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DEWITT C. GREER STATE HIGHWAY BLDG. • 125 E. 11TH STREET • AUSTIN, TEXAS 78701-2483 • (512) 463-8585
June 1992

Ladies and Gentlemen:
This year the Texas Department of Transportation (formerly the State Department of Highways and Public Transportation and origially the Texas Highway Department) celebrates seventy-five years of public service. Over this span of time, the Department has endured the depression of the 1930's, World War II, and other numerous hardships of the 20th Century.

The Department continues to flourish today due to the efforts of dedicated, loyal employees and excellent working relationships established over the years with government entities, private industry, associations, etc. It is very fitting then at this time for the Division of Motor Vehicle Titles and Registration (DMVTR) to publish this commemorative issue of Helpful Hints on Titles and Tags. In addition to the usual technical information, this issue includes a retrospective look at the cooperative effort of County Tax Assessor-Collectors and the DMVTR in administering the registration and title laws of Texas.

I hope you will enjoy the history that is revealed in this publication, as well as the shared memories. This issue will surely be a Department/Division keepsake; and I invite you, too, to include it with your most treasured mementos to share with your families, fellow employees, and good friends.



June 1992

- There are 4.8 million cars and trucks in the United States, the rest of the world has only 720,000.
- The British Army captures Baghdad on March 11th.
- The average price for a new car is $\$ 720$.
- The Highway Department is created with the passage of House Bill 2 by the 35th Texas Legislature. Governor James E. Ferguson signed the bill into law on April 4th.
- The United States enters World War I by declaring war on Germany on April 6th.
- The first American soldiers arrive in France under the command of General John J. Pershing on June 26th.
- The Highway Department begins the task of registering motor vehicles on July 1, 1917.
- Governor James E. "Pa" Ferguson is impeached and removed from office on August 25th. His wife, Miriam A. "Ma" Ferguson, would later serve as the state's first female governor.
- Lieutenant Governor William P. Hobby becomes governor on August 25th.
- U.S. Rubber introduces the first tennis shoe, "Keds."
- Middle West Texas suffers through its worst drought ever. This drought would continue through 1918. 1917 would be Texas' driest year on record, with an average rainfall of 14.3 inches.
- The Chicago White Sox of the American League defeat the New York Giants of the National League, 4 games - 2 games, in baseball's World Series.
- The technique for freezing food is developed in the United States by Clarence Birdseye.
- The Russian Revolution begins, as the Bolsheviks (Communists) seize power.
- Governments for Bailey and Hudspeth Counties organized.
- The 18th Amendment (Prohibition) to the United States Constitution is submitted to the states by Congress on December 18th.
- 194,720 motor vehicles are registered in Texas by December 31st.


## THE DEPARTMENT

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Motor vehicle travel in the early days often had its drawbacks.

- President Woodrow Wilson announces his "14 Points" peace plan on January 8th.
- The Texas Legislature ratifies the 18 th Amendment (Prohibition) to the U.S. Constitution on February 28th. Prohibition became effective in 1920, and lasted until 1933.
- A special called session of the 35th Texas Legislature passes House Bill 63. This bill designates the County Tax Collectors as agents for the Highway Department for the registration of motor vehicles. Governor William P. Hobby signed the bill into law on April 3rd.
- Raggedy Ann dolls go on sale for the first time.
- The "Red Baron," German flying ace Manfred Von Richthofen, is killed on April 21st.
- There are 48 states in the Union.
- Legendary football coach Knute Rockne becomes head coach of the Notre Dame football team.
- Over 1 million American soldiers are in Europe by July.
- Governor William P. Hobby is re-elected, after defeating former Governor James E. Ferguson, who was legally barred from holding office, in the Democratic Primary.
- The Southwest Athletic Conference, organized in 1914, expands with the addition of Southern Methodist University.
- Texas women vote for the first time.
- First recorded use of crop dusting airplanes.
- The Boston Red Sox of the American League, defeat the Chicago Cubs of the National League, 4 games - 2 games, in the World Series.
- World War I ends on November 11 th. By the end of the war, more than 200,000 Texans had served in the Armed Forces.
- The registration year ends on December 31st, with 250,201 motor vehicles registered in Texas. This is a $28.49 \%$ increase over 1917.
- The 1920 U.S. Census indicated that Texas had a population of $4,663,228$, an increase of $19.7 \%$ from 1910. $67.6 \%$ of Texans lived in rural areas, while $32.4 \%$ lived in urban areas. Texas ranked as the largest state in land area, and was the 5th largest in population.


## HOW THE DIVISION OF MOTOR VEHICLE TITLES AND REGISTRATION CAME TO BE

## In The Beginning...

The automobile, one of the twentieth century's most enduring symbols, made its first appearance in Texas in 1899. Colonel E.H.R. Green of Terrell, president of the Texas Midland Railroad, probably had no idea that the novelty item he was driving would have such a major impact on Texas and the rest of the nation. Colonel Green's description of his first Terrell to Dallas trip captured the moment:

It was amusing to notice the sensation our appearance caused along the road. Cotton pickers dropped their sacks and ran wildly to the fence to see the strange sight. And the interest was shared by the farm animals, too. One razorback sow that caught the sight of us is running yet, I know. At least a dozen horses executed fancy waltz steps on their hind legs as we sped by and but for the fact that we were soon out of sight, there would have been several first-class runaways.

Eight years later, in 1907, enough of these "horseless carriages" had arrived in Texas to compel the State Legislature to address the issue. County Clerks were directed to register these vehicles beginning August 10, 1907. These early automobile owners made their own license plates of wood, leather, porcelain, tin, or a number of other materials. The first automobile speed limit - 18 miles an hour - was also set. The legislature went on to state that upon meeting a horse-drawn cart, an automobile must stop when signaled to do so.

By 1910, there were 14,286 automobiles in Texas. The main obstacle to travel by car was the condition of rural Texas roads. Muddy in wet weather, dusty in dry summer months, Texas roads and weather conspired to keep the automobile city-bound.

After several unsuccessful attempts to create a State Highway Department, the proper spark was finally provided in 1916. The United States Congress passed the Federal Aid Highway Act, sponsored by Senator John A. Bankhead of Alabama. This Act provided $\$ 75$ million in Federal matching funds to states doing highway improvements. In order to make highway improvements, a Highway Department was needed. House Bill 2, sponsored by Representative Leonard Tillotson of Austin County, was passed by the 35th Texas Legislature. Governor James E. Ferguson signed the bill into law on April 4, 1917. To finance the State's portion of the matching funds, House Bill 2 transferred the registration of motor vehicles to the new Department. Finally, Texas would have the money to improve the State's roads.

