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 as asterisk can be found on our website at [www.hctax.net](http://www.hctax.net). Select Vehicle Registration and then Frequently Used Vehicle Forms to locate the form by number.