36	Application for Title Rejected for the Following Reason(s)	36-5	2-89
37	Application for Title Rejected for the Following Form 31 Error(s)	36-6	10-93
38	Application for Title Rejected for the Following Reason(s)	36-7	1-91
39	Safety Responsibility Affidavit (DPS Form)	SR-39	9-93
40	Odometer Disclosure Statement	40	5-90
41	Example of a Dealer's License (provided by the Motor Vehicle Division)		9-96
42	Dealer's Reassignment of Title for a Motor Vehicle	41	10-91
43	Dealer's Reassignment of Title for a Motor Vehicle	41-A	8-95
44	Affidavit and Application to Register and Title a Vehicle Which Has Been Rebuilt, Assembled, Reconstructed, Stripped or Has Had a Change in Component Parts	VTR-61	11-96
45	Exempt Vehicle Affidavit Driver Education (exempt from title fees)	VTR-62-E	6-97
46	Affidavit and Application for Registration and Certificate of Title Issued Under an Alias for Use on Law Enforcement Vehicles	VTR 62-G	1-97
47	Bill of Sale	VTR-63	2-98
48	Certificate of Origin for a Vehicle		

## TITLE MANUAL APPENDIX LIST OF FIGURES

<i><b>FIGURE</b></i>	<i><b>DEFINITION</b></i>	<i><b>FORM</b></i>	<i><b>REVISED</b></i>
49	Example for an Affidavit of Trust		2-95
50	Application for Assigned or Reassigned Number	VTR 68-A	01-00
51	Notice of Assigned Number or Installation of Reassigned Vehicle Identification Number	VTR-68-N	9-96
52	Affidavit & Application for Certificate to Dispose of Vehicle Purchased at Statutory Storage - Mechanics Lien Foreclosure Sale	VTR-70	4-99
53	Auction Sales Receipt for an Abandoned Motor Vehicle Sold by a Police Department at Public Auction	VTR-71-1	4-98
54	Application for Authority to Dispose of a Motor Vehicle to a Demolisher	VTR-71-2	8-99
55	Application for Authority to Dispose of a Motor Vehicle to a Demolisher	VTR 71-2X	8-99
56	Certificate of Authority to Dispose of a Motor Vehicle to a Demolisher for Demolition, Wrecking or Dismantling Only	71-3	10-97
57	Notice to the Texas Department of Transportation of the Abatement of Junked Vehicles	VTR 71-4	12-96
58	Transfer of Junked Vehicle to a Demolisher	VTR 71-5	12-96
59	Salvage Vehicle Inspection By Law Enforcement Officer	VTRD-75-I	12-93
60	Inventory Receipt for Surrender of Certificates of Title by Insurance Company	VTR-75-R	4-95
61	The United States Government, Certificate to Title a Vehicle	97	4-91
62	Certificate of Salvage Vehicle Dealer of Salvage Vehicle Agent License	VTR-100	3-97
63	Inspection Of A Vehicle Which Was Reconstructed Utilizing A Glider Kit	VTR-110	10-96
64	Report to Division of Motor Vehicle Titles and Registration on a Dishonored Check Given for Registration and/or Title Fees	D12-120	10-92
65	Prescribed Form for Rights of Survivorship Ownership Agreement for a Motor Vehicle	VTR-122	7-99
66	Request for Salvage Certificate	VTR-130	4-98
67	Certificate of Title Surety Bond	VTR-130-SB	9-99
68	Statement of Fact	VTR-130-SOF	1-99
69	Certificate of Title Information For Each State		7-98
70	Federally Recognized Indian Tribes in Oklahoma		8-98
71	Application for Texas Certificate of Title	130-U	11-95
72	Title Transaction Assembly Procedure		10-96
73	Bonded Title Transaction Assembly Procedure		

## TITLE MANUAL APPENDIX LIST OF FIGURES

<b>FIGURE</b>	<b>DEFINITION</b>	<b>FORM</b>	<b>REVISED</b>
74	Various Reasons Why an Application for Texas Title is Rejected	130-U	11-95
75	Title Rejection - Sample TxDOT Letter (requesting additional evidence and list options to secure a title)		6-95
76	Title Rejection - Sample TxDOT Letter (Applicant does <u>not</u> want to obtain two appraisals. The department is requesting additional evidence and offering hearing option only to secure a title)		6-95
77	Title Rejection - Sample TxDOT Letter (requesting additional evidence and offer bond form to secure a title)		6-95
78	Tax Collector's - Notice of Title Rejection (Grounds for Refusal to Issue or for Revocation or Suspension of Certificate)		12-97
79	Tax Collector's Ruling Denying Title Issuance		10-96
80	Tax Collector's Ruling for Issuance of Title		10-96
80A	Request to Issue Negotiable Certificate of Title without Registration (Title Only)	VTR-131	8-99
81	Trailer and/or Semitrailer Manufacturer Certification	VTR-132	10-97
82	"Travel Trailer" or "Park Model Trailer" Verification	VTR-141	8-97
83	Statement of Fact for Non-Disclosure of a Social Security Number	VTR-171	6-96
84	Social Security Number Statement for Texas Title Applicants		9-95
85	Salvage Bill of Sale	VTR-203	5-96
86	Inventory of Component Parts Purchased	VTR-207	3-96
87	Texas Salvage Certificate	VTR-222	1-98
88	Texas Nonrepairable Certificate of Title	VTR-222-NR	12-97
89	Texas Salvage Certificate of Title	VTR-222-S	12-97
90	Standard Abbreviations for Vehicle Makes and Body Styles on Forms 130-U	VTR-249	11-99
91	Prescribed Form of Affidavit of Ownership	D12-261	
92	Affidavit of Heirship for a Motor Vehicle	VTR-262	8-99
93	Affidavit for Repossessed Motor Vehicle	VTR-264	6-99
94	Repossession by Holder of Chattel Mortgage on an Affidavit for Repossession for a Motor Vehicle	VTR-264	10-94
95	Repossession by Recorded Lienholder on an Affidavit for Repossession for a Motor Vehicle	VTR-264	10-94
96	Registration of New Commercial Motor Vehicle With Truck License Plates		
97	Registration of New Commercial Motor Vehicle with a Combination License Plate		

## TITLE MANUAL APPENDIX LIST OF FIGURES

<i><b>FIGURE</b></i>	<i><b>DEFINITION</b></i>	<i><b>FORM</b></i>	<i><b>REVISED</b></i>
98	Items Required to Support Out-of-State Evidence on Commercial Vehicles		
99	Texas Maximum Weight & Size Limitations		
100	Texas Maximum Size Limitations		
101	Application and Affidavit for Foreclosure on a Motor Vehicle Under Statutory Contractual Landlord's Liens, Chapters 54 and 59, State Property Code	VTR-265-L	2-96
101A	Application and Affidavit for Foreclosure on a Motor Vehicle Under Statutory Contractual Landlord's Lien, Chapter 54, State Property Code	VTR-265-L	9-99
102	Mechanic's Lien Foreclosure	VTR-265-M	12-97
103	Storage Lien Abandoned Vehicle or Private Tow	VTR-265-S	6-99
104	Storage Lien For Licensed Vehicle Storage Facility	VTR-265-VSF	11-97
104A	Storage Lien For Licensed Vehicle Storage Facility	VTR-265-VSF	9-99
105	Prescribed Form For Release of Lien	VTR-266	5-98
106	Examples for Release of Lien on a Vehicle		
107	Additional Liens Statement	VTR-267	9-96
108	Verification of Ownership	VTR-268	12-97
109	Statement of Physical Inspection	VTR-270	5-98
110	Power of Attorney to Transfer Motor Vehicle	VTR-271	2-99
111	Power of Attorney for Transfer of Ownership to a Motor Vehicle	VTR-271-A	5-97
112	Request to Issue Non-Negotiable Certificate of Title	VTR-272	6-98
113	Titles Issued for Registration Purposes Only, Example of Non-Negotiable Certificate of Title		
114	Request to Issue Non-Negotiable Certificate of Title	VTR-272-A	12-98
115	Certification of Vehicle Identification Number for Vehicle Located Out of State	VTR-272-B	6-96
116	Request for Non-Negotiable Title for Registration Purposes Only for an Imported Vehicle	VTR-274	7-97
117	Request for Texas Motor Vehicle Information	VTR-275	9-97
118	Affidavit of Ownership for Equipment	VTR-279	10-97
119	Request for Pencil Tracing of Vehicle Identification Number	VTR-301	4-97
120	Suggested Procedure to Follow in Obtaining a Pencil Tracing		
121	Prescribed Form for Affidavit of Ownership for Trailer or Semitrailer	VTR-305	8-99
122	Prescribed Form for Statement of Fact for Ownership of Homemade Trailer, Semitrailer, or Travel Trailer	VTR-305-A	5-96
123	Affidavit of Ownership for 4-wheel All-Terrain Vehicle	D12-328	6-93
124	Affidavit of Ownership for a Moped	VTR-329	4-98

