



# **Texas Department of Transportation**

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

August 24, 2001

## **REGISTRATION AND TITLE BULLETIN # 115-01**

**TO:** ALL COUNTY TAX ASSESSOR-COLLECTORS

**SUBJECT:** OWNER VERIFICATION PROCEDURES FOR ISSUANCE OF A  
CERTIFIED COPY OF A TEXAS CERTIFICATE OF TITLE FOR A MOTOR  
VEHICLE

### **PURPOSE**

To provide you with information regarding owner verification procedures for issuing a Certified Copy of a Texas Certificate of Title (CCO).

### **DETAILS OF NEW PROCEDURES**

Effective September 1, 2001, along with the properly completed application for CCO, applicants must provide the required verifiable proof addressed below:

Individual owner of record/lienholder applicant – a State or US-issued photo ID, such as a Texas or other state driver's license, government identification card, US passport, or military identification.

Business/lienholder applicant – letter of signature authority on original letterhead, a business card, or a copy of employee identification, and a copy of current photo identification issued by Texas or the United States.

Power of attorney – documentation required for an individual owner or business applicant, as addressed above, and for the person in whose favor the power of attorney is executed.

Agent of owner or lienholder – in addition to the agent's State or US-issued photo ID, documentation required for an individual or business applicant, as addressed above.

The verifiable proof is required for applications filed in person at any of the Vehicle Titles and Registration (VTR) Division Regional Offices, as well as applications submitted by mail. Copies of State or US-issued photo IDs are acceptable with applications submitted by mail.

These requirements also apply for the issuance of a CCO of a Texas Salvage or Nonrepairable Certificate of Title.

Attached are the revised pages of the Vehicle Title Manual regarding the new procedures, a copy of the revised *APPLICATION FOR A CERTIFIED COPY OF A TEXAS CERTIFICATE OF TITLE FOR A MOTOR VEHICLE*, Form VTR-34 (Rev. 9/2001) and a copy of the *APPLICATION FOR A CERTIFIED COPY OF A TEXAS SALVAGE OR NONREPAIRABLE CERTIFICATE OF TITLE*, Form VTR-34-S (Rev. 9/2001). You will be receiving a supply of each of these, if you have not already. Please destroy any old forms VTR-34 and VTR-34-S you may have on hand and begin utilizing the new forms on September 1, 2001.

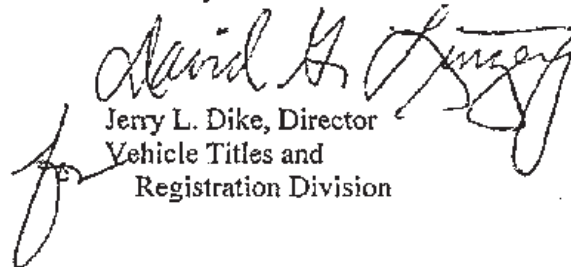
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Additionally, attached is a copy of a new CCO Fact Sheet that is to be used as an informational guide for customers. We are providing you with a small supply of these for now. As you run out, please make copies.

**CONTACT**

If you have any questions regarding this bulletin, please contact your local VTR Division Regional Office. Thank you.

Sincerely,



Jerry L. Dike, Director  
Vehicle Titles and  
Registration Division

JLD:jc

**Attachments**

cc: Insurance Industry  
Financial Institutions  
Dealer Associations  
Salvage Dealers  
Texas Department of Public Safety  
ATPA Board and Grantees  
TxDOT, Motor Vehicle Division  
VTR Administration