

Texas Department of Motor Vehicles

Regional Service Centers

Public Closure Notice and Information

As a result of COVID-19, the Texas Department of Motor Vehicles' (TxDMV) Regional Service Centers (RSCs) are closed to the public; however, we will continue to provide service by mail, phone and email. Please allow up to 2 weeks for mailing and processing time.

Mailed fees must be in the form of a personal check, cashier's check, or money order payable to the TxDMV. **Do not mail cash.** Credit/debit cards and temporary checks are not accepted. **Fees are non-refundable.**

PLEASE CONTACT US IF YOU HAVE ANY QUESTIONS ABOUT THESE PROCESSES OR HOW TO COMPLETE THE FORMS.

These options are available for processing the transactions identified below:

Certified Copy of Texas Title (Replacement of Lost Title)

A Certified Copy of Texas Title replaces the original Texas Certificate of Title and any previously issued Certified Copy of Texas Title. The applicant (person signing this application) must be the owner or lienholder on the department's motor vehicle record, or an authorized agent of the owner/lienholder. Submit this completed application and all required documents by mail to a TxDMV Regional Service Center.

Follow all the instructions on the [Application for a Certified Copy of Title \(Form VTR-34\)](#). Page 2 of the application contains the mailing address of all 16 Regional Service Centers (RSCs). Please ensure you include the \$2.00 payment.

For additional information on the certified copy of title process, please visit: <https://www.txdmv.gov/motorists/buying-or-selling-a-vehicle/get-a-copy-of-your-title>

Bonded Title Rejection Letters

If you receive incomplete or incorrect evidence of ownership or have lost the evidence of ownership and cannot contact the seller for the necessary documentation, you may have the option of using the bonded title procedure to transfer of ownership.

Follow the instructions on the [Bonded Title Application or Tax Collector Hearing Statement of Fact \(Form VTR-130-SOF\)](#). **Please be sure to include your email address and phone number to expedite any clarifications our staff may have.** Mail the application to your local TxDMV Regional Service Center. Please ensure you include the \$15.00 payment.

For additional information on the bonded title process, please visit: <https://www.txdmv.gov/bondedtitle>

Vehicle Transfer Notification

When a Texas-titled vehicle is sold or traded in, the seller needs to notify TxDMV. By completing a Vehicle Transfer Notification, you are notifying TxDMV that you have sold a vehicle. When you submit the form, a remark will be added to the vehicle record which shows the date you sold the vehicle. This can protect you if the buyer fails to promptly transfer the title.

Please complete your vehicle transfer notification online at: <https://webdealer.txdmv.gov/title/publicVehicleTransfer.do>

Confirmation of Vehicle Transfer Notification

Customers needing confirmation of a Vehicle Transfer Notification may contact us by phone or email. Customers who require documentation for the purposes of toll or parking violations will be emailed a confirmation letter or they may obtain a copy by processing a title history by completing a Vehicle Records Request (see below).

Vehicle Records Requests

Follow the instructions on the [Request for Texas Motor Vehicle Information \(Form VTR-275\)](#). Be sure to mark an applicable use on Page 2. Mail the application, applicable fee, and other required documents to the address provide on the form or your local TxDMV Regional Service Center.

For additional information on obtaining records information, please visit: <https://www.txdmv.gov/open-records>

All Other Transactions

If you require assistance with the following transactions, please contact your local TxDMV RSC by email or phone for processing:

- Dealer Closure Letters
- Refund Authorizations
- NAFTA Permits
- Assigned Numbers
- Machinery Plate Authorization
- Registration Fee Credit Voucher

- Any other inquiries or services

TxDMV Regional Service Center Contact Information

Office	Phone	Email
ABILENE 4210 N. Clack St., Abilene, TX 79601	(325) 674-1000	ABLVTR@txdmv.gov
AMARILLO 5715 Canyon Dr., Building H, Amarillo, TX 79110	(806) 467-3600	AMA_VTR@txdmv.gov
AUSTIN 1001 E. Parmer Ln., Ste. A, Austin, TX 78753	(512) 719-6900	AusVTR@txdmv.gov
BEAUMONT 8550 Eastex Freeway, Beaumont, TX 77708	(409) 895-3200	BMT-VTR@txdmv.gov
CORPUS CHRISTI 602 N. Staples St., Ste. 130, Corpus Christi, TX 78401	(361) 808-3900	crp_dmv.mail@txdmv.gov
DALLAS 1925 E. Beltline Rd., Ste. 100, Carrollton, TX 75006	(972) 478-5200	DALLASVTR@txdmv.gov
EL PASO 1227 Lee Trevino, Ste. 100, El Paso, TX 79907	(915) 594-6000	elp_vtr@txdmv.gov
FORT WORTH 2425 Gravel Dr., Fort Worth, TX 76118	(817) 285-1500	FortWorthVTR@txdmv.gov
HOUSTON 2110 East Governors Cir., Houston, TX 77092	(713) 316-6100	Hou_VTR@Txdmv.gov
LONGVIEW 4549 W. Loop 281, Longview, TX 75604	(903) 237-2800	LVW-VTRMailbox@txdmv.gov
LUBBOCK	(806) 748-2900	LBB_VTR@txdmv.gov

135 Slaton Rd., Lubbock, TX 79404		
ODESSA 3901 East Highway 80, Odessa, TX 79761	(432) 276-4400	oda_vtr@txdmv.gov
PHARR 600 West Expressway 83, Pharr, TX 78577	(956) 784-6700	phrvtr@txdmv.gov
SAN ANTONIO 15150 Nacogdoches Rd., Ste. 100, San Antonio, TX 78247	(210) 731-2130	SA-RSC@txdmv.gov
WACO 2203 Austin Ave., Waco, TX 76701	(254) 296-2700	wac_vtr@txdmv.gov
WICHITA FALLS 1601-A Southwest Pkwy., Wichita Falls, TX 76302	(940) 235-4800	wfsvtroffice@txdmv.gov