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<b>FIGURE</b>	<b>DEFINITION</b>	<b>FORM</b>	<b>REVISED</b>
125	Statement of Fact of Ownership for Motorcycle Designed and Equipped as an "Off-Highway" Vehicle	VTR-330	11-95
126	Inventory Receipt for Unexpired License Plates and Certificates of Title	VTR-340	3-96
127	Texas Motor Vehicle Transfer Notification	VTR-346	9-96
128	Release of Vehicle Record Information	VTR-385	6-98
129	Authorization for Release of Personal Information	VTR-386	9-97
130	Owner Retained Report	VTR-436	3-96
131	Application for (Check One) Texas Salvage Certificate of Title (75 - 94% loss) Texas Nonrepairable Certificate of Title (95% or more loss)	VTR-441	
132	Standard of Safety Statement	VTR-470	9-98
133	Title and Registration Instructions for Motor Vehicles Adapted to or Designed for Human Habitation		10-94
134	Affidavit of Fact to Support an Application for Certificate of Title for "Slow-moving Vehicle," such as Golf Carts or other Miniature Vehicles	VTR-471	1-97
135	Vehicle Inquiry Receipt	VTR-500-RTS	11-95
136	Title Application Receipt	VTR-500-RTS	11-95
137	Non-Titled Vehicle Receipt	VTR-500-RTS	11-95
138	Title Correction Receipt	VTR-500-RTS	11-95
139	Customs Procedures for the Exportation of Used Motor Vehicles		7-99

Fig. 41  
Example of a Dealer's License  
(provided by the Motor Vehicle Division)  
Rev. 9-96

	LICENSE NO. A0036 MOTOR VEHICLE DIVISION	HAVING SATISFIED THE APPLICABLE REQUIREMENTS OF THE TEXAS MOTOR VEHICLE COMMISSION CODE AND Tex. Rev. Civ. Stat. Ann. art. 6886, THE PERSON OR COMPANY NAMED BELOW IS HEREBY LICENSED AS A FRANCHISED NEW MOTOR VEHICLE DEALER TO SELL THE FOLLOWING LINES:
Toyota	FOR PERIOD ENDING September 30, 1996	PENALTY: 50% OF LICENSE FEE FOR EACH 30 DAYS OF DELINQUENCY
D.L.W. INC. d/b/a Coastal Toyota 3001 South Highway 227 Angleton TX 77515 P. O. Box 969 Angleton TX 77515		RENEWAL NOTICE MAKE NEEDED CORRECTIONS AND RETURN WITH PROPER FEES

**Fig. 42**  
**Dealer's Reassignment of Title for a Motor Vehicle**  
**Form 41, Rev. 10-91**

<b>DEALER'S REASSIGNMENT OF TITLE FOR A MOTOR VEHICLE</b>				
VEHICLE IDENTIFICATION NO.		YEAR MODEL	TITLE NUMBER	
MAKE OF VEHICLE	BODY STYLE		MOOEL	
STATE OR COUNTRY IN WHICH LAST REGISTERED		YEAR OF LICENSE	LICENSE NUMBER	
FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE IN CONNECTION WITH THE TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT.				
<b>REASSIGNMENT BY DEALER ONLY</b>				
The undersigned hereby certifies that the vehicle described in this title is free and clear of all liens, except as noted herein and has been transferred to the following printed name and address:				
Name of Purchaser	Address	City	State	Zip
I certify to the best of my knowledge that the odometer reading is the actual mileage unless one of the following statements is checked.			Odometer Reading	Tenths
<input type="checkbox"/> 1. The mileage stated is in excess of its mechanical limits. <input type="checkbox"/> 2. The odometer reading is not the actual mileage. <b>WARNING - ODOMETER DISCREPANCY</b>				
Dealer Number	Dealer's Firm Name			
Date of Sale	Agent's Signature			
				Printed Name (Same as Signature)
I am aware of the above odometer certification made by the seller/agent.				Signature of Buyer/Agent
				Printed Name (Same as Signature)
<b>REASSIGNMENT BY DEALER ONLY</b>				
The undersigned hereby certifies that the vehicle described in this title is free and clear of all liens, except as noted herein and has been transferred to the following printed name and address:				
Name of Purchaser	Address	City	State	Zip
I certify to the best of my knowledge that the odometer reading is the actual mileage unless one of the following statements is checked.			Odometer Reading	Tenths
<input type="checkbox"/> 1. The mileage stated is in excess of its mechanical limits. <input type="checkbox"/> 2. The odometer reading is not the actual mileage. <b>WARNING - ODOMETER DISCREPANCY</b>				
Dealer Number	Dealer's Firm Name			
Date of Sale	Agent's Signature			
				Printed Name (Same as Signature)
I am aware of the above odometer certification made by the seller/agent.				Signature of Buyer/Agent
				Printed Name (Same as Signature)
1ST LIENHOLDER TO BE RECORDED ON NEW TITLE: (NAME AND ADDRESS)				

Form 41 (Rev. 10-91) (SEE REVERSE SIDE FOR INSTRUCTIONS)  
 TEXAS DEPARTMENT OF TRANSPORTATION DIVISION OF MOTOR VEHICLE  
 TITLES AND REGISTRATION AUSTIN, TEXAS 78779-0001

NOTE: Form 41 is no longer supplied by the department. Huntsville no longer stocks this form. Dealers may reprint this form for use with the non-secure titles.

Fig. 49  
Example for an Affidavit of Trust  
Rev. 2-95

EXAMPLE FOR AN AFFIDAVIT OF TRUST

I/We, the undersigned, hereby affirm the following facts:

1. The \_\_\_\_\_ Trust ("Trust" hereafter) was established pursuant to the Texas Trust Code on \_\_\_\_\_, and is a revocable, living ("inter vivos") trust with a perpetual term (subject only to the legal rule against perpetuities).
2. The Grantor(s) of the Trust is/are \_\_\_\_\_ and \_\_\_\_\_.
3. The Trustee(s) of the Trust is/are \_\_\_\_\_ and \_\_\_\_\_, whose mailing address is \_\_\_\_\_  
(Address, City, State, and Zip Code)
4. The Trust is in existence on the date hereof and will remain in existence for the foreseeable future.
5. The Trustee(s) of the Trust have comprehensive management and administrative powers, including but not limited to the powers and rights specified in the Texas Trust Code, and have the right and power to buy and sell motor vehicles, open bank and other types of accounts, buy and sell assets, engage in a securities transactions, execute documents, borrow money and all other normal Trustee powers.
6. The Trust's legal counsel is \_\_\_\_\_  
(Name)  
\_\_\_\_\_  
(Mailing Address, City, State, and Zip Code)  
telephone number \_\_\_\_/\_\_\_\_, and they may be contacted and relied upon for legal matters regarding this Trust and transactions related to its existence and contents.

Dated the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_.