The first registration year began on July 1, 1917. A staff consisting of 10 employees (the entire Highway Department!) moved into the House Chambers of the Capitol and began the task of registering Texas' motor vehicles. By year's end, 194,720 vehicles would be registered. This task was not made any easier when a Special Called Session of the Texas Legislature convened in August. Applications, receipts, checks and money had been spread around the House Chamber, and had to be quickly gathered up. "Took a couple of months to straighten everything out" said long-time chief accountant for the Department, Gordon Lloyd. Governor James E. Ferguson, who had signed the legislation creating the Highway Department only four months earlier, was tried on impeachment charges during that Special Session. These charges were unrelated to the Highway Department or House Bill 2. Governor Ferguson was convicted and removed from office on August 25, 1917.


Governor James E. Ferguson, elected in 1916. Governor Ferguson created the Texas Highway Department, on April 4, 1917, when he signed House Bill 2 into law. Four and a half months later,
Governor Ferguson was impeached and removed from office.
Archives Division - Texas State Library


A rare photo of the Capitol in snow. The House Chamber on the west end of the building (left) served as the Highway Department's first home.

The House Chamber of the Capitol, circa 1894. 23 years later, the House Chamber would serve as the Highway Department's first home. Archives Division - Texas State Library


Because of the large number of motor vehicle registrants, and the prospects for further rapid growth, it became clear that the Highway Department's staff of 10 was not adequate to handle the entire registration process by themselves. The legislature quickly designated the County Tax Collectors as the Department's agents in registration matters during the Fourth Called Session of the 35th Texas Legislature. House Bill 63 was signed by Governor William P. Hobby on April 3, 1918.

## The Registration Division

The employees stacking application forms on the desks and chairs of the House Chamber of the Capitol building soon evolved into the Registration Division. This Division had the Highway Department's Chief Clerk as its head. The Chief Clerk also served as the General Accountant for the Department. The duties of the Registration Division, as cited in the Second Biennial Report of State Highway Commission, dated January, 1921, were "...issues and records all licenses and numbers for motor vehicles of all kinds in the State." The report goes on to state that the Registration Division had swelled to an average of 25 employees. These 25 employees, as a group, earned a total of $\$ 56,929.49$ during the preceding two year period! They were working six days a week, too.

The Registration Division, along with the rest of the Highway Department, soon found a new home on the Second Floor of the Land Office Building, next door to the Capitol. Here the Division stayed until 1933, when they moved across the street to the new Highway Department Building, which still serves as the headquarters of the Texas Department of Transportation. The eight story office building, now named in honor of former State Highway Engineer Dewitt C. Greer, cost $\$ 403,900$ to build, and provides 85,000 square feet of office space.

The 1920s and 1930s saw a steady increase in the staff of the Registration Division as well as the workload handled. New categories of license plates were authorized by the State Legislature. Following eight different Chief Clerks, who had guided the Registration Division since its inception, Bessie Bergstrom took over the position on January 1, 1928. She would serve in this position until the creation of the Motor Vehicle Division on October 1, 1945. Bergstrom can arguably be considered the Highway Department's, and possibly state government's, first female Division Head.


The Registration Division's, as well as the Highway Department's second home, the Old Land Office Building. The Highway Department occupied the second floor of the building, until moving across 11th Street to the new Highway Building in 1933.

Austin History Center, Austin Public Library, PICA 05218


The Registration Division, April, 1926, located on the second floor of the Old Land Office Building. Shown clockwise from the left foreground are Marie Trueblood, Hazel Bergstrom, Johnny Byrnes, Irene Williams, Marie Midkiff, and Bessie Bergstrom. Bessie Bergstrom would become Chief Clerk less than two years later.


Bessie Bergstrom served as the Department's Chief Clerk and Registration Division Head from January 1, 1928 until September 30, 1945, when the Registration Division and Title Division were merged to form the Motor Vehicle Division.


The Registration Division's third home, and home of the Motor Vehicle Division's administrative activities until July 9, 1955, the Highway Building (now the DeWitt C. Greer Building). The white building next to the Highway Building (right) is the former Travis County Courthouse, in use as such until 1930. The building was later used to house state offices.


A rare aerial photo of Austin, circa 1920. Archives Division - Texas State Library

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1. The Capitol <br> 2. The House Chamber - the Department's first home
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2. The Old Land Office Building
3. The Travis County Courthouse (1876-1930)
4. The Travis County Jail - site of the Highway Building constructed in 1933
5. The University Of Texas

## The Certificate of Title Division

The growing problem of auto theft and disputes over the ownership of motor vehicles led to the creation of the Certificate of Title Act, which became effective October 1, 1939. The Title Act was initially administered by the Department of Public Safety, with the County Tax Assessor-Collectors acting as agents. As a result of the passage of House Bill 205, the Department of Public Safety's Title Section was transferred to the Highway Department on May 3, 1941.

World War II brought a virtual cessation in the production of new passenger vehicles. Because of the large number of defense plant workers and servicemen entering Texas during the war, the volume of work for this Division only dropped by about 50 percent. World War II's formal end on September 2, 1945, was soon followed by the end of the Certificate of Title Division, which was merged with the Registration Division on October 1, 1945.

On October 1, 1945, a new era began as the Registration Division and the Certificate of Title Division were combined into the Motor Vehicle Division. E.J. Amey was named the first Director of the Division. The Division's major duties were to issue and maintain records for motor vehicle titles and license plates.

Texas' post-war economic boom soon had the new Division outgrowing the available space at the Highway Department Building. Motor vehicle registrations in Texas had increased by double digit percentages each year from 1946 to 1950. Available space for personnel and storage (none of the files, which included 3,132,577 registered vehicles in 1950, were automated in any fashion) soon had Motor Vehicle Division employees scattered over several Austin locations. These locations included the Bruggerhoff Building, Knights of Columbus Hall, the Prewitt Building, the Reproduction Building, and a quonset hut at Camp R.M. Hubbard (Camp R.M. Hubbard is named for an early Highway Commissioner). Former Division employee Luther Fox, who began working for the Department in January, 1952, recalls working at three different locations around Austin during his first three and a half years with the Department.
 Division employees (left to right) Lucille Chapman, Polly Landis, Mary Stringer, and LaVerne Vorwerk.




Camp R. M. Hubbard, in Austin. The Motor Vehicle Division moved its operations here in July of 1955.

Because of the demand for space, construction began in April, 1954, on a two-story office building at Camp R.M. Hubbard in what was then considered the edge of north Austin. Completed in July, 1955, the 40,000 square foot building cost $\$ 600,000$. On Monday, July 11, 1955, all 230 Motor Vehicle Division employees reported to work under a single roof. Division employees celebrated the move by hosting an open house on Friday, September 30, 1955. The gala attracted 641 visitors from around the State.

Demands for additional space prompted the addition of three more floors to the new building, which was completed in July of 1959 at an estimated cost of $\$ 800,000$. This building, largely unchanged since its construction, still serves as the Headquarters of the Division of Motor Vehicle Titles and Registration.


The Motor Vehicle Division Headquarters building under construction, November, 1954.

