



# Application for a Certified Copy of Title

## Information

Use this form to apply for a Certified Copy of Texas Title for a motor vehicle. *The applicant (person signing this application) must be the owner, lienholder, or a verified agent of the owner/lienholder.* Submit this completed application and all required documents by mail or in person to a Texas Department of Motor Vehicles (TxDMV) Regional Service Center (see page 2 for locations).

**Documents:** (Note: All original documents (or certified copies) submitted to a TxDMV Regional Service Center will be returned.)

- Originals are required for release of lien.
- Either originals or certified copies are required for court documents such as divorce decrees and court orders.
- Photocopies, faxes, or scans are acceptable for photo identification (ID), employee ID, business cards, and powers of attorney.

### \*\*\*IMPORTANT\*\*\*

Please ensure the following requirements are met, and the "Applicant Guidelines" on page 2 have been reviewed:

- **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.** Credit/debit cards and temporary checks are not accepted. **Fees are non-refundable.**
- **Copy of acceptable current government issued photo ID is required.**  
Refer to "Acceptable Government Issued Photo Identification" and "Applicant Guidelines" on page 2 for requirements.
- **Original signature(s) are required on this application (black or blue ink).**  
Note: If the vehicle is jointly owned, original signatures are required of each owner.
- **Original, signed release of lien is required if a lien is still shown on the department's record.**  
Required even if a lien (loan or financing) has been paid in full, but is still shown on the department's record. A paid lien may not be automatically removed from the department's record. Refer to "Lien on Title Record" on page 2.
- **Agent authorization is required when applying on behalf of an entity.**  
Refer to "Entity Applying" in the "Applicant Guidelines" 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)			

## 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/Owner (if any)	Printed Name (Same as Signature)	Date

## Recipient Information – To Whom the Certified Copy will be Released or Mailed

First Name (or Entity Name)	Middle Name	Last Name	Suffix (if any)
Harry	James	Potter	Sr
Mailing Address		City	State
Bristol		UK	77880
Email	Phone Number		
potter13@hogwarts.student.edu	2222222		

## Department Use Only

Customer ID Number	ID Type	Customer ID Expiration Date	Application Type <input type="checkbox"/> Mail <input type="checkbox"/> In Person
CCO Control Number	Issue Date	Clerk Initials	NMVTIS Checked <input type="checkbox"/> Yes <input type="checkbox"/> No
Region: <input type="checkbox"/> AB <input type="checkbox"/> AM <input type="checkbox"/> AU <input type="checkbox"/> BT <input type="checkbox"/> CC <input type="checkbox"/> DL <input type="checkbox"/> EP <input type="checkbox"/> FW <input type="checkbox"/> HO <input type="checkbox"/> LV <input type="checkbox"/> LB <input type="checkbox"/> MO <input type="checkbox"/> PH <input type="checkbox"/> SA <input type="checkbox"/> WA <input type="checkbox"/> WF			