

How to fill out VTR-346 — Texas Motor Vehicle Transfer Notification

sellmycarhub.com

/forms/texas/vtr-346-vehicle-transfer-notification/

Texas · written against VTR-346 (Rev 09/23), issued under Texas Transportation Code 503.005

Tells the TxDMV the car is no longer yours. It does not transfer ownership - only the buyer's title application does that - but it marks the motor vehicle record as transferred, which is what stands between you and what the buyer does next.

This sheet is not the form. Download the blank VTR-346 from the Texas Department of Motor Vehicles at https://www.txdmv.gov/sites/default/files/form_files/VTR-346.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	Vehicle information	VIN, year and make are required; body style and model are not. The title or document number is optional, the Texas plate number is not. Watch out: Copy the VIN off the title rather than the door jamb. The whole point of this form is marking the right vehicle record.
2	YOU	Date of transfer	Month, day and year the car changed hands. Watch out: This is the date the thirty days run from - not the day you got round to filing, and not the day the buyer registers.
3	YOU	Did you keep your plates?	A yes or no tick, for cars up to 6,000 lbs and light trucks up to 10,000 lbs. Watch out: In Texas the answer is usually yes, because the plates belong to you. If you left them on the car, they are still registered in your name.
4	YOU	Transferor information	Your first name exactly as it appears on the Texas title, middle name, last name, suffix, address, country and phone. Watch out: Every one of those is marked required with an asterisk. The form warns that submitting it without the required information may prevent the record being marked and result in the form being returned.
5	BUYER	New owner information	The buyer's name, an additional owner if there is one, their address, country, phone and email. Watch out: Get the address right. A record marked as transferred to nobody findable is not much of a record.
6	YOU	Signature, printed name and date	Yours alone. The buyer does not sign this form. Watch out: Then file it - online at TxDMV.gov/VTN is faster, and the form asks you not to submit both online and by post.

What gets this one rejected

- Missing any field marked with an asterisk. The form warns that submitting it without the required information may prevent the record from being marked and result in the form being returned.
- Filing it both ways. The instruction is plain: do not submit a Vehicle Transfer Notification both online and by mail.
- Writing the buyer's name where yours belongs, or the other way round. The transferor is you.
- Assuming it moves ownership. It says so twice: submission of this form does not transfer ownership, and until a new title is issued the Texas record still shows your name.

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

Read off VTR-346 (Rev 09/23) 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.



Texas Motor Vehicle Transfer Notification

Information and Instructions

- Submit this form **within 30 days of the vehicle's date of transfer** to help protect yourself from liability for criminal or civil acts involving the vehicle and the person(s) or entity taking ownership. However, the department will still notate your record if submitted after the 30 days.
- **Submission of this form does not transfer ownership.** The person(s) or entity taking ownership must file a title application with the appropriate entity (in Texas, the county tax assessor-collector's office) in order to record themselves as the owner and receive a title in their name. Until a new title is issued, the Texas title record will reflect the name of the existing owner(s).
- When you submit this form, the motor vehicle record will be marked to show the vehicle has been transferred. Required fields are marked with an asterisk (*). Submission of this form without the required information may prevent the motor vehicle record from being marked and result in the form being returned.
- You may submit a Vehicle Transfer Notification online at <https://www.TxDMV.gov/VTN> to expedite processing.
Please do not submit a Vehicle Transfer Notification both online and by mail.
- Mail completed form to: **TxDMV Vehicle Titles and Registration Division, PO Box 26417, Austin, TX 78755-0417**

Vehicle Information

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

Transfer Information

Date of Transfer (month, day, and year)*	For Cars (6,000 lbs. or less) or Light Trucks (10,000 lbs. or less)
08/20/2026	Did you keep your plates? ☒ Yes ☐ No

Transferor Information – Person(s) or entity transferring (by sale, gift, donation, etc.) the vehicle

First Name (or Entity Name) as shown on the Texas title*	Middle Name (if any)*	Last Name*	Suffix (if any)*
Dale W. Fontenot			
Address*	City*	State*	Zip*
1418 Blanco Rd, San Antonio, TX 78212			
Country (if applicable)*	Phone Number*	Email	
USA	(210) 555-0139	d.fontenot@example.com	

New Owner Information – Person(s) or entity to whom the vehicle was transferred

First Name (or Entity Name)*	Middle Name	Last Name*	Suffix (if any)
Renata Ochoa			
Additional First Name (if applicable)	Middle Name	Last Name	Suffix (if any)
Address*	City*	State*	Zip*
902 Cherrywood Blvd, Austin, TX 78702			
Country (if applicable)*	Phone Number*	Email	
USA	(512) 555-0164	r.ochoa@example.com	

Certification – State law makes falsifying information a third degree felony

I, the above listed transferor, am notifying the Texas Department of Motor Vehicles that I have transferred the above vehicle, which was legally owned by me and had a Texas title issued in my name. I understand the department will notate the transfer on the vehicle record, and under Texas law, the vehicle will remain in my name until the new owner(s) transfers the title into their name.

Dale Fontenot	Dale W. Fontenot	08/20/2026
Signature of Transferor*	Printed Name (Same as Signature)*	Date*