The weekend of the big move, July 9-10, 1955, as workmen move furnishings into the newly completed Motor Vehicle Division Headquarters building.



Planning the new Motor Vehicle Division Headquarters Open House are, left to right: Bob Brewer, R. W. "Bob" Townsley, and Bob Doetsch, Summer, 1955.
D. T. Harkrider, Division Director, second from the right, chats with a group of visitors at the new MVD building open house, September 30, 1955.


## Field Operations

The early days of the Division had contacts with county tax offices conducted by traveling investigators and auditors based in Austin. An Investigation Section was created on September 1, 1949, due to the extraordinary increase in motor vehicle registrations state-wide. In 1952, the State was broken down into geographic regions and a Division employee based in each region. The investigator based in each area would spend his time (field personnel were all men in those days) auditing tax offices in his region. The enactment of the Salvage Yard Law (House Bill 805) in 1961 broke the Investigation Section into three groups: Auto Theft, Reciprocity and Proration, and General Investigation. An additional burden was placed on this Section when the Motor Vehicle Dealer Law was amended by House Bill 45 in 1963. The amendment placed a much greater administrative and enforcement responsibility on the Department.


Members of the Investigation Section met in Corpus Christi in 1963. Front row, left to right: B. L. Vann, Keto Warner, Otis George, Andy Buntyn, Dick Childers, and an unidentified representative from the National Auto Theft Bureau. Middle row, left to right: Ray McNairy, Don Magnuson. Back row, left to right: Larry Templeton, J. R. Hunnicutt, Edgar Burkhart, Don Brakey, Phil Brooks, Bill Turner.

Jim Sparks of the Investigation Section destroys unexpired license plates collected at motor vehicle salvage yards in 1963.



The staff of the Houston Regional Office, December, 1969. Left to right: Phil Brooks, Gene Davis, Gene Heath, Armelle Lewis, Bob Jones, Cliff Pate, Bill Turner, and Dick Childers.

Gary Herzik inspects a car at a motor vehicle salvage yard in Houston, December, 1970.


Regional supervisors of the South Texas area, San Antonio meeting, 1983. Front row, left to right: Ruben Gonzalez, Gene Bryant, Otis George, Dick Childers, Carl Kokernot, Keto Warner, Ronny Hamilton, J. R. Hunnicutt. Back row, left to right: Allan Neighbors, Phil Brooks, Bob Henke, Jerry Miles, Darrel Hunt, Neal Lewallen.

By the mid-1960s, the volume of work had increased to the point where a more permanent presence throughout the State was required. The first Regional Office was established in the Houston suburb of Bellaire in the summer of 1965. Regional Offices were established in major urban areas throughout the State, the last two in Abilene and San Angelo in the fall of 1973. These Regional Offices allow the public access to services that they would have previously obtained from Division Headquarters in Austin. These now include certified copies of certificates of title, registration permits, salvage yard inventory numbers, motor vehicle dealer licenses, and a number of other services.

Early Regional Offices operated with only a minimal staff. The Longview Regional Office began work in 1967 with only two employees - George McCord and Wanda Burns. George recently recalled the early days, when many tax office employees didn't like to see him coming. Said George, "We only worked counties (tax offices) when there were problems."

Bruce Gardner, left, of the Motor Vehicle Division charms newly elected tax assessor-collectors during the December, 1964 "Bob Tail" Session. "Bob Tail" Sessions were conducted by the Motor Vehicle Division to familiarize newly elected tax assessor-collectors with the duties of office as they related to motor vehicle laws.


MVD employees Tony Reda, second from the left, and Nancy Tiemann, foreground, demonstrate how title documents are microfilmed during the December, 1964
"Bob Tail" Session, acquainting newly elected tax assessor-collectors with Motor Vehicle policies and procedures.


Division employee Jerry Burleson, manning the information phones at Division Headquarters during the early 1960s.


Tarrant County Tax Assessor-Collector Ree
Stewart, R. W. Townsley, August 15, 1962. They are examining a duplicate license receipt, similar to the 198 receipts which turned up missing from the Tarrant County Tax Office. Fort Worth Star-Telegram Photograph Collection Special Collection Division, the University of Texas at Arlington Libraries

## New and Improved

Motor Vehicle Division and tax office employees' jobs were made significantly easier in 1968 when the millions of motor vehicle records were computerized. Any tax office or Motor Vehicle Division Regional Office in the State with a computer terminal and telephone line access could retrieve motor vehicle records from Austin. This also was a great benefit to law enforcement dispatchers, who no longer had to phone Division Headquarters in Austin to check license plate numbers.

## The Name Game

Both the Department and Division received two new names each since 1975.
The Texas Highway Department became the State Department of Highways and Public Transportation on June 20, 1975. This was changed to the Texas Department of Transportation on September 1, 1991.

The Motor Vehicle Division became the Division of Motor Vehicles in July of 1985, to avoid confusion with the Texas Motor Vehicle Commission. This was changed to the Division of Motor Vehicle Titles and Registration on September 1, 1991.

## Today

75 years after its inception, the main duty of the Texas Department of Transportation is still to build and maintain the State's highways. This is still paid for in part by the collection of registration fees, just as they were on that sultry day in Austin, July 1, 1917, when the Department registered its first motor vehicle.

The Department's staff of 10 involved in the registration process has grown to 478. What was initially 194,720 registered motor vehicles has now burgeoned into more than 14 million motor vehicles. Motor vehicle records maintained for the first 50 years in rows of file cabinets are today stored in a mainframe computer. The new Registration and Title System promises to make the registration and title process even more efficient.

After 75 years, the Department's and Division's missions remain much the same as in 1917. The methods, however, have not.


Bobby Meeks, Lubbock Regional Office Supervisor, assisting a citizen with a motor vehicle inquiry.

Part of the staff of the Beaumont Regional Office, 1986. Sitting, left to right, are: Nancy Perry, Carlene Singleton, Barbara Stolle. Standing, left to right, are: Zona Mason, Sharon Allen, Terri Peveto, Cindy McCelvy, Alicia Pedraza, Rita Foster.


