



Texas Department
of Motor Vehicles

Application for a Certified Copy of Title

Information

This form is used to apply for a Certified Copy of Texas Title for a motor vehicle if the original Texas Certificate of Title is lost, stolen, or mutilated. A Certified Copy of Texas Title replaces the original Texas Certificate of Title and any previously issued Certified Copy of Texas Title. *The applicant (person signing this application) must be the owner or lienholder on the department's motor vehicle record, or an authorized agent of the owner/lienholder.* Submit this completed application and all required documents in person or by mail to a Texas Department of Motor Vehicles (TxDMV) Regional Service Center (see page 2 for locations).

Note: No documents submitted to a TxDMV Regional Service Center will be returned.

IMPORTANT: Application Checklist

Check each box to acknowledge the following requirements are met:

- ☒ **The fee is \$2.00 by mail or \$5.45 in person.**
Mailed fees must be in the form of a personal check, cashier's check, or money order payable to the TxDMV. **Do not mail cash.** Credit/debit cards and temporary checks are not accepted. **Fees are non-refundable.**
- ☒ **Copy of acceptable government issued photo ID for each recorded owner and/or agent is required.**
Refer to "Applicant Identification Requirements" on page 2 for requirements. All IDs must be valid and expired not more than 12 months. **Note:** Photocopies, faxes, or scans are acceptable for photo identification (ID), employee ID, business cards, and powers of attorney.
- ☒ **Original signature(s) are required on this application (black or blue ink).**
If the vehicle is jointly owned, original signatures are required of each owner or a power of attorney is required for each owner.
- ☒ **Original, signed release of lien is required if a lien is shown on the department's record.**
An original, signed release of lien must be obtained from the lienholder(s) when the current owner named on the vehicle record financed the vehicle and when a lender(s) remains listed as a lienholder on the department's vehicle record. This original, signed release of lien must be submitted with the application even if the vehicle loan has been paid in full. The department will remove the applicable lien(s) from the vehicle record. Refer to the "Lien on Title Record" section on page 2. **Note:** Photocopies, scans, faxes, and emails are not acceptable.
- ☒ **An acceptable form of signature authority is required if applying on behalf of an entity or using a power of attorney.**
Refer to "Entity Applicant" or "Using Power(s) of Attorney" in the "Applicant Identification Requirements" section on page 2 for requirements.

Vehicle Information

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

Recipient Information – To whom the certified copy will be given or mailed

First Name (or Entity Name)	Middle Name	Last Name	Suffix (if any)
Dale	W.	Fontenot	
Mailing Address		City	State
1418 Blanco Rd, San Antonio, TX 78212			
Email		Phone Number	
d.fontenot@example.com		(210) 555-0139	

Government Issued Identification – Complete (as needed) and provide photocopy of each ID (see page 2)

Type: ☒ U.S. Driver License/ID Card ☐ Passport ☐ Other	Issued By (state or country)	ID Number	Expiration Date
	Texas	31882470	04/2029
Type: ☐ U.S. Driver License/ID Card ☐ Passport ☐ Other	Issued By (state or country)	ID Number	Expiration Date
Type: ☐ U.S. Driver License/ID Card ☐ Passport ☐ Other	Issued By (state or country)	ID Number	Expiration Date
Type: ☐ U.S. Driver License/ID Card ☐ Passport ☐ Other	Issued By (state or country)	ID Number	Expiration Date

Certification – State law makes falsifying information a third degree felony

I, the undersigned, hereby certify I am the recorded owner, lienholder, or verified agent of the owner or lienholder of the vehicle described above, and the original title issued for the vehicle has been lost, destroyed, or mutilated.

Dale Fontenot	Dale W. Fontenot	07/06/2026
Signature of Applicant/Owner	Printed Name (Same as Signature)	Date
Signature of Additional Applicant(s)/Owner(s) (if any)	Printed Name (Same as Signature)	Date

Replaces a Texas title that is lost, stolen or mutilated. Texas calls it a certified copy rather than a duplicate, and it does not sit alongside the original - it replaces the original and any certified copy issued before it.

This sheet is not the form. Download the blank VTR-34 from the Texas Department of Motor Vehicles at https://www.txdmv.gov/sites/default/files/form_files/Form_VTR-34.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	The application checklist	Five boxes at the head of the form, covering the fee, photo identification, original signatures, a release of lien where the record shows one, and signature authority for an entity or a power of attorney. Watch out: The instruction above them reads check each box to acknowledge the following requirements are met. Ticking one you have not actually satisfied is how an application comes back weeks later.
2	YOU	Vehicle information	VIN, year, make, body style and model, plus the title or document number and the Texas plate number. Watch out: Both of those last two are printed as if unknown, leave blank. The title number usually vanished with the title, and that is not a problem.
3	YOU	Recipient information	Whoever the certified copy will be given or mailed to - name, mailing address, email and phone. Watch out: If the recipient is not the applicant and is collecting in person, their own photo identification has to be produced at the counter and written on page 1.
4	YOU	Government issued identification	Four rows, each taking a type, the issuing state or country, an identification number and an expiry date, with a photocopy of each attached. Watch out: The department accepts identification for up to 12 months after expiry - and a jointly owned vehicle needs a row and a copy for every recorded owner, not just the one posting the form.
5	YOU	Certification, signature and date	You certify you are the recorded owner, lienholder or verified agent and that the original title has been lost, destroyed or mutilated. Watch out: Original ink, black or blue. The fee is \$2.00 by mail or \$5.45 in person, and the mailed version has to be a cheque or money order - the form rules out cash, cards and temporary cheques and says the fee is non-refundable.

What gets this one rejected

Amber is what you write

Grey is a block somebody else completes

The filled-in example is at the start of this sheet.

- Sending it to the county. This one goes to a TxDMV Regional Service Center, in person or by post - not to the county tax assessor-collector's office where everything else is filed.
- Expecting your paperwork back. The note is blunt: no documents submitted to a Regional Service Center will be returned.
- One signature on a jointly owned vehicle.
- An ID more than twelve months expired.
- Cash in an envelope, or a card number written on the form.
- A scanned or emailed release of lien. Photocopies are fine for a photo ID, an employee ID, a business card or a power of attorney - and not for the lien release.