\_\_\_\_\_  
Signature of Grantor/Trustee

\_\_\_\_\_  
Signature of Grantor/Trustee

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_

\_\_\_\_\_  
Notary Public

NOTARY SEAL

\_\_\_\_\_  
County, State of Texas

Revised 02/95

**Fig. 50**  
**Application for Assigned or Reassigned Number**  
**Form VTR 68-A, Rev. 1-00**



**APPLICATION FOR ASSIGNED OR REASSIGNED NUMBER**

**THIS SPACE FOR DEPARTMENTAL USE ONLY**

Type of Number Issued	Number Assigned: ↓
<input type="checkbox"/> Reassigned Manufacturer's VIN	
<input type="checkbox"/> Assigned VIN	
<input type="checkbox"/> Trailer	
<input type="checkbox"/> Component Part _____	
Approved By: _____	
<input type="checkbox"/> Motor Number as VIN	
<input type="checkbox"/> Motorcycle VIN	
<input type="checkbox"/> Travel Trailer	
<input type="checkbox"/> Equipment	

The applicant hereby applies for an assigned number to be affixed to the following motor vehicle, component part, or equipment:

<input type="checkbox"/> Motor _____ Year and Make of Motor	<input type="checkbox"/> Frame _____ Year and Make of Frame
<input type="checkbox"/> Transmission _____ Year and Make of Transmission	<input type="checkbox"/> Body _____ Year Make Body Style

If above part is installed in applicant's vehicle, the following must be completed:

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Body Style \_\_\_\_\_ Title/Document Number \_\_\_\_\_  
 Vehicle Identification Number \_\_\_\_\_

License Number \_\_\_\_\_ State of Issuance \_\_\_\_\_ Month & Year of Expiration \_\_\_\_\_  
 Before me, the undersigned authority, personally appeared the owner (as evidenced by the attached document or documents) of the vehicle, part, or equipment described above, who, in accordance with the provisions of Transportation Code §501.033, is hereby applying for an assigned number to be affixed to such vehicle, part, or equipment. The undersigned further deposes and upon oath states that he is the rightful owner of the above described vehicle, part, or equipment and that the information given above by him is true and correct.

\_\_\_\_\_  
 Name of Applicant Street Address City State Zip Code

SEAL

Signature of Applicant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ Year

\_\_\_\_\_  
 Notary Public in and for \_\_\_\_\_ County, Texas

**WARNING! TRANSPORTATION CODE §501.155 PROVIDES THAT FALSIFYING INFORMATION ON ANY REQUIRED DOCUMENT IS A THIRD-DEGREE FELONY.**

**INSPECTION REPORT TO BE EXECUTED BY LAW ENFORCEMENT AGENCY**

This inspection covers: (Check ALL appropriate statements)  Motor Vehicle Component Part Only  Motor Vehicle  Motorcycle Frame  
 Motorcycle Motor  Travel Trailer  Trailer  Semitrailer  Part is installed in applicant's vehicle  Equipment  
 Part is not installed in applicant's vehicle  Manufacturer did not assign identification number to the \_\_\_\_\_ (Show part[s] as applicable)  
 Vehicle assembled from parts for which no identification number was ever affixed to body, if motor vehicle, or to frame, if motorcycle, travel trailer, trailer, or semitrailer.  Number assigned by manufacturer for identification purposes has been removed, changed, or obliterated.  
 Unable to determine the true manufacturer's number.  
 (Explain in "REMARKS" below.)

**REMARKS:** (Describe alterations. Additional remarks may be made on reverse side.)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I personally inspected the vehicle, part, or equipment described above and found the true and original manufacturer's identification number to be \_\_\_\_\_, or  I was unable to determine the true manufacturer's identification number.

My official ID number is \_\_\_\_\_ with →

\_\_\_\_\_  
 Printed Name of Officer Phone Number

\_\_\_\_\_  
 Signature of Officer Date

\_\_\_\_\_  
 (City/County)

- Municipal Police Auto Theft Unit
- County Sheriff's Department Auto Theft Unit
- Federal Bureau of Investigation
- National Insurance Crime Bureau
- Texas Department of Public Safety - MVTS

**THE FEE OF \$2.00 AND THE EVIDENCE OF OWNERSHIP MUST ACCOMPANY THIS APPLICATION.**

← SEE REVERSE SIDE FOR ADDITIONAL INFORMATION. →

Fig. 50 Continued  
 Application for Assigned or Reassigned Number  
 Back of Form VTR 68-A, Rev. 1-00

**ADDITIONAL INFORMATION RELATIVE TO APPLYING FOR ASSIGNED AND REASSIGNED NUMBERS**  
 This application and inspection report must be completed in full and either mailed or presented to the nearest Vehicle Titles and Registration Division Regional Office along with the evidence of ownership and the required \$2.00 fee. (Refer to the list of office locations below.)

A photograph must accompany this application if being submitted for an assigned or reassigned number for:

- A Homemade or Shopmade Trailer or Semitrailer,
- A Homemade or Shopmade Travel Trailer, and
- A Rebuilt or Assembled Vehicle

If the application is for a "Reassigned Manufacturer's Vehicle Identification Number," or a "Motorcycle Frame Number," the completed application and inspection report, the evidence of ownership, the \$2.00 fee, and the vehicle must be taken to the nearest Vehicle Titles and Registration Division Regional Office for the assignment and installation of the reassigned number.

**IMPORTANT!** If the number which was placed on any vehicle or component part thereof by the manufacturer for identification purposes has been removed, changed, or obliterated and the true identity of such vehicle or part, insofar as ownership is concerned, cannot be established, determination of ownership in the form of a court order from a court of competent jurisdiction must accompany this application before an assigned number may be issued. (Refer to Transportation Code, §501.033) No assigned number will be issued to any component part for which an identification number was not originally placed thereon by the manufacturer, unless such number constitutes the vehicle identification number of the vehicle in which it is installed.

**NOTE:** A copy of this form **MUST** accompany the title transaction.

The Texas Department of Transportation maintains Vehicle Titles and Registration Division Regional Offices as follows:

Abilene	(915) 734-5120	Longview	(903) 753-6279
Amarillo	(806) 358-0469	Lubbock	(806) 745-8888
Austin	(512) 465-7445	Midland/Odessa	(915) 337-4434
Beaumont	(409) 842-5875	Pharr	(956) 781-3291
Corpus Christi	(361) 882-8867	San Angelo	(915) 947-9330
Dallas/Carrollton	(972) 471-0884	San Antonio	(210) 615-1776
El Paso	(915) 591-8149	Waco	(254) 752-1152
Fort Worth/Arlington	(817) 649-5938	Wichita Falls	(940) 720-7754
Houston	(713) 681-6637		

**ADDITIONAL REMARKS**



**Fig. 51**  
**Notice of Assigned Number or Installation of Reassigned Vehicle Identification Number**  
**Form VTR-68-N, Rev. 9-96**



VTR-68-N DHT # 142264 (Rev. 9-96)

**NOTICE OF ASSIGNED NUMBER OR  
 INSTALLATION OF REASSIGNED  
 VEHICLE IDENTIFICATION NUMBER**

Number Issued	Date
---------------	------

Make	Year	Body Style	Current License Number	Title Number
Owner's Name				
Owner's Address, City, State, and Zip Code				

**DIE-STAMPING INSTRUCTIONS TO OWNER**

- The assigned number should be die-stamped in the location indicated below:
- Assigned TEX Number** – on the left front door post. However, if this is not possible due to the construction of the vehicle, or if the vehicle has no body, die-stamp the assigned number on a portion of the frame forward of the passenger compartment on the driver's side of the vehicle. If the vehicle is a Volkswagen or a Volkswagen floorpan was used in the vehicle construction, the assigned number is to be die-stamped on the frame tunnel in the vicinity where the manufacturer's VIN was located.
  - Motorcycle TEX Number** – on the right side on the frame down tube near steering head.
  - Trailer TR Number** – on the permanent part of the frame, ride side, forward of axle or tandem assembly of the trailer.
  - Reassigned Trailer Number** – on the permanent part of the trailer on the lower front right side adjacent to the reassigned VIN decal.
  - House (Travel) Trailer HT Number** – on the right front of the frame on the house (travel) trailer, on an open part and in an accessible place which extends beyond the body.
  - Reassigned House (Travel) Trailer Number** – on the right front of the frame on the house (travel) trailer, on an open part and in an accessible place which extends beyond the body.
  - Equipment TEX E Number** – near the location of the original identification number. However, if this location cannot be determined, die-stamp the number on the frame or body of the equipment in such a manner that it is visible to the public.
  - Component Parts:**
    - Motor T Number** – on engine block. **NOTE:** If the engine is installed in a 1955 or prior year model vehicle, except Ford products manufactured since March 31, 1932, the owner must file an application for a corrected Texas Certificate of Title to record the new motor vehicle number.
    - Transmission TM TX Number** – on lower mounting lip of transmission case.
    - Frame F TX Number** – on right front of frame near front axle.
    - Body B TX Number** – on left front door post.
- DO NOT DIE-STAMP ASSIGNED NUMBER OVER ORIGINAL NUMBER**