## CHIEF CLERKS OF THE HIGHWAY DEPARTMENT

Vance Stockton (June 4, 1917-October 30, 1917)
W.V. Tadlock (November 1, 1917 - December 31, 1917)

Vance Stockton (January 1, 1918 - March 31, 1918)
J.F. DuPre (April 1, 1918 - February 15, 1925)

George A. Cunningham (February 16, 1925 - September 21, 1925)
Will Rancier (September 22, 1925 - February 15, 1926)
Leslie McKay (February 16, 1926 - April 13, 1926)
Robert J. Eckhardt (April 14, 1926 - March 31, 1927)
G.H. Lloyd (April 1, 1927 - December 31, 1928)

Bessie Bergstrom (January 1, 1928 - September 30, 1945)

DIRECTOR OF CERTIFICATE OF TITLE DIVISION
John L. Green (May 3, 1941 - September 30, 1945)

DIRECTORS OF THE MOTOR VEHICLE DIVISION, DIVISION OF MOTOR VEHICLES, AND DIVISION OF MOTOR VEHICLE TITLES AND REGISTRATION
E.J. Amey (October 1, 1945 - February 28, 1953)
D.T. Harkrider (March 1, 1953 - July 31, 1960)
R.W. Townsley (August 1, 1960 - September 30, 1986)

Dian K. Neill (October 1, 1986 - February 4, 1992)
Anthony J. Reda (Acting - February 5, 1992 - April 9, 1992)
Jerry L. Dike (April 10, 1992 - Present)

## TAX OFFICES



## COUNTY TAX OFFICE INVOLVEMENT IN THE MOTOR VEHICLE REGISTRATION AND TITLE PROCESS

## The Early Days

Texas in the second decade of the 20th Century bore little resemblance to Texas in 1992. Automobiles, trucks, jet planes, televisions, radios, air conditioning, computers, and nearly universal access to electricity and telephones have conspired to change the way Texans live, permanently.

In 1918, Sterling County, in West Texas, was only 42 years removed from its last major skirmish between White Settlers and the Native Indians. A mere 53 years had passed since slaves in Texas had been emancipated. It had been only 82 years since Texas was a part of Mexico. Many Texans had emigrated from other states and countries. While 1918 Texas was not considered the "frontier," many parts of the State were not far removed from it.

The Texas Legislature designated County Tax Collectors as agents in motor vehicle registration matters for the fledgling Texas Highway Department with the passage of House Bill 63 during the Fourth Called Session of the 35th Texas Legislature. This bill was signed by Governor William P. Hobby on April 3, 1918, and took effect 90 days after the Special Called


Session ended. This was the beginning of the 74 year old partnership between what is now the Texas Department of Transportation and the State's 254 County Tax Assessor-Collectors.

In 1918, Cochran, Crane, Hockley, and Loving Counties had no county governments. Kenedy and Willacy Counties (as we know them now) had not even been created by the Texas Legislature. Residents of these West and South Texas counties had to travel to an adjacent "attached" (for administrative purposes) county to register their vehicles - no mean feat considering there were few decent roads. An 1874 law stipulated that an "unorganized" county (one with no government) must have a petition signed by 150 qualified voters in order to form a government. This statute was amended in 1918 so that a petition signed by 75 registered voters would be sufficient to form a county government. The petition was then presented to the county board of the "attached" county for approval. Loving County would be the last county in Texas to form a government, finally organizing one in 1931.

Robert Maud, Travis County Tax Collector (1913-1921). We wonder what he thought of his new duties?
Austin History Center, Austin Public Library P/CB 05877


Denton County Courthouse, Denton, circa 1896. The courthouse is still in use today.
Archives Division - Texas State Library

## The Office of Tax Collector

Tax Collectors were elected to serve a two year term of office. In counties with a population of less than 10,000, as determined by the last federal census, the Sheriff also served as the Tax Collector. The tax office was usually located in the County Courthouse.

Harrison County Tax Collector Louis Taylor, pictured here in 1910, was still in office in 1918 when the tax offices took over the motor vehicle registration process.


Dickens County Courthouse, in Dickens, upon completion in 1893. This structure is still in use today.

## Boom Times

Tax Collectors and their deputies across the State were kept busy in the early years. The number of motor vehicles in Texas more than doubled from 1918 to 1922 (250,201 to 531,608). The astounding growth rate continued through the rest of the 1920s. The Great Depression put the brakes on the proliferation of motor vehicles, but by 1930, there were 1,401,748 motor vehicles in Texas.


Home on the range - circa 1900, Schleicher County Courthouse, right, Eldorado Jail and Water Works. Archives Division - Texas State Library


Motley County Courthouse, Matador, built in 1892. The courthouse was destroyed by fire in 1944.

W. H. Schaive, Tax AssessorCollector of Washington County, in his office in the old courthouse in March 1937.

The Crosby County Tax Office, Crosbyton, pictured in the early part of this century. The office is the same today, although it has been remodeled.

## The Office Evolves

An act of the Texas Legislature combined the offices of Tax Collector and Tax Assessor in 1932. Effective in 1935, the new office of Tax Assessor-Collector took responsibility for the duties handled by both former offices. The term of office was two years. The Sheriff continued to serve as Tax Assessor-Collector in those counties with less than 10,000 inhabitants.

In November of 1954, the Texas Legislature extended the term of office for Tax Assessor-Collectors to four years. The law was also amended so that a separate office of Tax Assessor-Collector could be established in counties of less than 10,000 people if the voters so desired, instead of the sheriff serving ex officio.

County tax offices took on additional responsibilities when the Certificate of Title Act became law in 1939. Beginning October 1, 1939, Tax Assessor-Collectors and their deputies began accepting applications for motor vehicle titles as agents for the Texas Department of Public Safety.

The Department of Public Safety's Title Section was transferred to the Highway Department on May 3, 1941. Tax offices were then able to combine their motor vehicle activities as both registration and title reports were sent to the Highway Department.


Travis County Courthouse (1876-1930), Austin. This site, at 11th Street and Congress, is now a parking lot for the Department of Transportation's Headquarters building.

The second Lubbock County Courthouse (1916-1968), Lubbock, pictured in August, 1923, during the celebration in honor of the opening of Texas Technological College, now Texas Tech University.


Tarrant County Tax Assessor-Collector John Bourland, front left, accepts a batch of old license plates from W. A. Rodgers, right, in March, 1942. The old plates were collected as scrap for the war effort.
Fort Worth Star-Telegram Photograph Collection, Special Collection Division, the University of Texas at Arlington Libraries



Ector County
Courthouse, Odessa, circa 1940s.


Another day at the office, Bosque County Tax Assessor-Collector Clarence McCorkle, front, with deputies Nancy Corton, left, and Elva Seidel, in February, 1941. Elva later became Tax AssessorCollector in 1977.

## Substations

After 53 years of offering services exclusively in the county seats of Texas, an amendment was made to statute to allow for the operation of county tax office substations. House Bill 183 allowed the Commissioners Court of any county to establish branch tax offices "...for the purpose of making sales of motor vehicle license plates." This bill became effective when Governor Preston Smith signed the legislation on March 22, 1971. This proved to be a great benefit to the residents of counties which chose to set up tax office substations, as the distance traveled to conduct a motor vehicle transaction was often considerably reduced. Today, there are 136 tax office substations across the State.

Gary Herzik, now the Chief Supervisor of the Division's Title Control Section in Austin, recently recalled two different tax office substation related stories. The first one dates back to the early 1970s, when Gary was based at the Houston Regional Office. The Chief Deputy of the Harris County tax office substation in Humble, a Mrs. Poe, would ask Gary to take the registration money received to the bank across the street to deposit. Large sums of money were received in a relatively short period of time (all license plates then expired on March 31st) and Mrs. Poe feared that she or one of her all female staff would be robbed before making the deposit.


