

How to fill out VTR-266 — Prescribed Form for Release of Lien

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Texas · written against VTR-266 (Rev 10/16), issued under Texas Transportation Code 501.115

/forms/texas/vtr-266-release-of-lien/

The lender's signed statement that the loan is paid and the lien is gone. Texas gives three equally valid ways to do it, and this form is only one of them - which is worth knowing before you spend a fortnight chasing a specific piece of paper.

This sheet is not the form. Download the blank VTR-266 from the Texas Department of Motor Vehicles at https://www.txdmv.gov/sites/default/files/form_files/VTR-266.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	LENDER	Vehicle information	VIN, year, make, body style and model, plus the title or document number and plate number where known. Watch out: Only the first block is required. Both of the second-row fields are marked if known, which is unusual on a Texas form.
2	LENDER	Lienholder name	The bank, credit union or finance company that held the loan. Watch out: The certification underneath is signed by an authorised agent for that lienholder. A loan that has been sold on is released by whoever holds it now.
3	LENDER	Date lien satisfied	The day the loan cleared. Watch out: An undated release is not a release. The form says all three of the ways Texas allows a lien to be released require an original signature and must be dated.
4	LENDER	Authorised agent name, phone and email	The individual signing for the lender, with a way to reach them. Watch out: Where this form goes in with a certified copy of title application, the county also wants a business card, letterhead authorisation or employee ID proving the agent is who they say.
5	LENDER	Signature, printed name and date	Original ink, with the printed name matching the signature. Watch out: A photocopy will not be accepted, on any of the three routes. Ask the lender which one they use before you list the car, because it takes them days rather than minutes.

What gets this one rejected

- A photocopy. The form is unambiguous: all three release options require an original signature and must be dated, and a copy will not be accepted.
- An undated release. The date the lien was satisfied is the operative fact.
- Using it with a certified copy of title application without the extra proof. Pairing it with a VTR-34 needs a business card carrying the agent's and lienholder's names, letterhead authorisation, or an employee ID - and if the lienholder is an individual, a copy of their government photo ID.

☒ Amber is what you write ☐ Grey is a block somebody else completes The completed example follows overleaf.

Read off VTR-266 (Rev 10/16) and the Texas Department of Motor Vehicles's own pages, current as of 2026-08-23. Plain-language help with a form, sellmycarhub.com not legal advice — where this and the agency differ, the agency governs.



Prescribed Form for Release of Lien

Instructions

A release of a lien may be executed in the lien release section located on the front of the certificate of title, on this form, or on the lienholder's letterhead. A release of lien on the lienholder's letterhead must contain the same information as required in the "Vehicle Information" section of this form. All three options for releasing a lien require an original signature and must be dated; a copy will not be accepted.

Note: When completing this form in conjunction with an *Application for a Certified Copy of Title* (Form VTR- 34), a business card containing the authorized agent's name and lienholder's name, authorization on the lienholder's letterhead for the authorized agent, or employee identification is required. If the lienholder is an individual, a copy of the individual's government issued photo identification is required.

Vehicle Information

Vehicle Identification Number	Year	Make	Body Style	Model
1FTEW1EF9GFA47215	2016	Ford	PK	F-150
Title/Document Number (if known)	Texas License Plate Number (if known)			
	PXR-4482			

Lien Information

Lienholder Name		Date Lien Satisfied	
Alamo Heights Federal Credit Union		07/31/2026	
Address	City	State	Zip
600 Broadway St, San Antonio, TX 78215			
Authorized Agent Name			
Marisol Vega, Loan Servicing Officer			
Phone Number		Email	
(210) 555-0102		titles@example.com	

Lienholder Certification - State law makes falsifying information a third degree felony

I, the authorized agent for the lienholder as listed above, certify the lien or encumbrance on the vehicle described above has been satisfied; therefore, the lien or encumbrance is/was released on the date listed above.

Alamo Heights FCU, by Marisol Vega	Marisol Vega	07/31/2026
Signature of Authorized Agent	Printed Name (Same as Signature)	Date