**WARNING! FAILURE TO DIE-STAMP THE ASSIGNED NUMBER AS PROVIDED HEREIN IS A VIOLATION OF THE TRANSPORTATION CODE, SECTION 501.032**

<p align="center"><b>REGIONAL OFFICE CERTIFICATION OF                  INSTALLATION OF REASSIGNED VEHICLE                  IDENTIFICATION NUMBER (VIN)</b></p> <p>The above reassigned VIN was installed by:</p> <p style="text-align: right;">_____ Regional Office</p> <p style="text-align: center;">_____                  Authorized Signature</p> <p style="text-align: center;">Title _____ Date _____</p> <p>DECAL CONTROL # _____</p>	<p align="center"><b>VEHICLE OWNER'S CERTIFICATION                  (ON REASSIGNED NUMBERS-ONLY ON TRAILERS,                  SEMITRAILERS, AND HOUSE [TRAVEL] TRAILERS)</b></p> <p>I hereby certify that the number shown above has been placed in the location indicated on this certificate.</p> <p style="text-align: center;">_____                  Owner's Signature</p> <p>Date: _____</p> <p><b>WARNING: THE TRANSPORTATION CODE, SECTION 501.555, PROVIDES THAT FALSIFYING INFORMATION ON ANY REQUIRED DOCUMENT IS A THIRD-DEGREE FELONY.</b></p>
--	---

**ADDITIONAL INSTRUCTIONS FOR THE OWNER:**

- After your reassigned number has been installed or your assigned number has been die-stamped on your vehicle, equipment, or component part, you should:
- Contact your county Tax Assessor-Collector and file an Application for (Original) or (Corrected) Texas Certificate of Title.
  - Maintain this form with your ownership documents.

TEXAS DEPARTMENT OF TRANSPORTATION VEHICLE TITLES AND REGISTRATION DIVISION



**Fig. 51**  
**Notice of Assigned Number or Installation of Reassigned Vehicle Identification Number**  
**Form VTR-68-N, Rev. 9-96**



VTR-68-N DHT # 142264 (Rev. 9-96)

**NOTICE OF ASSIGNED NUMBER OR  
 INSTALLATION OF REASSIGNED  
 VEHICLE IDENTIFICATION NUMBER**

Number Issued	Date
---------------	------

Make	Year	Body Style	Current License Number	Title Number
Owner's Name				
Owner's Address, City, State, and Zip Code				

**DIE-STAMPING INSTRUCTIONS TO OWNER**

- The assigned number should be die-stamped in the location indicated below:
- Assigned TEX Number** – on the left front door post. However, if this is not possible due to the construction of the vehicle, or if the vehicle has no body, die-stamp the assigned number on a portion of the frame forward of the passenger compartment on the driver's side of the vehicle. If the vehicle is a Volkswagen or a Volkswagen floorpan was used in the vehicle construction, the assigned number is to be die-stamped on the frame tunnel in the vicinity where the manufacturer's VIN was located.
  - Motorcycle TEX Number** – on the right side on the frame down tube near steering head.
  - Trailer TR Number** – on the permanent part of the frame, ride side, forward of axle or tandem assembly of the trailer.
  - Reassigned Trailer Number** – on the permanent part of the trailer on the lower front right side adjacent to the reassigned VIN decal.
  - House (Travel) Trailer HT Number** – on the right front of the frame on the house (travel) trailer, on an open part and in an accessible place which extends beyond the body.
  - Reassigned House (Travel) Trailer Number** – on the right front of the frame on the house (travel) trailer, on an open part and in an accessible place which extends beyond the body.
  - Equipment TEX E Number** – near the location of the original identification number. However, if this location cannot be determined, die-stamp the number on the frame or body of the equipment in such a manner that it is visible to the public.
  - Component Parts:**
    - Motor T Number** – on engine block. **NOTE:** If the engine is installed in a 1955 or prior year model vehicle, except Ford products manufactured since March 31, 1932, the owner must file an application for a corrected Texas Certificate of Title to record the new motor vehicle number.
    - Transmission TM TX Number** – on lower mounting lip of transmission case.
    - Frame F TX Number** – on right front of frame near front axle.
    - Body B TX Number** – on left front door post.
- DO NOT DIE-STAMP ASSIGNED NUMBER OVER ORIGINAL NUMBER**

**WARNING! FAILURE TO DIE-STAMP THE ASSIGNED NUMBER AS PROVIDED HEREIN IS A VIOLATION OF THE TRANSPORTATION CODE, SECTION 501.032**

<p align="center"><b>REGIONAL OFFICE CERTIFICATION OF                  INSTALLATION OF REASSIGNED VEHICLE                  IDENTIFICATION NUMBER (VIN)</b></p> <p>The above reassigned VIN was installed by:</p> <p style="text-align: right;">_____ Regional Office</p> <p style="text-align: center;">_____                  Authorized Signature</p> <p style="text-align: center;">Title _____ Date _____</p> <p>DECAL CONTROL # _____</p>	<p align="center"><b>VEHICLE OWNER'S CERTIFICATION                  (ON REASSIGNED NUMBERS-ONLY ON TRAILERS,                  SEMITRAILERS, AND HOUSE [TRAVEL] TRAILERS)</b></p> <p>I hereby certify that the number shown above has been placed in the location indicated on this certificate.</p> <p style="text-align: center;">_____                  Owner's Signature</p> <p>Date: _____</p> <p><b>WARNING: THE TRANSPORTATION CODE, SECTION 501.555, PROVIDES THAT FALSIFYING INFORMATION ON ANY REQUIRED DOCUMENT IS A THIRD-DEGREE FELONY.</b></p>
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**ADDITIONAL INSTRUCTIONS FOR THE OWNER:**

- After your reassigned number has been installed or your assigned number has been die-stamped on your vehicle, equipment, or component part, you should:
- Contact your county Tax Assessor-Collector and file an Application for (Original) or (Corrected) Texas Certificate of Title.
  - Maintain this form with your ownership documents.

TEXAS DEPARTMENT OF TRANSPORTATION VEHICLE TITLES AND REGISTRATION DIVISION



**Fig. 53 Continued**  
**Auction Sales Receipt for an Abandoned Motor Vehicle**  
**Sold by a Police Department at Public Auction**  
**Back of Form VTR-71-1, Rev. 4-98**

**INSTRUCTIONS TO PURCHASER**

This form, when properly executed by the "Law Enforcement Agency" (Texas Department of Public Safety, City Police, Police Department of an institution of Higher Education, Sheriff's Department, or a Constable of any county within this state), is acceptable as valid evidence of ownership to the vehicle described on the reverse side hereof in lieu of this certificate of title.

1. Application for certificate of title in the name of the purchaser, supported by this document, must be filed with the county tax assessor-collector.
2. An Identification Certificate, Form VI-30-A, shall be required if vehicle was last registered and titled or registered out of state.
3. If a Texas or out-of-state motor vehicle record cannot be established, a weight certificate is required to support an application for the title covering a commercial vehicle for which this form conveys ownership.
4. If vehicle is purchased by a Texas licensed dealer, the Dealer's Reassignment of Title, Form 41-A, may be used to transfer the vehicle to a subsequent purchaser.
5. If transferred to a demolisher, this form shall be listed on the demolisher's inventory sheet and surrendered to the Texas Department of Transportation in lieu of the certificate of title under the provisions of Transportation Code § 683.056 and § 683.057.
6. The transfer of any of the following vehicles does not require the execution of an odometer disclosure statement: (1) a vehicle having a manufacturer's rated carrying capacity in excess of two tons; (2) a vehicle that is not self-propelled; (3) a vehicle that is 10 years old or older; (4) a vehicle sold directly by the manufacturer to any agency of the United States government in conformity with contractual specification; and, (5) a new motor vehicle before its transfer to the first retail purchaser.
7. An application for title supported by this form must also include: (1) the original or copy of the latest Texas or out-of-state title and registration verification; or (2) if no record of title and registration is found, the original or copy of the newspaper publication providing the year model, make, and vehicle identification number of the vehicle being titled.