Tarrant County Tax Assessor-Collector John
Bourland opens the tax office doors for the first time in over two weeks on December 31, 1948. The office had been closed pending the Commissioners Court approval of Bourland's official bonds.
Fort Worth Star-Telegram Photograph Collection, Special Collection Division, The University of Texas at Arlington Libraries

Dickens County Courthouse, Dickens, pictured shortly after its 1940s renovation.


The old Zapata County Courthouse, Zapata. When Falcon Dam was completed in 1954, the reservoir inundated the courthouse.

The second story related occurred when Gary was based at the El Paso Regional Office. Gary would travel with the Chief Deputy of the Presidio County tax office, Frances Razo, on the weekends during 1974 and 1975. They would set up a table in grocery stores throughout the county so that residents who had difficulty traveling to Marfa, the county seat, would be able to renew their motor vehicle registrations. The idea proved popular, especially in a county as large (Texas' fourth largest, 3,892 square miles) as Presidio.


Hood County Courthouse, Granbury.
"Second Empire" style architecture.

Gary recalls the "wonderful rapport" that the Division's employees had with the tax office deputies.

The mid-1980s saw several County Tax AssessorCollectors setting up limited service counters in grocery and convenience stores. These businesses handle only registration renewals, and are operated under contract by store personnel. Said Dallas County Commissioner Nancy Judy, when commenting on grocery stores handling license plate renewals, "We are in the business to provide this service and we want it to be convenient to the people."

Hill County Courthouse, Hillsboro, constructed 1890.



Nolan County Tax Office, Sweetwater, in January of 1949. Left to right:
L. E. Musgrove, deputy; J. D. Childers, customer; Weldon Bardwell, Tax Assessor-Collector; and deputies Betty Bryant and Sammye Haggard. Musgrove, Haggard, and Bryant would all later serve as Tax-Assessor Collector for Nolan County.


It's that time again! The Tarrant County Tax Office, at 5:00 P.M., March 31, 1952. How long have these customers been waiting in line?
Fort Worth Star-Telegram Photograph Collection, Special Collections Division,
The University of Texas at Arlington Libraries


Long lines during "Rush," March, 1973, at the Taylor County Tax Office in Abilene.


License Plate renewal time, Harris County Courthouse Annex, Houston, March 1975.


It's renewal time! Long lines at the Bexar County Tax Office, San Antonio, March 31, 1975.


It's license plate renewal time again at the Travis County Courthouse, Austin, March 1973 or 1974. Austin History Center, Austin Public Library, PICA 09757

Shelby County Courthouse, center, complete with seasonally decorated "privy," foreground, right.

## The Last 25 Years

The last 25 years has seen major changes in the manner in which motor vehicle title and registration work is conducted in tax offices across the State.

The automation of the Department's Motor Vehicle File in 1968 brought access to millions of records to tax offices across the State. Verifying current registration for a title transfer became as simple as typing the vehicle identification number (VIN) or the license plate number on a teletype or the screen of a computer terminal with access to the files in Austin.
"System 78" brought dramatic changes to the
workload of tax offices across the State. "System 78" was implemented beginning January 1, 1978 to allow for staggered expiration months for passenger and light commercial license plates. This brought an end to the traditional "rush" periods at the end of each March, when all of the State's passenger and light commercial license plates would expire on March 31st. "Rush" occurred when millions of Texans would wait until the last few days of March to purchase their new license plates. With "System 78," these "rush" periods became a thing of the past as approximately 1/12th of all passenger and light commercial license plates would expire at the end of any given month.


In San Angelo, Tom Green County Tax Office personnel at work in the mid 1960s. Seated: Gloria Ballantine, left; and Mary Bess Bowman. Standing: Betty Gibson, left; and Evelyn Vordick, now Tax Assessor-Collector.

Christmas, 1955, at the Washington County Tax Office, Brenham. Left to right - Vennie Herzog, current Tax Assessor-Collector; Henry Appel, Tax Assessor Collector; Florence Roehne; Marjorie Haas; and Josephine Sommer.



Completed in 1882, the old Gillespie County Courthouse in Fredericksburg was used until the current courthouse was completed in 1939. In May of 1967, the old Courthouse was rededicated as a library and meeting hall. First Lady (at the time) Lady Bird Johnson is shown here giving the keynote address.

Other changes to tax office operation in recent years proved to be mixed blessings for customers. Because of the difficulty in collecting registration fees for "hot" checks in recent years, a number of County Tax Assessor-Collectors began instructing their deputies not to accept checks in payments involving motor vehicle transactions. The practice of accepting personal checks was suspended because, as former El Paso County Tax Assessor-Collector Jim Kaster noted

The current home of the Lubbock County Tax Office, since November, 1990, is the former Lubbock Main Post Office.

in 1978, "... a great deal of time and effort..." is expended trying to collect on bad checks.

The last 25 years saw a number of tax offices move out of the County Courthouse and into a Courthouse Annex to alleviate overcrowding. Many of Texas' County Courthouses are over 100 years old, and additional space requirements were often not considered when these buildings were first constructed.


Deputy Lottie Puckett of the Sutton County Tax Office, Sonora, assists a customer in 1964.


Smith County Tax Office deputies Lois Hundley and Lloyd D. Luce, during their visit to Motor Vehicle Division Headquarters in 1955.

Texas' 254 county tax offices will soon be using 21st Century technology as the new Registration and Title System will place state of the art computer terminals and related equipment in every tax office and substation in the State. With this system, registration and title records will be updated within 48 hours. This compares with the six to eight week period which
it takes to update the Motor Vehicle File now. Compare this with the old manual filing system which maintained the Department's Motor Vehicle File until early 1968, the manual (not electric) typewriters that were in widespread use in many tax offices until the early 1980s, and it doesn't take long to see how far the registration and title process has come.


Val Verde County Tax Assessor-Collector Evelyn Monzingo, at the occasion of her retirement in May, 1985, pictured with Department employees, left to right, Keto Warner, Ben Dillon, and Gene Bryant.


Bailey County Courthouse, Muleshoe, constructed in 1925. Muleshoe has been the county seat since



Over 40 years of Cass County Tax Assessor-Collectors. 1961-1979; Harold 1989 - present; Fay Glover, 1979-1988, 1949-1952.
Powell, 1957-1960; and Marion Jones, 1949-1952.

REGISTRATION


1903-The Selden Patent Plate. Until 1911, almost every manufacturer of gasoline-propelled vehicles had to pay royalties to holders of this parent through the Association of Licensed Automobile Manufacturers.

EVERYTHING YOU ALWAYS WANTED TO KNOW ABOUT THE HISTORY OF TEXAS LICENSE PLATES<br>... AND THEN SOME!

