



# Detailed Instructions for Application for Texas Title and/or Registration

Refer to the ownership document assigned to you by the seller for vehicle information/description.

**Applying for (please check one):** Select "Title & Registration" if applying for both, "Title Only" if applying for title, but not registration, "Registration Purposes Only" if applying only for registration, or "Nontitle Registration" if applicable. Refer to "Additional Details" on page 2 of the *Application for Texas Title and/or Registration* (Form 130-U) for details on these options.

**For a corrected title or registration:** If the application is submitted to correct a title or registration record, indicate the appropriate reason (Vehicle Description, Add/Remove Lien, or Other). If "Other" is selected, provide a brief explanation.

- 1. Vehicle Identification Number:** Found on the certificate of title and also stamped or affixed on the vehicle [e.g., driver side door frame, dashboard (facing windshield), or on engine block on some 1955 vehicles and prior models].
- 2. Year:** The model year of the vehicle (e.g., 2004, 2011, 2013, etc.).
- 3. Make:** Brand of vehicle designated by the manufacturer (e.g., Chevrolet, Ford, Toyota, BMW, etc.).
- 4. Body Style:** Description of vehicle (e.g., 2D = 2-door Sedan, CP = coupe, PK = pickup, etc.). Refer to *Standard Abbreviations for Vehicle Makes and Body Styles* (Form VTR-249) for more abbreviations.
- 5. Model:** Vehicle model designated by the manufacturer (e.g., Silverado, F-150, Prius, 328i, etc.).
- 6. Major Color:** If vehicle has one color, enter it in this field. For a vehicle with more than one color, the Major Color is the primary color that covers most, if not all, of the vehicle.
- 7. Minor Color:** If the vehicle has more than one color, the predominant color must be shown as the Major Color and the secondary color as the Minor Color (e.g., standard two-toned vehicles, custom paint job, etc.).
- 8. Texas License Plate No.:** Texas license plate number, if available.
- 9. Odometer Reading (no tenths):** Current mileage on the vehicle odometer in whole numbers - no tenths [required on vehicles less than 10 years old (Current Year - 10)]. The seller/agent is required by law to disclose the odometer reading at the time of sale. The odometer reading is not needed on a vehicle that is 10 or more model years old, has a gross vehicle weight rating of more than 16,000 pounds, is sold by the manufacturer directly to an agency of the United States government, is not self-propelled, or is a new motor vehicle prior to its transfer to the first retail purchaser (select "Exempt" in box 10).
- 10. This is the Actual Mileage unless the mileage is:** If the odometer recorded in box 9 is not the true mileage of the vehicle, select "Not Actual" (broken or replaced odometer), "Exceeds Mechanical Limits," or "Exempt" as indicated by the seller/agent on the odometer disclosure on the ownership document of the vehicle. In situations involving operation of law (court order, repossessions, seized vehicles, etc.), the title applicant provides the odometer reading and brand.
- 11. Empty Weight:** Weight (in pounds) of the vehicle without a load, rounded up to the next 100 pounds.
- 12. Carrying Capacity:** Weight (in pounds) determined by the heaviest load the vehicle is legally allowed to carry according to the vehicle manufacturer.
- 13. Applicant Type:** Whether the applicant is an individual, business, government entity, trust, or non-profit.
- 14. Applicant Photo ID Number or FEIN/EIN:** The photo ID number of the individual or the FEIN/EIN of the business, government entity, trust, or non-profit. If an FEIN/EIN is not available, record the photo ID number of the individual submitting the application.
- 15. ID Type:** Check the box of the individual applicant's photo ID type, and (if applicable) record the state, territory, or country of the issuing jurisdiction.
- 16. Applicant Name (or Entity Name):** If the applicant/owner is a person, their legal name (First Name, Middle Name, Last Name, and Suffix, if any). If the applicant/owner is a business, government entity, trust, or non-profit, their legal name.
- 17. Additional Applicant Name:** The legal name (First Name, Middle Name, Last Name, and Suffix, if any) of any additional applicant/owner.
- 18. Applicant Mailing Address:** The mailing address of the applicant/owner.
- 19. Applicant County of Residence:** The county of legal residence for the individual, business, government entity, trust, or non-profit.
- 20. Previous Owner/Entity Name:** The seller's name, city, and state indicated on the assigned title or other evidence of ownership being surrendered with Form 130-U.