**\* LAW ENFORCEMENT AGENCIES**

Law enforcement agencies wishing to retain ownership of the vehicle may do so by writing "No Sale — for Law Enforcement Agency use as per Transportation Code § 683.034" on the line on the front of the application marked with an asterisk.

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

TEXAS DEPARTMENT OF TRANSPORTATION  
VEHICLE TITLES AND REGISTRATION DIVISION  
AUSTIN TX 78779-0001

**Fig. 54**  
**Application for Authority to Dispose of a Motor Vehicle to a Demolisher**  
**Form VTR-71-2, Rev. 8-99**



**APPLICATION FOR AUTHORITY TO DISPOSE  
 OF A MOTOR VEHICLE TO A DEMOLISHER**

This application may be used only if the motor vehicle is abandoned and in possession of the applicant or located on property owned by the applicant; or is owned by the applicant and the certificate of title is lost, destroyed, or faulty.

**FEE \$2.00**

Applicant's Social Security Number\* ( see below ) or Employer Identification Number

Name of Applicant \_\_\_\_\_ ( \_\_\_\_\_ ) \_\_\_\_\_  
Daytime Phone Number

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

APPLICATION IS HEREBY MADE TO DISPOSE OF THE FOLLOWING DESCRIBED VEHICLE TO A DEMOLISHER FOR DEMOLITION, WRECKING, OR DISMANTLING ONLY.

YEAR \_\_\_\_\_ MAKE \_\_\_\_\_ BODY STYLE \_\_\_\_\_ VEHICLE IDENTIFICATION NUMBER \_\_\_\_\_

( Show motor number if 1955 or earlier model. Show serial number on all 1956 and later models and all 1932 and later year model Ford products. )

License plates attached to vehicle : \_\_\_\_\_ Year of expiration \_\_\_\_\_ License Number \_\_\_\_\_ State \_\_\_\_\_

Physical location of vehicle : \_\_\_\_\_, TX

**ABANDONED MOTOR VEHICLE ( Transportation Code §683.002 )**

Does applicant have possession of vehicle? YES \_\_\_ NO \_\_\_  
 Is this vehicle located on the applicant's private property? YES \_\_\_ NO \_\_\_

Describe in detail the facts surrounding the abandonment. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**CERTIFICATE OF TITLE IS LOST, DESTROYED, OR FAULTY ( Transportation Code §683.051 )**

Does applicant own this motor vehicle? YES \_\_\_ NO \_\_\_  
 State why the certificate of title is lost, destroyed, or faulty. If the certificate of title is faulty, attach it to this application, if it is available.

\_\_\_\_\_  
 \_\_\_\_\_

I, the undersigned, certify that the facts contained herein are true and that no material fact has been withheld. I further state that I am hereby applying for authority to dispose of the above described motor vehicle to a demolisher for demolition, wrecking, or dismantling only and that I understand that the vehicle is not to be reconstructed, made operable, or retitled.

Signature of Applicant \_\_\_\_\_

Before me this day personally appeared the applicant whose signature appears above who by me being duly sworn upon oath says that the statements set forth above are true and correct.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, Year \_\_\_\_\_

Signature of Notary Public \_\_\_\_\_ County \_\_\_\_\_, Texas

Please remit payment of the \$2.00 fee in the form of a CASHIER'S CHECK, MONEY ORDER, or CHECK payable to the Texas Department of Transportation and forward this application to the TEXAS DEPARTMENT OF TRANSPORTATION, VEHICLE TITLES AND REGISTRATION DIVISION, AUSTIN, TX 78779 - 0001.

**WARNING!** Texas Transportation Code, §501.155, provides that falsifying information on any required statement or application is a third-degree felony.

\* You are not required by law to disclose your social security number. However, primarily because of duplication of individuals' names, this information is requested for our records maintenance program to assist in identifying the true owner of a vehicle.



**Fig. 89 Continued**  
**Texas Salvage Certificate of Title**  
**Back of Form VTR-222-S, Rev. 12-97**

<b>▲</b>	<b>FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE IN CONNECTION WITH THE TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINES AND/OR IMPRISONMENT.</b>			
<b>▲</b>	The undersigned hereby certifies that the vehicle described in this certificate is free and clear of all liens and has been transferred to the following printed name and address:			
<b>▲</b>	Name of Purchaser I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked: ODOMETER READING (No. Tenths)	Street City State Zip	<input type="checkbox"/> 1. The mileage stated is in excess of its mechanical limits. <input type="checkbox"/> 2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY.	
<b>▲</b>	Date of Sale Signature of Seller/Agent I am aware of the above odometer certification made by the seller/agent.	HAND PRINTED NAME (same as signature)		
<b>▲</b>	Signature of Buyer/Agent	HAND PRINTED NAME (same as signature)		
<b>▲</b>	The undersigned hereby certifies that the vehicle described in this certificate is free and clear of all liens and has been transferred to the following printed name and address:			
<b>▲</b>	Name of Purchaser I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked: ODOMETER READING (No. Tenths)	Street City State Zip	<input type="checkbox"/> 1. The mileage stated is in excess of its mechanical limits. <input type="checkbox"/> 2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY.	
<b>▲</b>	Date of Sale Signature of Seller/Agent I am aware of the above odometer certification made by the seller/agent.	Firm Name HAND PRINTED NAME (same as signature)	SALVAGE DEALER No.	
<b>▲</b>	Signature of Buyer/Agent	HAND PRINTED NAME (same as signature)		
<b>▲</b>	The undersigned hereby certifies that the vehicle described in this certificate is free and clear of all liens and has been transferred to the following printed name and address:			
<b>▲</b>	Name of Purchaser I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked: ODOMETER READING (No. Tenths)	Street City State Zip	<input type="checkbox"/> 1. The mileage stated is in excess of its mechanical limits. <input type="checkbox"/> 2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY.	
<b>▲</b>	Date of Sale Signature of Seller/Agent I am aware of the above odometer certification made by the seller/agent.	Firm Name HAND PRINTED NAME (same as signature)	SALVAGE DEALER No.	
<b>▲</b>	Signature of Buyer/Agent	HAND PRINTED NAME (same as signature)		
<b>▲</b>	The undersigned hereby certifies that the vehicle described in this certificate is free and clear of all liens and has been transferred to the following printed name and address:			
<b>▲</b>	Name of Purchaser I certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked: ODOMETER READING (No. Tenths)	Street City State Zip	<input type="checkbox"/> 1. The mileage stated is in excess of its mechanical limits. <input type="checkbox"/> 2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY.	
<b>▲</b>	Date of Sale Signature of Seller/Agent I am aware of the above odometer certification made by the seller/agent.	Firm Name HAND PRINTED NAME (same as signature)	SALVAGE DEALER No.	
<b>▲</b>	Signature of Buyer/Agent	HAND PRINTED NAME (same as signature)		
LIENHOLDER TO BE RECORDED AND SHOWN ON NEW TITLE: 1 <sup>ST</sup> LIEN IN FAVOR OF (NAME AND ADDRESS)				
IF THIS VEHICLE IS TO BE REBUILT, REFER TO THE "INSTRUCTIONS TO REBUILDER" ON THE FRONT OF THIS DOCUMENT.				
ALTERATIONS WILL VOID THIS FORM				

