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How to fill out TC 96-330 — Affidavit to Grant/Revoke Permission for a Person to Pick Up Certificates of Title

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Kentucky · written against TC 96-330 (05/2020), issued under The Cabinet's One Stop Shop title-collection procedure

</forms/kentucky/tc96330-affidavit-to-grant-or-revoke-permission-to-pick-up-titles/>

A standing authority, in your name, letting somebody else collect certificates of title on your behalf from the Cabinet's One Stop Shop in Frankfort. Section 1 is a short owner block with a notary under it; Section 2 is a ten-row grid where each named person is either granted or revoked, with a beginning and an ending date. The instruction that shapes the whole thing is the five-year cap: the beginning date through the ending date shall not exceed five (5) years.

This sheet is not the form. Download the blank TC 96-330 from the Kentucky Transportation Cabinet, Division of Motor Vehicle Licensing at <https://transportation.ky.gov/Organizational-Resources/Forms/TC%2096-330.pdf> — always take the current revision from the agency rather than a copy. Print this and keep it beside you while you complete theirs.

Every line, in the order you meet it

1	YOU	Section 1, your own details	Name, phone, address and email - the block the Cabinet will use to check the authority is real. Watch out: The fax line is a leftover. An email address is what actually gets used, because this form can be sent in by email.
2	YOU	Print your name, then sign beside it	Two separate boxes on the same row: owner name printed, and signature. Watch out: Both, not one. The printed name is what the Cabinet reads and the signature is what the notary attests to.
3	YOU	Have it sworn	The attesting official's block sits between the two sections - date, signature and title, commission number, expiry. Watch out: It is sworn before Section 2 is filled in on the page, but sign nothing until the whole sheet is complete in front of you.
4	YOU	One row per person, one date range per row	Granted or Revoked, the person's name, and the beginning and ending dates in month, day and year columns. Watch out: Five years is the ceiling. Set the ending date deliberately rather than leaving it open, because an authority you forget about is one you cannot see being used.

What gets this one rejected

- A date range longer than five years. The instruction says so in words and figures, and a clerk will not extend it.
- A row with neither Granted nor Revoked marked. The column is headed choose one and the two boxes are not decorative.
- A revocation with no ending date. Revoking is a dated act, and an undated one leaves the authority in place.
- An unsworn Section 1. It is an affidavit, and the notary block sits between the two sections for that reason.
- Using it to collect a title from a county clerk. The affidavit names the KYTC One Stop Shop, which is a different counter in a different city.
- A business named without a person. The instruction allows an individual or business, but somebody has to walk in and be identified.

☒ Amber is what you write ☐ Grey is a block somebody else completes The filled-in example is at the start of this sheet.

Read off TC 96-330 (05/2020) and the Kentucky Transportation Cabinet, Division of Motor Vehicle Licensing's own pages, current as of 2026-08-23. Plain-language help with a form, not legal advice — where this and the agency differ, the agency governs.

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