## Today, Just Like Yesterday...

In the early days, license plates were issued to register "horseless carriages. " Registration fees were collected to help fund desperately needed highway improvements. In the name of progress, quiet country lanes and dusty cattle paths were transformed into modern thoroughfares to accommodate the increase in motor vehicle travel. Today, just like yesterday, Texas license plates serve two basic purposes. The plates identify the vehicle and the owner, and provide proof that the owner has paid registration fees for the privilege of using the State's roadways. The plates are
designed so that they are visible during day or night. They also provide valuable assistance to law enforcement authorities in the rec very of stolen vehicles. The major portion of all motor vehicle registration fees collected today are designated for the purpose of building and maintaining Texas highways.

## The First Ones

The first Texas automobile license plate issued during the Summer of 1907 was not actually issued for a private car, but for a motor bus owned by W. B. Chenoweth of Colorado City. Mr. Chenoweth owned two buses, which were six
cylinder, chain driven 14 passenger stages. The license allowed the stage to operate a 28 mile route from Colorado City to Snyder, now known as the first intercity bus line in Texas. The operation was a success, but soon after, Snyder residents decided to ban the vehicles from their town. Many people objected to the self propelled "monsters" which frightened horses and children. Mr. Chenoweth was forced to move to Big Spring, where he formed a bus route between Big Spring and Lamesa. Apparently, his idea was ahead of his time, for Mr. Chenoweth was penniless at the time of his death. So much for the early days of mass transit!


Back in the "good ole days."

Between 1907 and 1916, motor vehicle owners were required to register their vehicles with the county clerk in their hometown, for a fee of 50 cents. The clerks would chronologically assign owners license numbers, the first owner to register received number one, the second, number two, and so forth. Since each county operated the same way, duplication of license numbers was very common. Many owners made their own license plates using wood, leather and other materials. Others patronized the saddle or blacksmith shop. There was not a standard size for the plates since various methods were used to make them. The license
numbers were sometimes made of metal or porcelain and were often purchased at the local general store.

Officials weren't very fussy about drivers licenses in those days either. In most areas, when you registered your vehicle, you also received a drivers license.

As the number of automobile owners steadily increased in the early 1900's, cities joined in to regulate vehicle registration. A Fort Worth city ordinance dating back to June 6, 1908 read "All car owners must register their car with the city secretary and receive a license number, which number
must be attached to the rear of the car infigures at least six inches in height. "

Kerrville auto dealer Lee Mason even went so far as to issue a brochure in 1916, advising prospective buyers "Remember you can't sell your license number when you buy a new car. Get a new license number, they cost 50 cents." The pamphlet also included accepted rules of the road, such as .... "Keep to the right, don't cut corners but circle all the way, use your horn, when you see a broken bottle in the road, stop and pick up the pieces."


In Childress County, the first license receipt was issued on November 11, 1916.

In 1917, after the Texas Legislature created the Texas Highway Department with the passage of House Bill 2, the collection of registration fees commenced immediately. Portions of the fees collected were returned to the counties in the form of allotments. The first official Texas license plates, manufactured by the Adams Stamp and Stationery Company of St. Louis, Missouri, were made of sheet iron with white numbers on a black background. This license plate design was used from 1917 through 1922 with each year requiring a different validation seal. The seal displayed on the radiator, bore the words "Registered Motor Vehicle, Texas" with the year of issuance shown. By the end of 1917, the Department had registered 194,720 motor vehicles.


Shown are two examples of radiator seals.


In 1917, the State Highway Department also became responsible for the issuance of the "chauffeur" license which applied to "any person whose business or occupation is that he operates a motor vehicle for compensation, wages, or hire. "For a license fee of $\$ 3.00$, the Department issued a metal badge to be worn at all times while operating a motor vehicle or conducting related business. This may be the origin of the metal badge seen today on the caps of some truck drivers and bus drivers.

A drawing of a 1923 Chauffeur's badge.

House Bill 2 which created the Highway Department also created a General Distinguishing Number, the first motor vehicle dealer's license "... which may be attached to any motor vehicle or motorcycle he sends temporarily upon the road. "The annual fee was set at $\$ 15$, and up to five additional dealer plates could be obtained for a fee of $\$ 5$ each.


A 1920 Motor Vehicle Dealer License Plate.

The County Tax Collectors became the official agents for the Department in 1918 and began collecting all motor vehicle, motorcycle, dealer, and chauffeur registration and license fees. The counties retained $50 \%$ of the collection and the Highway Department received $50 \%$.

The vehicle registration process has never been a simple one. Originally, fees were based on the horsepower of a vehicle. What was a clerk to do if the horsepower of a vehicle was unknown? Based on the National Chamber of Commerce formula, she would "square the diameter of the bore of the
cylinder in inches, multiply by the number of cylinders and divide by two and one half." Sounds like close encounters with "new" math!

The registration fee from 1917 until 1923 was 35 cents per horsepower of the vehicle, with a minimum fee of $\$ 7.50$. The fees were deposited in the State Highway Fund for the purpose of building and maintaining highways. By the close of 1920, only three short years after the Texas Highway Department was created, 446,923 motor vehicles were registered in Texas.

## The Roaring Twenties

In the Highway Commission's Second Biennial Report, dated January 1921, the Registration Division's responsibilities consisted of auditing registration receipts and reports from the Tax Collectors, typing and proofing receipts, classifying, filing and maintaining records. A special note stated that "Attention is invited to the importance and usefulness of this identification system of records and the service which it renders in tracing stolen cars. The Department has been instrumental in the past two years of assisting in the recovery of about 200 stolen cars. "It's safe to say that history really seems to repeat itself. The times have changed, but the responsibilities have not.


The Travis County Courthouse, home of the Travis County Tax Office, circa 1960s.


Tax Assessor-Collector's Weekly Report, Form 158. Revision date April, 1949. Actual size - 11 by 17 inches.

In June of 1923, the registration fee was reduced by the Legislature to $171 / 2$ cents per horsepower. A graduated weight fee was placed on all vehicles. The county retained the entire horsepower fee, and the state received the graduated weight fees, together with the miscellaneous transfer fees and chauffeur licenses which were deposited in the State Highway Fund. The Legislature also called for the reregistration of all motor vehicles in the State in order that accurate recordkeeping could begin. New regular license plates were issued. The increase in registrations for 1923 over 1922 was 164,214 . A great deal of this increase was attributed to the fact that all previously issued plates were declared void and new plates were issued. For the first time, each vehicle was required to display two license plates. The 1923 license plate was validated by a rectangular radiator seal for 1924. The year 1925 brought in the first regular Texas license plate bearing the year of issuance.

The Department soon found that by changing the color and date of license plates each year, you could easily identify a car that was currently registered. The plates were used as valuable tools in recovering stolen cars. Additionally, the Department began assigning distinguishing numbers and color combinations for the different vehicle classifications, as well. It's hard to imagine the rainbow of colors used through the years for different license plate combinations. Green, yellow, purple, gold, orange, blue and carmine were only a few from the wide array of colors. At one time, even the colors of major universities were used.