**Fig. 90**  
**Standard Abbreviations For Vehicle Makes and Body Styles on Forms 130-U**  
**Form VTR-249, Rev. 11-99**



**STANDARD ABBREVIATIONS FOR VEHICLE  
 MAKES AND BODY STYLES ON FORMS 130-U**

<b>ABBREVIATIONS &amp; MAKES FOR AUTOMOBILES, BUSES, AND LIGHT TRUCKS</b>		
ACUR ..... ACURA	EDSE ..... EDSEL	MITA ..... MITSUBISHI
ALFA ..... ALFA ROMEO	ESSE ..... ESSEX	MONA ..... MONARCH
ALLS ..... ALL STATE	FERR ..... FERRARI	MORG ..... MORGAN
AMER ..... AMBASSADOR	FIAT ..... FIAT	MORR ..... MORRIS
AMER ..... AMERICAN	FORD ..... FORD	NASH ..... NASH
ASVE ..... ASSEMBLED	FRAZ ..... FRAZIER	NISS ..... NISSAN
ASTO ..... ASTON-MARTIN	GEO ..... GEO	OLDS ..... OLDSMOBILE
AUBU ..... AUBURN	GMC ..... GMC	OPEL ..... OPEL
AUDI ..... AUDI	HILL ..... HILLMAN	PACK ..... PACKARD
AUST ..... AUSTIN	HMDE ..... HOMEMADE	PEUG ..... PEUGEOT
AUHE ..... AUSTIN-HEALY	HOND ..... HONDA	PRCA ..... PIERCE ARROW
AUTO ..... AUTOCAR	HUDS ..... HUDSON	PINI ..... PININFARINA
AVTI ..... AVANTI	HYUN ..... HYUNDAI	PLYM ..... PLYMOUTH
BENT ..... BENTLEY	IMPE ..... IMPERIAL	PONT ..... PONTIAC
BERO ..... BERTONE	INFI ..... INFINITE	PORS ..... PORSCHE
BMW ..... BMW	INTL ..... INTL HARVESTER	RAMB ..... RAMBLER
BRDL ..... BRADLEY GT	ISET ..... ISETTA	RELA ..... RELIANT
BRIC ..... BRICKLIN	ISU ..... ISUZU	RENA ..... RENAULT
BUGA ..... BUGATTI	JAGU ..... JAGUAR	ROL ..... ROLLS-ROYCE
BUIC ..... BUICK	JEEP ..... JEEP	ROOT ..... ROOTES
CADI ..... CADILLAC	JENS ..... JENSEN	ROV ..... ROVER
CAP ..... CAPRI	KAIS ..... KAISER	SAA ..... SAAB
CHEC ..... CHECKER	LADA ..... LADA	STRN ..... SATURN
CHEV ..... CHEVROLET	LALL ..... LA SALLE	SHEB ..... SHELBY
CHRY ..... CHRYSLER	LAMO ..... LAMBORGHINI	SHOP ..... SHOPMADE
CITR ..... CITROEN	LNCI ..... LANCIA	SIAT ..... SIATA
CONC ..... CONCORD	LNDR ..... LANDROVER	SIM ..... SIMCA
CONH ..... CONDOR	LEXS ..... LEXUS	STLG ..... STERLING
LINC ..... CONTINENTAL	LINC ..... LINCOLN	STU ..... STUDEBAKER
CROS ..... CROSLEY	LINC ..... LINCOLN-CONT	STUZ ..... STUTZ
DAIH ..... DAIHATSU	LOTU ..... LOTUS	SUBA ..... SUBARU
DAIM ..... DAIMLER	MASE ..... MASERATI	SUNB ..... SUNBEAM
DATS ..... DATSUN	AMER ..... MATADOR	SUZI ..... SUZUKI
DAYO ..... DAYTONA	MAXL ..... MAXWELL	TOYT ..... TOYOTA
DELO ..... DE LOREAN	MAZD ..... MAZDA	TRIU ..... TRIUMPH
DESO ..... DE SOTO	MERZ ..... MERCEDES-BENZ	VAUX ..... VAUXHALL
DETO ..... DE TOMASO	MERC ..... MERCURY	VESP ..... VESPA
DODG ..... DODGE	MERK ..... MERKUR	VOLK ..... VOLKSWAGON
DUES ..... DUESENBERG	METR ..... METROPOLITAN	VOLV ..... VOLVO
EGIL ..... EAGLE	MG ..... MG	YUGO ..... YUGO
<b>ADDITIONAL ABBREVIATIONS &amp; MAKES FOR MOTORCYCLES</b>		
SEAR ..... ALLSTATE	SEAR ..... FREE SPIRIT	PUCH ..... PUCH
AEAG ..... AMERICAN EAGLE	HD ..... HARLEY DAVIDSON	RIVS ..... RIVERSIDE
BANM ..... BANTAM	HUSK ..... HUSKY	SACH ..... SACHS
BRID ..... BRIDGESTONE	IND ..... INDIAN	TRDD ..... TRAC
BSA ..... BSA	KAWK ..... KAWASAKI	TRUM ..... TRIUMPH
CRAF ..... CRAFTSMAN	RIVS ..... MONTGOMERY WARD	VESP ..... VESPA
CUSH ..... CUSHMAN	MOGU ..... MOTO GUZI	WILD ..... WILDCAT
DUCA ..... DUCATI	NORT ..... NORTON	YAMA ..... YAMAHA
EGLE ..... EAGLE	PACS ..... PACESETTER	
<b>ADDITIONAL ABBREVIATIONS &amp; MAKES FOR TRUCKS</b>		
ARRO ..... ARROW	HINO ..... HINO	PTRB ..... PETERBILT
AUTO ..... AUTOCAR	IVEC ..... IVECO	REO ..... REO
CCC ..... CRANE CARRIER	KW ..... KENWORTH	UD ..... UD
DIAR ..... DIAMOND REO	MACK ..... MACK	WSTR ..... WESTERN STAR
DIAT ..... DIAMOND T	MAHA ..... MARMON	WHGM ..... WHITE/GMC
FRHT ..... FREIGHTLINER	MASS ..... MASSEY-FERGUSON	WHIT ..... WHITE
FWD ..... FWD	OSHK ..... OSHKOSH	WILL ..... WILLEYS-OVERLAND
GMC ..... GENERAL MOTORS		

continued on back

**Fig. 90 Continued**  
**Standard Abbreviations For Vehicle Makes and Body Styles on Forms 130-U**  
**Form VTR-249, Rev. 11-99**

**STANDARD ABBREVIATIONS FOR VEHICLE  
MAKES AND BODY STYLES ON FORMS 130-U**

**ADDITIONAL ABBREVIATIONS & MAKES FOR MOTORHOMES**

AIRS .....	AIRSTREAM	FLAI .....	FLAIR	NEWP .....	NEWPORT
ALLE .....	ALLEGRO	FTWD .....	FLEETWOOD	ODYS .....	ODYSSEY
APOL .....	APOLLO	FRTV .....	FORETRAVEL	OPEN .....	OPEN ROAD
ARGS .....	ARGOSY	FOUW .....	FOUR WINDS	OVEL .....	OVERLAND
ARIS .....	ARISTOCRAT	FRIE .....	FRIENDSHIP	PARO .....	PACE ARROW
AVCO .....	AVCO	GEOR .....	GEORGIE BOY	PATH .....	PATHFINDER
BANN .....	BANNER	GDAN .....	GREAT DANE	PREO .....	PREVOST
BEAE .....	BEAVER MONTEREY	GRUM .....	GRUMMAN	RAIC .....	RAINBOW
BLUB .....	BLUE BIRD	HERI .....	HERITAGE	REVN .....	REVCON
BORF .....	BORN FREE	HOLR .....	HOLIDAY RAMBLER	RORA .....	ROAD RANGER
BROU .....	BROUGHAM	BLUG .....	HONEY	ROAE .....	ROADLINER
CABA .....	CABANA	HORZ .....	HORIZON	ROKW .....	ROCKWOOD
CALY .....	CALYPSO	HUNT .....	HUNTSMAN	SAFA .....	SAFARI
CATL .....	CATALINA	IMPI .....	IMPERIAL	SHAS .....	SHASTA
CHAE .....	CHALLENGER	ISLA .....	ISLANDER	SITE .....	SIGHTSEER
CHAM .....	CHAMPION	ITAS .....	ITASCA	SOWI .....	SOUTHWIND
CHEP .....	CHEVRON	JAMB .....	JAMBOREE	SUPE .....	SPORTCOACH
CHNO .....	CHINOOK	JAY .....	JAYCO	STAO .....	STARCRAFT
COAH .....	COACHMAN	JOUR .....	JOURNEY	STRM .....	STREAMLINE
COBR .....	COBRA	KOTR .....	KING OF TH ROAD	SUPE .....	SUPERIOR
COME .....	COMET	KGHY .....	KINGS HIGHWAY	SURV .....	SURVEYOR
COMD .....	COMMANDER	KOUN .....	KOUNTRYAIRE	SWIN .....	SWINGER
CONT .....	CONTINENTAL	LNDR .....	LAND ROVER	FTWD .....	TAURUS
COTZ .....	CORTEZ	LANU .....	LANDAU	TIOG .....	TIOGA
TRVA .....	COZY CRAFT	LARK .....	LARK	TITA .....	TITAN
CRYU .....	CRUISAIR	LEIS .....	LEISURETIME	CHAM .....	TRANSVAN
DELS .....	DELTA	LEYL .....	LEYLAND	INTL .....	TRANSTAR
DIAD .....	DIAMOND	LFET .....	LIFETIME	TRVC .....	TRAVCO
DOLI .....	DOLPHIN	MALL .....	MALLARD	TVLC .....	TRAVELCRAFT
DRML .....	DREAMLINER	MARP .....	MARATHON	TRON .....	TRAVEL OUEEN
ELDO .....	EL DORADO	MIDS .....	MIDAS	TRAV .....	TRAVOY
ELIT .....	ELITE	MOBT .....	MOBILE SCOUT	ULTR .....	ULTRA
ESCP .....	ESCAPADE	MONH .....	MONARCH	UTEL .....	UTELINER
EXCL .....	EXCALIBUR	MNAC .....	MONACO	VAQU .....	VAQUERO
EXEC .....	EXECUTIVE	HOLR .....	MONITOR	VOGU .....	VOGUE
EXPL .....	EXPLORER	MUSG .....	MUSTANG	WINN .....	WINNEBAGO
FALN .....	FALCON	NEWL .....	NEWELL		

