Texas Department of Motor Vehicles

Application for a Certified Copy of Title

Information

This form is used to apply for a Certified Copy of Texas Title for a motor vehicle if the original Texas Certificate of Title is lost, stolen, or mutilated. A Certifed Copy of Texas Title replaces the original Texas Certificate of Title and any previously issued Certified Copy of Texas Title. *The applicant (person signing this application) must be the owner or lienholder on the department's motor vehicle record, or an authorized agent of the owner/lienholder*. Submit this completed application and all required documents in person or by mail to a Texas Department of Motor Vehicles (TxDMV) Regional Service Center (see page 2 for location information).

Note: No documents submitted to a TxDMV Regional Service Center will be returned.

IMPORTANT: Application Checklist

Check each box to acknowledge the following requirements are met:

- ☐ **The fee is $2.00 by mail or $5.45 in person.**
  Mailed fees must be in the form of a personal check, cashier's check, or money order payable to the TxDMV. **Do not mail cash.** Temporary checks are not accepted. **Fees are non-refundable.**
- ☐ **Copy of acceptable government issued photo ID for each recorded owner and/or agent is required.**
  Refer to "Applicant Identification Requirements" on page 2 for requirements. All IDs must be valid and expired not more than 12 months. **Note:** Photocopies, faxes, or scans are acceptable for photo identification (ID), employee ID, business cards, and powers of attorney.
- ☐ **Original signature(s) are required on this application (black or blue ink), unless electronically signed.**
  If the vehicle is jointly owned, signatures are required of each owner or a power of attorney is required for each owner.
- ☐ **Original, signed release of lien is required if a lien is shown on the department's record.**
  An original, signed release of lien must be obtained from the lienholder(s) when the current owner named on the vehicle record financed the vehicle and when a lender(s) remains listed as a lienholder on the department's vehicle record. This original, signed release of lien must be submitted with the application even if the vehicle loan has been paid in full. The department will remove the applicable lien(s) from the vehicle record. Refer to the "Lien on Title Record" section on page 2. **Note:** Photocopies, scans, faxes, and emails are not acceptable.
- ☐ **An acceptable form of signature authority is required if applying on behalf of an entity or using a power of attorney.**
  Refer to "Entity Applicant" or "Using Power(s) of Attorney" in the "Applicant Identification Requirements" section on page 2 for requirements.

Vehicle Information

Vehicle Identification Number	Year	Make	Body Style	Model

Title/Document Number (if unknown, leave blank)	Texas License Plate Number (if unknown, leave blank)

Recipient Information – To whom the certified copy will be given or mailed

First Name (or Entity Name)	Middle Name	Last Name	Suffix (if any)

Mailing Address	City	State	Zip

Email	Phone Number

Government Issued Identification – Complete (as needed) and provide photocopy of each ID (see page 2)

Type	Issued By (state or country)	ID Number	Expiration Date
Type: ☐ U.S. Driver License/ID Card ☐ Passport ☐ Other			
Type: ☐ U.S. Driver License/ID Card ☐ Passport ☐ Other			
Type: ☐ U.S. Driver License/ID Card ☐ Passport ☐ Other			
Type: ☐ U.S. Driver License/ID Card ☐ Passport ☐ Other			

Certification – State law makes falsifying information a third degree felony

I, the undersigned, hereby certify I am the recorded owner, lienholder, or verified agent of the owner or lienholder of the vehicle described above, and the original title issued for the vehicle has been lost, destroyed, or mutilated.

Signature of Applicant/Owner	Printed Name (Same as Signature)	Date
Signature of Additional Applicant(s)/Owner(s) (if any)	Printed Name (Same as Signature)	Date

Application for a Certified Copy of Title

IMPORTANT: Applicant Identification Requirements

Complete the "Government Issued Identification" section on page 1 with the applicable information for each ID required below:

Individual Applicant(s)

If a vehicle is titled in the name of an individual, the individual must sign this application and provide a copy of their government issued photo ID.
MULTIPLE INDIVIDUALS: If a vehicle is titled in the name of multiple individuals, each individual must sign this form, and each must provide a copy of their government issued photo ID.

