



ITEMS REQUIRED WHEN REQUESTING A TITLE HEARING

Please bring the following items with you to your title hearing:

1. Completed form **MV-146A – Request for Title Hearing**.*
2. **Negotiable title** from the seller if possible.
3. **Certified letters**, a valid return receipt to the owner of record, the seller, and all interested parties.
(Ex: lienholder, previous owner, etc.)
4. **Proof of purchase** in the form of canceled check(s) or receipt(s).
5. A **Release of Lien** if there are any liens on the vehicle.
6. A pencil tracing or affidavit of physical inspection of the **vehicle identification number**. If unable to produce a pencil tracing, please complete TxDMV form **VTR-270 – Statement of Physical Inspection**.*
7. The **odometer reading** of the vehicle. (Present reading or reading at the time of the purchase).
8. **Form VIR: Out of State Inspection Certificate**, for all vehicles previously registered out of state.
(Available at any Texas Vehicle Inspection Station). *Please note that the FORM VIR may need to be verified for records where the latest inspection cannot be verified in TXDMV's records.*
9. A **title verification** from the state of record, if you are unable to produce the negotiable evidence of ownership.
10. Completed form **MV-454 – Authorization Letter*** or a signed, written letter of authorization for the representative attending the title hearing on behalf of the applicant for ownership, if the applicant cannot be present.
11. A copy of the applicant's valid **Texas Driver's License or DPS ID card**.
12. A **business card and letter of authorization** for any agent representing a company.

In order to avoid any unnecessary delay in setting a date for the hearing, please submit all the above items.

If any of the above requirements cannot be secured **and** your application for the Texas title is denied by the Tax Assessor-Collector's office, then you must present your case to the Harris County Court.

Please note that all the original papers must be submitted and surrendered to the Tax Assessor-Collector's office at 1001 Preston, Houston, Texas along with your completed form **MV146A, Request for Title Hearing**. *

You will be notified by mail as to the date of the title hearing.

* Forms indicated by an asterisk can be found on our website at www.hctax.net. Select **Vehicle Registration** and then **Frequently Used Vehicle Forms** to locate the form by number.