**ABBREVIATIONS & BODY STYLES**

2T .....	2D HARDTOP	CG .....	CONVERT GR	LF .....	LIFT BOOM	SC .....	SCRAPER
2H .....	2D HATCHBK	CV .....	CONVERTIBL	LM .....	LIMOUSINE	VN .....	SPORTS VAN
2D .....	2D SEDAN	CN .....	COTTON TRL	LS .....	LIVESTOCK	ST .....	STAKE
SD .....	3D SEDAN	CP .....	COUPE	LK .....	LOG SKIDR	SW .....	STATION WG
4T .....	4D HARDTOP	CR .....	CRANE	LP .....	LOGGING	VN .....	STEP VAN
4H .....	4D HATCHBK	DR .....	DRILLING	LB .....	LOWBOY	SS .....	ST SWEEPER
4D .....	4D SEDAN	DP .....	DUMP	LW .....	LUNCHWAGON	LL .....	SUBURBAN
SD .....	5D SEDAN	FS .....	FERTILIZER	MT .....	MC TRL	TN .....	TANKER
MV .....	ALL TERRAIN	FT .....	FIRE TRK	MM .....	MH MOVER	TP .....	TARPOT TRL
AM .....	AMBULANCE	FB .....	FLATBED	MP .....	MOPED	TE .....	TENT TRL
AR .....	ARMORED	GG .....	GARBAGE	MH .....	MOTOR HOME	TO .....	TOURING CA
AC .....	AUTO CARR	GR .....	GLASS RK	MC .....	MOTORCYCLE	TF .....	TRACTOR
DY .....	AUX DOLLY	GC .....	GOLF CART	MS .....	MOTORSCCTR	TR .....	TRACTOR TK
BR .....	BEVERAGE	GT .....	GOLF TRL	SD .....	NOTCHBACK	XT .....	TRAVELALL
BT .....	BOAT	GA .....	GONDOLA	VN .....	OFFICE TRL	TN .....	TUBE TRL
BL .....	BOBTAIL	GN .....	GRAIN	OF .....	OILFLD EQ	UT .....	UTILITY TL
VN .....	BOX TRL	HT .....	HARDTOP	VN .....	PANEL	VN .....	VAN
BU .....	BUS	HB .....	HATCHBACK	VN .....	PARCEL DEL	VC .....	VAN CAMPER
CT .....	CAMPING TR	HR .....	HEARSE	PK .....	PICKUP	VT .....	VANETTE
VN .....	CONCESSION	HO .....	HOPPER	ST .....	RACK	WD .....	WELL DRILL
CM .....	CONCRETE	HE .....	HORSE	RE .....	REEL TRL	TT .....	WRECKER
CE .....	CONS EQUIP	JT .....	JET SK TRL	RF .....	REFRIG VAN		
CF .....	CONTAINER	HB .....	LIFTBACK	RD .....	ROADSTER		



Fig. 91  
Prescribed Form of Affidavit of Ownership  
Form D12-261

PREScribed FORM OF AFFIDAVIT OF OWNERSHIP

STATE OF TEXAS  
COUNTY OF \_\_\_\_\_

Before me the undersigned authority has this day  
appeared \_\_\_\_\_, who after being  
duly sworn, deposes and states that he is the legal  
owner of \_\_\_\_\_ bearing  
Make Year Body Style  
license number \_\_\_\_\_, motor number \_\_\_\_\_,  
and he further states that he was the legal owner of the  
above described vehicle on October 1, 1939.

The above mentioned vehicle was obtained on \_\_\_\_\_  
Month  
\_\_\_\_\_, 19\_\_\_\_, from \_\_\_\_\_  
Day Year. Name  
whose address is \_\_\_\_\_  
City State

As bill of Sale on said vehicle has been lost or destroyed,  
this affidavit of facts is made in order to secure title  
from the Texas Highway Department on the above mentioned  
vehicle in my name and I hereby further warrant this  
title to State of Texas.

Signed \_\_\_\_\_

Sworn and subscribed this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_.  
Day Month Year.

Notary Public \_\_\_\_\_  
County, Texas

Note: All required information must be filled in the  
spaces provided in the affidavit.

D-12-261



**Fig. 92 Continued**  
**Affidavit of Heirship for a Motor Vehicle**  
**Back of Form VTR-262, Rev. 8-99**

**HEIRSHIP PROCEDURE**

1. If the estate has been probated, the executor or administrator may assign the title provided a certified copy of the probate proceedings or Letters Testamentary or Letters of Administration is attached. **Otherwise, the following procedures must be met in order to transfer ownership.**
2. Complete the information regarding the vehicle description.
3. **ALL HEIRS OF ESTATE** - If there has been no administration on the estate, and no administration is necessary, the heir or heirs should sign in the SIGNATURE OF AFFIANTS AREA. If one of the heirs is a surviving spouse, only that heir need sign as an affiant, unless there are surviving children of the deceased with a parent who is other than the surviving spouse. If there is no surviving spouse, or if there are surviving children of the deceased with a parent who is other than the surviving spouse, all heirs must sign as affiants.

- NOTE:**
1. Children born to or legally adopted by the deceased qualify for this procedure.
  2. If there are surviving minor children of the deceased with a parent who is other than a surviving spouse, a guardian must sign for the minor children and attach Letters of Guardianship.
  3. If there is no surviving spouse, a guardian should sign for any surviving minor children of the deceased and attach Letters of Guardianship.
  4. If there is only one surviving heir, the heir must sign the Form VTR-262. Execution by power of attorney is not acceptable.

**Note : The foregoing is for information purposes only. If legal advice is required in any matter, the affiant(s) should make their own arrangements for the same.**

4. **NOTARIZATION** - All signatures must be notarized.
5. **ODOMETER DISCLOSURE STATEMENT** - This section is required to be completed by the seller / heir and the purchaser / agent on motorized vehicles with a year model of less than 10 years old.  
**NOTE : Only one seller / heir is required to execute the odometer disclosure statement.**

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

The following additional documentation may be required in order for a title transfer to be processed by the County Tax Assessor - Collector in the name of the title applicant( s ) :

- a. An Application for Texas Certificate of Title ( Form 130-U ) ;
- b. A Title and Registration Verification or Current License Receipt ;
- c. A Release of Lien ( if applicable ) ;
- d. An Affidavit of Physical Inspection ( Form VTR-270 ) ;
- e. A Bill of Sale from a Licensed Dealer ; and
- f. Current Proof of Liability Insurance in the Title Applicant's / Applicants' Name( s )



**Fig. 101A**  
**Application and Affidavit for Foreclosure on a Motor Vehicle Under**  
**Statutory Contractual Landlord's Liens, Chapters 54, State Property Code**  
**Form VTR-265-L, Rev. 9-99**



**APPLICATION AND AFFIDAVIT FOR FORECLOSURE ON A MOTOR**  
**VEHICLE UNDER STATUTORY CONTRACTUAL LANDLORD'S**  
**LIEN CHAPTER 54, STATE PROPERTY CODE**

NOTE: This procedure can be used only if the lessor (landlord) has a written lease or rental agreement with the lessee (tenant) which addresses the sale and disposition of the property, and the record of title or ownership in Texas or elsewhere must be in the tenant's name.