Entity Applicant

If a vehicle is titled in the name of an entity, an agent representing the entity must sign the application.
Additional Requirements: Agent must provide letter of signature authority on letterhead, printed business card (containing the agent's name), or employee ID connecting the signing agent to the entity (may be copies) and a copy of the agent's government issued photo ID.

Lienholder Applicant

If the vehicle has a recorded lien, the lienholder (or an agent of the lienholder) may apply for a Certified Copy of Texas Title and sign the application.
Additional Requirements: If the lienholder is an individual, a copy of the individual's current government issued photo ID must be provided. If the lienholder is an entity, letter of signature authority on letterhead, printed business card (containing the agent's name), or employee ID connecting the signing agent to the entity (may be copies) and a copy of the agent's government issued photo ID must be provided.

Using Power(s) of Attorney

If a power of attorney (POA) is used, the above requirements apply for both the individual or entity granting the POA and the individual or entity being granted POA. For an individual (whether granting or being granted the POA), a copy of that individual's government issued photo ID is required. For an entity (whether granting or being granted the POA), both a copy of the agent's government issued photo ID and a letter of signature authority on letterhead, printed business card (with the agent's name), or employee ID connecting the signing agent to the entity (may be copies) are required.

Notes:

- If the recipient is not the applicant but the recipient will be obtaining the Certified Copy of Title in-person, the recipient's acceptable government issued photo ID is also required at the time they are receiving the Certified Copy of Title.
- A release of lien must be original (see "Lien on Title Record" below). Court documents, such as divorce decrees and court orders, must be either originals or certified copies. The department will not return documents submitted with this application.

Acceptable Government Issued Photo Identification

The following are the only acceptable forms of government issued photo ID for an Application for Certified Copy of Texas Title:

- Driver license or ID issued by a state or territory of the U.S.,
- Texas handgun license,
- U.S. or foreign passport,
- U.S. military ID,
- North Atlantic Treaty Organization ID,
- ID issued under a Status of Forces Agreement,
- U.S. Department of Homeland Security ID,
- U.S. Department of State ID,
- U.S. Citizenship and Immigration Services ID document.

The department will accept an identification for up to 12 months after expiration.

If an individual other than the owner(s) is receiving the certified copy of title in-person, a valid photo ID of the recipient must be presented and written on page 1 of this form.

Lien on Title Record

If the current owner(s) of the motor vehicle had a lien (loan or financing) of any kind on the motor vehicle, even if it has been paid off, the department's records may still show the lien. Please contact the lienholder and request an original, signed release of lien.

An original, signed release of lien on the lienholder's original letterhead or on the *Prescribed Form for Release of Lien* (Form VTR-266) is required if there is a lien shown on the department's record. **A photocopy, scan, fax, or email is not acceptable.** If the release of lien is on the Form VTR-266, the lienholder's agent signing the Form VTR-266 must attach a letter of signature authority on letterhead, printed business card (with the agent's name), or employee ID that connects the agent to the entity (copies acceptable).

Application by Mail – $2.00 Fee

Applications should only be mailed to the Wichita Falls Regional Service Center

Mail this application, $2.00 fee, copy of ID(s), and any other documentation to:

Texas Department of Motor Vehicles
1601-A Southwest Parkway
Wichita Falls, TX 76302

- Please allow at least 15 days to receive your Certified Copy of Title when mailing an application.
- The department is unable to provide a status of an application. Application tracking is unavailable.
- No documentation submitted with the application will be returned to the recipient listed on page 1.

Application in Person – $5.45 Fee

To locate a TxDMV Regional Service Center

View locations online	Contact us	Scan the QR Code
www.txdmv.gov/regional-service-centers	(888) 368-4689	