



**ANNETTE RAMIREZ**

Tax Assessor-Collector & Voter Registrar  
www.hctax.net

## Vehicle Specific Authorization Letter

Please complete this printable form online or write legibly in blue or black ink **ONLY**, within the lines provided. This form will not be accepted and will be returned if it is illegible, altered or incomplete.

I, We, \_\_\_\_\_ do hereby authorize the following Title Service  
(Enter as listed on DBA): \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_  
to complete the transaction(s) indicated below.

Please initial or check one or more:

☐

**Purchase Registration** (Please Circle)

- Vehicle driven with Expired Registration – Yes or No
- Ticket/Citation issued - Yes or No

☐

**Title Transfer Transaction**

☐

**Replacement Plate or Replacement Sticker**

☐

**Duplicate Receipt**

☐

**All of the above**

☐

**Change address to:** \_\_\_\_\_

☐

**Other:** \_\_\_\_\_

### Customer, Dealer, or Company Appointing Motor Vehicle Title Service

|          |                    |               |           |
|----------|--------------------|---------------|-----------|
| Name:    | Dealer #: (If any) | Phone:<br>( ) |           |
| Address: | City:              | State:        | Zip Code: |

### Seller Information

|          |                    |               |           |
|----------|--------------------|---------------|-----------|
| Name:    | Dealer #: (If any) | Phone:<br>( ) |           |
| Address: | City:              | State:        | Zip Code: |

### Vehicle Description

|                                |       |             |
|--------------------------------|-------|-------------|
| Year:                          | Make: | Body Style: |
| Vehicle Identification Number: |       |             |

\_\_\_\_\_  
Signature of Authorized Person and/or Registered Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name same as Signature

\_\_\_\_\_  
Phone Number

Copy of owner's valid Personal Identification (Follow TxDMV Identification Guidelines). If registered owner and/or seller of the vehicle is in a company and/or an automobile dealer name **please attach business card**, along with copy of valid Personal Identification (Follow TxDMV Identification Guidelines). **NOTE: Transportation Code 520.057 RECORDS**...Requires a copy of the customer's driver license be maintained in the title service records which differs from the TxDMV Identification Guidelines. A Power of Attorney may not be used to sign this form.