



TAX OFFICE USE ONLY	
Branch:	_____
Date Received:	_____
Date Verified:	_____

Authorization Letter

Please complete this printable form online or write legibly in blue or black ink **ONLY**.

This form will not be accepted if illegible, altered or incomplete.

I, (NAME of authorizing person) _____ do hereby authorize the following Title Service to process auto transaction types within Harris County. I understand that this form will be valid for a term of one year from the effective date noted below.

Title Service Business Name (enter as shown on business license)

Title Service Business Phone Number: (_____) _____

Title Service License Expiration Date: ____ / ____ / ____

Dealer, Salvage Dealer or Company Appointing Motor Vehicle Title Service

Name of Company:	Dealer/Salvage Dealer #:	Contact Phone Number:	
Address:	City:	State:	Zip:

Printed Name of Authorizing Person

EFFECTIVE DATE

Signature of Authorizing Person (must be original/wet signature)

REQUIRED SUPPORTING DOCUMENTATION (staple to authorization form):

- Copy of authorizing person valid Personal Identification (follow TxDMV Identification Guidelines).
- Copy of business card for authorizing person. Business name on card must match.
- If a dealer, a copy of the current dealer license certificate may be used in lieu of a business card.
- If an authorizing company does not issue business cards due to cost saving measures, an original notarized letter on letterhead may be used indicating so for the authorizing individual.

NOTE: Transportation Code §520.057 RECORDS...Requires a copy of the customer's driver license be maintained in the title service records which differs from the TxDMV Identification Guidelines. A Power of Attorney may not be used to sign this form.

Disclosure: This form is used for the sole purpose to complete auto transaction types in Harris County and may not be used in lieu of prescribed form VTR-271 (Power of Attorney to Transfer Motor Vehicle). Falsifying information on any required statement or government document is a criminal offense and is punishable by fine and/or imprisonment.