

REAL COUNTY TAX OFFICE  
TERRIE PENDLEY  
P.O. BOX 898  
LEAKEY, TX 78873  
TEL. (830) 232-6210



AUTHORIZATION LETTER

I/We, \_\_\_\_\_, do hereby authorize the following representative: \_\_\_\_\_ to obtain my /our:

\_\_\_\_\_ Current registration  
\_\_\_\_\_ A replacement registration  
\_\_\_\_\_ Replacement plates or both, for the vehicle below  
\_\_\_\_\_ Title transfer  
\_\_\_\_\_ Disable placard  
\_\_\_\_\_ Other: \_\_\_\_\_

Description of Vehicle:

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Body Style: \_\_\_\_\_

Vehicle identification Number: \_\_\_\_\_

I currently live in \_\_\_\_\_ County and give (name of representative) \_\_\_\_\_ permission to change the physical address on the registration to: \_\_\_\_\_  
\_\_\_\_\_

I/We may be reached for verification of this letter at the following numbers:

Home: \_\_\_\_\_ Work: \_\_\_\_\_

Signature of owner(s): \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

**REQUIRED: Please attach a copy of the registered owner's driver's license or identification card.**

COMPLIANCE WITH FEDERAL DRIVER'S PRIVACY PROTECTION ACT AND TX MOTOR VEHICLE RECORDS DISCLOSURE

ACT - Note: As a result of the amendments to the federal Driver's Privacy Protection Act (DPPA) (18 U.S. Ch.123), effective December 1, 2000, ALL motor vehicle records were "closed" and the release and use of ALL personal information contained in ALL motor vehicle records is now restricted.

We apologize for any inconvenience this may cause.

## **PROCEDURES TO REGISTER SOMEONE ELSE'S VEHICLE**

To register a vehicle for someone other than the owner of record, you must have:

- The original TxDMV registration renewal form OR previous year registration receipt
- A valid Texas Insurance Card
- Driver's License or Photo ID of the Requestor

We will process the transaction for the owner of record giving the sticker/receipt to the requestor. The requestor will sign the back of the office receipt acknowledging they received the sticker/receipt.

## **ALTERNATE OPTION TO REGISTER VEHICLE**

IF YOU DO NOT HAVE THE REGISTRATION RENEWAL FORM OR THE PREVIOUS YEAR REGISTRATION RECEIPT:

- You MUST obtain written consent from the owner of record along with a copy of their photo ID in order for us to process the transaction. (Authorization Letter above)
- Once we have the forms required and the transaction is complete, the sticker AND receipt will be given to the requestor as authorized.
- The requestor will sign the back of the office receipt acknowledging they received the sticker/receipt.

The written consent must include specific details, or you can complete and submit the Authorization Letter (above).

We apologize for any inconvenience this may cause.