**VEHICLE DESCRIPTION (TYPE OR PRINT ONLY)**

YEAR	MAKE	BODY STYLE	TITLED STATE AND YEAR	LICENSE PLATE NUMBER
VEHICLE IDENTIFICATION NUMBER		TITLE DOCUMENT NUMBER		

**PERSON (TENANT) WHO LEFT MOTOR VEHICLE ON LEASE OR RENTAL PROPERTY:**

NAME			
STREET ADDRESS		CITY	STATE
			ZIP CODE

<b>DATES</b>	<b>LANDLORD'S LIEN INFORMATION</b> (See reverse side for further instructions)
_____	LEASE OR RENTAL AGREEMENT (attach copy)
_____	NOTE OF CLAIM (attach copy)
_____	PUBLICATION OR POSTING OF NOTICE ADVERTISING SALE (attach copy)
DATE OF SALE	LOCATION OF SALE

**AFFIDAVIT OF CONTRACTUAL LANDLORD'S LIEN:**

I, the undersigned statutory lienholder, certify that the facts contained herein are true and correct and that the vehicle described above was left on the lease/rental property and that the owner was notified, as required by statute, to come forward and pay the charges due and pick up the vehicle. I further certify that possession of the vehicle has continued for thirty (30) days after the day on which notice of the amount of charges was mailed and that such charges remain unpaid. Therefore, I certify by my signature below that I have fulfilled all necessary legal requirements in order to enforce my lien against the property cited above; and I am proceeding to foreclose on the landlord's lien in accordance with the applicable provisions of the State Property Code.

NAME OF LANDLORD/LESSOR	STREET ADDRESS	CITY	STATE	ZIP CODE
-------------------------	----------------	------	-------	----------

PRINT NAME OF AFFIANT (same as signature)	SIGNATURE OF AFFIANT
---	----------------------

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public in and for The State of Texas

My Commission Expires: \_\_\_\_\_

**SELLER/BUYER ASSIGNMENT**

By virtue of the public sale outlined above and in accordance with the laws of the State of Texas, I, the undersigned contractual lienholder,

for the sum of \$ \_\_\_\_\_, hereby sell and assign the vehicle described on this affidavit to the highest bidder at said sale to:

NAME	STREET ADDRESS	CITY	STATE	ZIP CODE
------	----------------	------	-------	----------

Federal and State law requires that you state the mileage in connection with the transfer of ownership.

Failure to complete or providing a false statement may result in fines and/or imprisonment. \_\_\_\_\_ Odometer Reading (no tenths)

I, the seller/agent, certify to the best of my knowledge that the odometer reading is the actual mileage of the vehicle unless one of the following statements is checked.

- 1. The mileage stated is in excess of the mechanical limits.
- 2. The odometer reading is not the actual mileage. **WARNING - ODOMETER DISCREPANCY**

DATE OF SALE	SIGNATURE OF SELLER/AGENT	HAND PRINTED NAME (same as signature)
--------------	---------------------------	---------------------------------------

I, the buyer/agent, am aware of the above odometer certification made by the seller/agent.

SIGNATURE OF BUYER/AGENT	HAND PRINTED NAME (same as signature)
--------------------------	---------------------------------------

**SEE BACK FOR INFORMATION**

**Fig. 101A Continued**  
**Application and Affidavit for Foreclosure on a Motor Vehicle Under**  
**Statutory Contractual Landlord's Liens, Chapters 54, State Property Code**  
**Back of Form VTR-265-L, Rev. 9-99**

**NOTE: IF A TITLE RECORD CANNOT BE LOCATED IN THE TENANT'S NAME OR IF A RELEASE OF LIEN CANNOT BE OBTAINED FOR FORECLOSURE UNDER CHAPTER 54, THE FORECLOSURE MUST BE THROUGH A COURT OF COMPETENT JURISDICTION.**

**THE FOLLOWING EVIDENCE IS REQUIRED ON FORECLOSURE OF A LANDLORD'S LIEN:**

1. A copy of the contract with the terms of the lease printed or underlined in conspicuous bold print which addresses the sale and disposition of the property and is signed by both the tenant (lessee) and landlord (lessor). The lien is not enforceable unless the sale and disposition of the property is authorized in a written lease agreement.
2. An Application and Affidavit for Foreclosure on a Motor Vehicle Under Statutory Contractual Landlord's Lien, Chapter 54, State Property Code, Form VTR-265-L, executed by the landlord (lessor) certifying that all appropriate provisions of the Texas Property Code have been complied with which:
  - a. Must specify that the vehicle is not exempt property covered by the Code and the seizure and sale were made in accordance therewith; and
  - b. Must state that proper notification has been made in accordance with the Code and date(s) such notification(s) was made.
3. A copy of the title record in the tenant's (lessee's) name.



Fig.132  
Standard of Safety Statement  
Form VTR-470, Rev. 9-98



STANDARD OF SAFETY STATEMENT

I the undersigned, hereby certify that the vehicle described below meets the Safety Equipment Requirements and Standards prescribed by law.

\_\_\_\_\_  
Year                      Make                      Motor or V.I.N.

\_\_\_\_\_  
Printed Name of Owner

\_\_\_\_\_  
Signature of Owner

Motor Vehicle Inspection Sticker # \_\_\_\_\_

Name of Official Inspection Station \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_

Date of Inspection \_\_\_\_\_ 19 \_\_\_\_\_

Signature of Certified Inspector \_\_\_\_\_

This Statement is required on all manufactured or homemade miniature vehicles, rebuilt vehicles, dune buggies, motor scooters, mini-bikes or other unique vehicles. (If the vehicle is Home-Made or Re-built, the Official Vehicle Inspection must be made after the completion of the vehicle.)

TEXAS MOTOR VEHICLE LAW

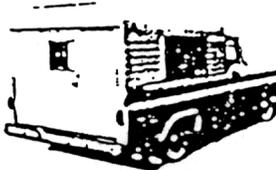
Transportation Code, Section 502.005 - Refusal to Register Unsafe Vehicle. The department may refuse to register a motor vehicle or motorcycle and may suspend or revoke the registration if the department determines that the vehicle is unsafe, improperly equipped or otherwise unfit to be operated on a public highway.

**IMPORTANT!!** Before Texas Title will be issued this form must be completed, and the information requested within the above block must be filled in by the Certified Inspector of the Official Inspection Station.



Fig. 133  
 Title and Registration Instructions for Motor Vehicles  
 Adapted to or Designed for Human Habitation  
 Rev. 11-99

Pickup trucks with camper units (slide in) attached which can readily be removed must be registered with commercial license plates. **DO NOT register as fixed weight.** Register for the empty weight of the vehicle (including pickup bed) plus a carrying capacity no less than the manufacturer's rated carrying capacity. Such vehicles should be titled showing the body style as "PU."



The Motor Home Category I includes:

- (1) Permanently mounted camper units constructed on truck chassis.
- (2) Reconstructed used trucks and buses converted to Motor Homes.
- (3) New vans converted to Motor Homes by the Recreational Vehicle Industry.

Vehicles so constructed must be registered with passenger license plates. The evidence of ownership covering the "chassis and cab" shall determine the make of vehicle, year model, and vehicle identification number (VIN). The body style shall be shown as "Motor Home." Photograph, weight certificate, and affidavit explaining alterations required.



**Motor Home Category II** - This category consists exclusively of Motor Homes manufactured by the Recreational Vehicle Industry using cutaway or chopped vans which are purchased as component parts from major vehicle manufacturers.



Vehicles so constructed must be registered with passenger license plates. The Manufacturer's Statement of Origin covering the body shall determine the make of the vehicle and year model. The Manufacturer's Statement of Origin covering the chassis shall determine the VIN. The body style shall be shown as "House Car." Photograph and weight certificate required.

**Motor Home Category III** - In constructing a Motor Home, the body containing living quarters is permanently mounted on the chassis only of the motor vehicle, and such body is so designed that it completely envelopes or covers the vehicle's engine.



Vehicles so constructed must be registered with a passenger license plates. The Manufacturer's State of Origin covering the "body" will record the make and model of the body, and the VIN of the chassis. The body style shall be shown as "Motor Home." Photograph and weight certificate required.

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