Beginning January 1, 1928, the counties were awarded $30 \%$ of the weight fees collected, in addition to the horsepower fees. The maximum amount allowed any county as its portion of weight fees was $\$ 50,000$. The Highway Department received the remaining $70 \%$ of the weight fees
together with the transfer fees and chauffeur fees.

With the enactment of additional legislation, 1928, 1929, and 1930 license plates were manufactured in pairs with one plate showing the word "Front" and the other plate showing the word "Rear." Part of the shipment of 1928 license plates arrived at the Port of Houston from Los Angeles, via the Panama Canal, on the S.S. Edgar F. Luckenbach. The plates were then sent to Austin on the Southern Pacific Railroad. The license plates were unloaded from the train and taken to the Land Office Building. The license plates were then laid out and sorted in the hallway of the building to prepare for shipment to the counties. Plates could not be sent to some counties because, as unorganized territories, they existed in name only. Without a county government to regulate vehicle registration, residents had to travel to adjoining counties to purchase their plates.


The motor vehicle registration files were used by the Department for record inquiries until the system was automated.

## Changing Times

Prior to the establishment of plate manufacturing facilities at the Huntsville Prison Tag Plant, the Texas license plates were purchased on the open market from the lowest bidder. At one time, plates were furnished by
companies in Missouri, Minnesota, and California. In 1933, the Texas Legislature passed a law authorizing the Texas Prison System in Huntsville to manufacture our license plates. The acquisitions and installation
of the manufacturing equipment began and the first State manufactured license plates were issued in 1935. That year, Texas ranked sixth in the nation for the total number of vehicle registrations.


The License Plate Plant at the Huntsville Prison was constructed in 1938 and is currently used by the Texas Department of Criminal Justice as a repair facility. The inmates on the left are loading packaged license plates for shipping. The inmates on the right are unloading steel used to manufacture license plates.

1936 "CENTENNIAL" license plate honoring Texas' 100th birthday.


Special license plates were manufactured for the famous violinist, Dave Rubinoff, from 1939 to 1953 . Since Mr. Rubinoff frequently traveled throughout the United States on concert tours, the display of these special license plates on his vehicle was thought to have been an opportunity to publicize the State of Texas.

The "Depression" contributed to changing the yearly registration period. Until then, the registration year was based on the calendar year from January 1st through December 31st. The Legislature realized that due to financial hardships people were not able to meet the December 31st deadline, so the purchase deadline was extended to April 1, 1933. Citizens were still suffering financial difficulties in 1934 so the Texas Legislature responded once again and passed a law declaring that if a person purchased 1934
license plates by April 1, 1934, a penalty would not be charged and the license plates would not expire until March 31, 1935. The term "Motor Vehicle Registration Year" was defined in the law at this time, officially beginning the April 1st through March 31st registration year. This would remain in effect for over forty years until staggered registration was implemented in 1978.

To honor the 100th birthday of Texas, 1936 license plates were manufactured displaying the word

## "CENTENNIAL."

"State Official" License Plates first appeared in 1939. The governor of Texas receives SO 1, the lieutenant governor receives SO 2, and so on through the elected officials. That same year, Texas registered 1,702,507 passenger and commercial vehicles. License plates were redesigned with turned edges. Believe it or not, the reason for the new design was to eliminate the danger of cutting your hands while washing a vehicle.


1938 Commercial License Plates. Commercial plates were created in 1929 by Acts of the 41 st Legislature.


A collection of 1942 license plates. The 1942 plates were issued at the onset of World War II. Due to the metal shortage, new plates were not issued for 1943 and 1944.


## The War Years

In 1943, in the midst of World War II, the public felt the effects of the metal shortage. The Department solicited other means of manufacturing license plates, but to no avail. New license plates were not issued during the 1943 and 1944 registration years. Instead, the plates remained on the vehicles and small metal tabs were issued to validate them for 1943 and 1944. With the 1943 registration year ending in March, 1944, the Department saw an actual decrease in the number of registered vehicles compared to the previous year.

Even though the manufacture of new automobiles had been suspended since early 1942 and vehicle registrations had decreased in 1943-44, the traffic volume on Texas highways soared during the first year after the close of the war. With their involvement and support of the war effort, people began to migrate to different areas of the country. By January of 1945, under the provisions of Senate Bill 43, Texas had entered into motor vehicle reciprocity agreements involving non-resident privileges with 30 other states. Out of state vehicles were afforded privileges while travelling in Texas similar to those afforded to Texas vehicles travelling in other states.

1942 Duplicate License Receipt

## IEXAS HIGHWAY DEPARTMENT NEW RESIDENT NOTICE



HOWDY PARDNER! If YOU ARE A VISITOR teXAS Welcomes you (WE HOPE YOU ENJOY YOUR VISIT)

If, however, you are a resident of Texas or if you are gainfully employed and living in this Stafe, you are in violation of Texas Motor Vehicle Registration Laws unless you purchase Texas license plates

Please present this "Notice" to your local County Tax AssessorCollector for further instructions. If you are a visitor and not living and/or working here, please disregard this "Notice".
Remarks:

Howdy Pardner!

## Postwar Recovery

In 1945 and 1946, the nation was recovering from the war but metal was still in short supply. Registered vehicles sported new Texas license plates, but the plates were not issued in pairs. Only one plate was issued per vehicle and it was attached to the rear of the vehicle. Members of law enforcement agencies soon determined that approaching vehicles displaying only a rear plate were very difficult to identify. In 1947, due to a delivery hitch, there was yet another shortage of license plates. So windshield stickers were issued to validate the payment of registration fees. The windshield stickers were temporary and expired on July 15, 1947. Registrants were required to return to their courthouses to pick up new metal plates. Law enforcement officers throughout the State expressed relief as the license plates were once again issued in sets.

The Texas Legislature enacted safety responsibility legislation in 1951 requiring motor vehicle owners and operators to carry liability insurance. If an accident occurred and the owner or operator could not provide proof of financial responsibility, the Department of Public Safety was required to suspend the registration of all the vehicles registered in the
name of the offending party. Since the Highway Department was responsible for Texas motor vehicle registration records, a method of retrieving the records was developed to assist the Department of Public Safety in administering this law. The Remington Rand Soundex Code System, a popular system used in several other states, was used to manually code the names of registrants. This intricate coding system continued for about two years. After that, the Department of Public Safety began confiscating license plates at the time of suspension.

In 1956, at the recommendation of the American Association of Motor Vehicle Administrators, Texas adopted a standard 6 inch by 12 inch license plate. This is standard in most of North America and parts of South America. 1957 brought the adoption of the black and white color combination as standard for Texas license plates. This decision was made after conducting extensive laboratory studies of paint durability and legibility. No doubt about it, Texas license plates had to be sturdy enough to withstand all conditions, from the West Texas sand storms to the wet, salty air of the coastal areas.


