

INSTRUCTIONS TO APPLICANT FOR VEHICLE TITLE HEARING

The hearing granted to you under the provision of State Law does not mean automatic approval of title for you. You must still prove to the complete satisfaction of the Tax Assessor-Collector that you are lawfully and rightfully the owner of the vehicle.

It is necessary that you carefully follow each and every one of the instructions checked on this form. Failure to do so can result in denial of the title.

_____ You should continue to attempt to resolve your title problem, prior to the hearing date.

_____ If you discover any new information prior to the hearing, call this office and give us the information.

_____ The Tax Collector Hearing / bonded Title Application ([form VTR-130-SOF](#)) and questionnaire must be completed in their entirety.

_____ On the Statement of Physical Inspection ([form VTR-270](#)), make pencil tracing on the vehicle identification number of the vehicle.

_____ Need State inspection V1-30-A.

_____ Need Form 68-A

_____ Send a certified letter to the last known address of the person the vehicle was purchased from.

_____ Notarized statement from any witnesses.

_____ Copy of canceled check, bill of sale, etc.

_____ Release of lien.

_____ A photograph may be required.

_____ Need printout of the latest registration verification, or other supporting evidence.

_____ Bring the odometer reading on the vehicle.

_____ When you come to the hearing, bring the above and any other evidence which you have regarding the vehicle.

If you do not understand any of these instructions, please review them with us. If you have any questions, please call Potter County at 342-2600.

If title is granted, \$28.00 title, 6.25% sales tax and license fee/transfer fee are required. These fees are due at the time of the hearing.

It will take approximately two weeks to receive your Texas title.

QUESTIONNAIRE

I (we), the undersigned, do declare under penalty of perjury that the vehicle described herein was lawfully acquired by myself (us) and that all answers below are true and correct:

Year _____ Make _____ Body Style _____ Identification Number _____

What license number does the vehicle have on it now? _____ What State issued that license? _____ When does the license expire? _____ Did you buy the vehicle? _____ When did you buy it? _____ How did you find out about the vehicle being for sale? _____ From whom did you buy it? _____ Address? _____ How much did you pay for it? _____ Did you pay by check? _____ Do you have a receipt or bill of sale? _____ If not, why? _____

Who is the owner of record? _____

Explain why you are unable to get the assigned certificate of title: _____

What ways have you tried to get the title? _____

Daytime telephone number

Signature of Applicant

Date

Signature of Co-Applicant, if applicable