VEHICLE REGISTRATION

1. I sold my car/traded it in to a dealer. Why did I receive a Registration Renewal Notice in the mail?

 Renewal Notices are printed approximately 3 months in advance of registration expiration. At the time of printing, the state's record still showed you as the recorded owner. You may call the VTR Call Center at (512) 465-7611 with the 17-digit vehicle identification number of the car you sold to check if a new title has been issued to the buyer (new owner).

VEHICLE TITLE

1. I am selling my car. What do I need to do?

You need to:

- Provide the buyer with all documents needed to transfer the title. The buyer will need:
 - 1. The properly signed title
 - 2. A signed Application for Texas Certificate of Title, Form 130-U
 - 3. The latest Texas registration receipt
 - 4. Any other supporting documents, such as a Release of Lien, Power of Attorney, etc.
- Accompany the buyer to the county tax office to verify the transfer of ownership, if the vehicle was sold to a private party/individual. This is the best way to ensure your name is removed from the state's record.

If sold/traded to a dealer, or if you are unable to accompany the buyer to the county tax office, we recommend you:

- Notify the department of the sale by submitting a Texas Motor Vehicle Transfer Notification, Form VTR-346, and \$5 fee as soon as possible so the record can be marked to show the vehicle as sold. You may also request a confirmation letter from the department to verify receipt and processing of the VTR-346.
- **Keep photocopies** of all documents provided to the buyer as evidence of the sale.

2. I sold my car to an individual or sold/traded it in to a dealer. Why am I still shown as the owner in the state's record?

The state's record will continue to show you as the last recorded owner until a new title is applied for through a County Tax Office to change the ownership and record the name of the buyer (new owner). If you:

• Sold to a private party (individual), the buyer has 20 working days to apply for a transfer of ownership through a county tax office. After the title has been applied for, the motor vehicle record should show the change of ownership in process within 48 hours.

The \$5 fee was removed after the publication of this RTB.

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- Sold or traded to a licensed Texas motor vehicle dealer, the dealer is not required to apply for a new title in the dealer name and may also sign the title over (re-assign) to another dealer or wholesaler. A dealer is only required to apply for a new title if the vehicle is sold to a retail purchaser.
- Sold to an out-of-state individual or dealer, the state's record will be marked when the other state notifies the department that they have issued a new title.

VEHICLE TRANSFER NOTIFICATION

1. I've sold my vehicle. How do I notify the department?

The \$5 fee was removed after the publication of this RTB.

Submit a Vehicle Transfer Notification, Form VTR-346, and \$5 fee so the record can be marked to show the vehicle as sold. You may also request a confirmation letter from the department to verify receipt and processing of the VTR-346. To request a confirmation letter, write "Confirmation Letter" at the top of the form before you submit it to us. This letter will only verify that the department has received and processed your Vehicle Transfer Notification, Form VTR-346.

2. How does sending in a Texas Motor Vehicle Transfer Notification, Form VTR-346, help me?

- Under state law (Transportation Code, §520.023), when you submit a properly completed form to the department and the state record is marked, the buyer named is presumed to be the new owner and may be subject to criminal and civil liability for the vehicle. For this reason, complete information, particularly the name and address of the buyer, is important and must be included, if known.
- Submitting a vehicle transfer notification will not remove your name from the state's record as the "last recorded owner," but the record is marked to show that you have notified the department that you no longer own the vehicle. Your name is only removed from the record once a new title is applied for and issued to record the new owner's name.

3. I've mailed my Vehicle Transfer Notification, Form VTR-346, to the department. How long does it take to process and mark the record?

• Approximately two (2) weeks from the date of receipt by the department.

4. How will I know you have received my notification?

- If you requested a confirmation letter when you submitted your notification form, it will be sent to you once the notification has been processed.
- Call the Customer Service Call Center at (512) 465-7611 with the 17-digit vehicle identification number.

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5. I have notified the department that I sold my vehicle, but I am still getting notices of parking tickets/toll violations, etc. What can I do?

- Contact the agency that is sending the notice. Ask them what they will accept as proof that you are no longer the owner, such as copies of your paperwork from the dealer or given to the individual, or a copy of the Vehicle Transfer Notification Form sent in to mark the record.
- Request a confirmation letter from the department by calling the Customer Services Call Center at (512) 465-7611 with your 17-digit vehicle identification number. There is no fee for a confirmation letter and the letter will verify only that the department has received and processed your Vehicle Transfer Notification, Form VTR-346. This letter may satisfy some agencies and businesses that are fining the prior owner. Some agencies/businesses will only accept the owner information recorded in the state's title record or may require some other proof, such as a title history, a copy of the Vehicle Transfer Notification form submitted to the department, or title and registration verification showing the Vehicle Transferred remark.
- Request a copy of the Vehicle Transfer Notification form by completing a Request for Texas Motor Vehicle Information, Form VTR-275. In the "Information Requested" section the customer must write "Vehicle Transfer Notification Form" and include the month and year the vehicle was sold. Both sides must be completed and the form must be signed. There is no fee for a copy of the form. If the customer wants a certified copy, they must write in "Certified Vehicle Transfer Notification" on the Form VTR-275 and include a \$3.30 fee.
- Request a Title and Registration Verification (printout) that shows the remark "Vehicle Transferred month/year" by completing a Request for Texas Motor Vehicle Information, Form VTR-275. Both sides must be completed and the form must be signed. Submit the completed form along with a \$2.30 fee (a certified copy is \$3.30).

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