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21. **Dealer GDN:** Dealer's General Distinguishing Number assigned by the state.
22. **Unit No.:** Applies to vehicles that are purchased as part of a fleet.
23. **Renewal Recipient Name (or Entity Name):** The legal name (First Name, Middle Name, Last Name, and Suffix, if any or Entity Name) of the renewal recipient if different from the applicant/owner.
24. **Renewal Notice Mailing Address:** The mailing address of the renewal recipient if different from the applicant/owner.
25. **Applicant Phone Number:** The telephone number of the applicant/owner.
26. **Email:** The email address of the applicant/owner or registration renewal recipient.
27. **Registration Renewal eReminder:** Check if electing to receive electronic registration renewal reminders. Must list email in #26.
28. **Communication Impediment:** Check if the applicant/owner has a health condition or disability that may impede communication with a peace officer and attach *Certification of a Communication Impediment* (Form VTR-216).
29. **Vehicle Location Address:** The physical address of the vehicle if not the same as the mailing address.
30. **Multiple (Additional) Liens:** Check the box if more than one lien exists on the vehicle and attach *Additional Liens Statement* (Form VTR-267).
31. **Electronic Title Request:** Check the box if the lienholder in #34 requests an electronic title, and enter the Certified Lienholder ID Number in #32. (If #30 is checked, then #31 cannot be checked.)
32. **Certified Lienholder ID No.:** Enter the 11-digit Certified Lienholder Identification Number here (required if #31 is checked).
33. **First Lien Date:** If applicable, the date a security agreement was signed with any financial institution/individual for the financing of the vehicle.
34. **First Lienholder Name and Mailing Address:** The lienholder's name and mailing address. If there is no lien, indicate "NONE."
35. **Motor Vehicle Tax Statement:** For Rental, Dealer, and/or Leasing Company use. Rental Companies must include their Rental Permit Number. Dealers must include their General Distinguishing Number (GDN). Lessors must include their Lessor Number.
36. **Trade-In:** Description of vehicle traded in on the purchase, if any.
37. **Additional Trade-In(s):** Check the box if trade included any vehicle(s) other than shown in #36.
38. **Sales and Use Tax Computation:** Sales and use tax must be paid. Indicate the vehicle sales price in the second space provided on Line (a). Rebates are only applicable for new vehicles sold by a dealership to a retail purchaser. (f) provides for a late tax payment penalty of 5% or 10% of the amount in (e). Check the appropriate box if you are a **new resident** to Texas, obtained the vehicle as an even trade or as a **gift**, or you are applying for a **rebuilt salvage** vehicle. The \$10 gift tax option may be used when a person receives a vehicle as a gift from an immediate family member, guardian, decedent's estate, or non-profit service organization qualifying under Internal Revenue Code, Sec.501(c)(3). Both the donor and the gift recipient must sign the Comptroller's joint affidavit, *Affidavit of Motor Vehicle Gift Transfer* (Form 14-317). The title application must be accompanied by the Comptroller's joint affidavit and must be filed in person by either the recipient or donor. If the vehicle is subject to the **diesel emissions surcharge fee**, compute the percentage (2.5% **OR** 1%) of the fee based on the Taxable Amount shown in (d). This fee is due in addition to the amount of tax due shown in (h). If claiming a **tax exemption**, provide a brief explanation for the reason.

**Seller(s), Donor(s), or Trader(s):** The signature(s), printed name(s), and date of signature(s) of the seller(s), donor(s), or trader(s) of the vehicle indicated on the title or other ownership document.

**Applicant/Owner:** The signature, printed name, and date of signature of the applicant/owner of the vehicle indicated on the title or other ownership document.

**Additional Applicant(s)/Owner(s):** The signature(s), printed name(s), and date of signature(s) of any additional owner(s) of the vehicle indicated on the title or other ownership document.

**The completed *Application for Texas Title and/or Registration* (Form 130-U), properly assigned title, and proof of insurance (if applying for registration) in the applicant's name are required to be filed in the county where the sale occurred, where the lienholder is located, or applicant's county of residence within 30 days of the date of sale. Payment of title, registration, and sales tax fees (as applicable) are required when application for certificate of title is filed.**

**Refer to the back of the Form 130-U for phone numbers and additional information concerning fees, taxes, and penalties.**