March 7, 1949. With time on their hands, Tarrant County deputies try to attract customers. Fort Worth Star Telegram Photograph Collection, Special Collections Division, The University of Texas at Arlington Libraries


The license plate manufacturing process was very intricate in 1953. In the above pictures, Huntsville inmates are preparing the plates for coating and baking before the alpha/numeric characters are inked. After inking, the plates are baked a second time. Below, right, the inmates are placing paper between each plate before packaging. Below, left, packaged license plates await shipment to county tax offices.



County Tax Assessor-Collector
Reed Stewart, above, shows off the 1958 passenger license plate. Fort Worth Star-Telegram Photograph Collection, Special Collections Division, The University of Texas at Arlington Libraries

Below, Farm Truck License Plates, created by the 43rd Legislature in 1933, allow farmers to register their vehicles for $50 \%$ of the regular registration fees.


## Land Ho!

For a short period of time, beginning in 1960 and ending in 1969, the Texas Highway Department issued boat registrations. Boat owners were issued special identification numbers which they attached to or painted on each side of their boats. On September 1, 1969, boat registrations were transferred to the Texas Department of Parks and Wildlife. Nevertheless, the Highway Department remained responsible for registering boat trailers which are required to display current license plates if used on public roadways.

## Personalized License Plates

With the passage of the Prestige License Plate Act in 1965, Texas was about to enter into a new age of car registration. For the fee of $\$ 10$ in addition to the regular registration fee, registrants were able to "personalize" their license plates. For the first time, plates could be ordered displaying names, initials, favorite nicknames, or even greetings.

R. W. Townsley and Governor John Connally, 1965. The Prestige License Plate Act was passed as a measure to help finance programs for tourism, recreation, and state parks.


Nueces County Tax Assessor-Collector Joe Stevens with R. W. Townsley, 1965.


Above, Bob Doetsch (on the left), gives a presentation for the tax assessor-collectors during the 1964 "Bob Tail" Session.

Imogene King (Carter) affixes a new 1965 passenger plate bearing the "English" numbering system.


Lower right, Julie Brown (Hamilton) with the 1968 "HEMISFAIR" License Plate.


## A New Age Begins

In the years following World War II, vehicle registration soared at the rate of a quarter of a million more vehzicles registered each year. In 1965, the current supply of passeng er car license numbers consisting of a two letter prefix followed by two to four numbers was exhausted. As a final tribute, the last passenger plate off the press ine Huntsville was appropriately manufactured to read "THE END." Texas adopted the "English" system of license plate numbering as an alternate plan. Under the new system, a three letter prefix followed by two to three numbers was used in registering passenger vehicles.

The Texas Legislature approved a reflectorized license plate in 1966, after studies indicated that reflectorization may help reduce motor vehicle accidents. Personalized License Plates were the first series of plates manufactured using the new process; but, beginning in 1969, all classes of license plates were reflectorized.

1968 Texas license plates were issued bearing the slogan "HEMISF AIR 68." The plates were issued, amid public controversy, to help promote the internationeal exposition located in San Anton $\ddot{\text { Io }}$. It seemed that a few registrants found the license plates objection able because they considered the plates a form of "advertisernent" for the city of San Antonio. But, as the State Highway Commission reasoned, support for the exposition was encouraged because it was an effort to secure a greater portion of the nat ional and international travel mar-Ket, an effort that would benefit the entire State.

Also, in 1968, state officials watched with excitement as the Highway Department undertook a project that would dramatically impact the State's motor vehicle registration and title process. This massive project, known to many as "the Conversion," came as a result of many months of planning and hard work. It began with the installation of the first computer equipment by the Highway Department. And, for the first time ever, a prison system would be used to convert state records from a manual file to a computer master file. At one point, 500 inmates of the Texas Department of Corrections, under the supervision of the Highway Department, were involved in converting $6,000,000$ motor vehicle records into a format suitable for computer processing. Curious administrators from all over the world observed the progress of the project, paying careful attention to the advantages of using cost saving inmate labor. In the meantime, "the Conversion" evolved into a modern, computerized system that, by allowing the automated access to motor vehicle records, would forever change the registration process in Texas.

There is no doubt that "the Conversion" took a lot of frustration out of motor vehicle registration. In January 1970, as a result of the new automated system, the Department was able to print and mail 7,000,000 renewal applications, or notices, to registrants based on vehicle information stored in the computer's master file. In the past, as some may well remember, an owner was required to provide a certificate of title and the
previous year's license receipt at the tax office to renew license plates. Often during the registration season, the lines at the tax offices were long and painstakingly slow. During the months of February and March, many a customer and clerk alike shared the same irritable disposition, victims of unfortunate
circumstances. With the issuance of renewal notices, the registrants and the tax office employees all had less paperwork to deal with. Hence, lines were shorter and faster moving, and temperaments were surely improved. To help matters even more, provisions were made for renewing registration by mail.


Above, Mrs. R. A. Mobley, Tarrant County Deputy, February 9, 1955. Below, the Tarrant County Courthouse, March 30, 1953.
Fort Worth Star-Telegram Photograph Collection, Special Collections Division, The University of Texas at Arlington Libraries



## The Sky is the Limit!

Legislation passed in 1973 had another major impact on the registration process. Texas became the 37th state to adopt multi-year registration. The law authorized the Department to issue "multi-year" license plates. The Department began issuing the new plates during the 1975 registration period. Registrants would no longer purchase new plates each year at renewal time. Validation stickers would be issued every year and used to validate the existing license plates. The validation stickers, like the plates, were reflectorized and produced in Huntsville by the State Prison System. The plates were manufactured using a heavier metal base since the plates had to last a longer period of time. As a result of additional legislation, a small silhouette of the State of Texas was included in the license plate design, replacing the star previously used to separate the letters and numerals.

Multi-year registration was not entirely new for some Texans. Many vehicle owners could recall during World War II when new plates were not issued due to a metal shortage. Tabs were used to validate those license plates. Prior to that time, the first license plates issued in 1917 were, in reality, a form of multi-year plates. Nevertheless, to ease the transition
from annual to multi-year registration, the Department developed "System 76." This program was implemented in January 1976 in preparation for the upcoming renewal season.

As if to complement the adoption of "multi-year" license plates, Texas legislators passed a bill, by unanimous vote, to establish a year round registration system. Beginning on January 1, 1978, a staggered registration system for passenger vehicles and light commercial vehicles was enacted. Implementation of the new program was accomplished with the help of the Department's strategic plan known to many as "System 78." There would be 12 registration deadlines instead of one, distributing registration renewals as evenly as possible throughout the year. This would alleviate some of the tremendous amounts of work that occurred when all registrations expired in the month of March. Vehicle owners would no longer all have to register within the same 60 day period. Traditional long waiting lines would become a thing of the past. Of course, as we all know, a lot of registrants still seem to wait until the last day of the month to renew their registration, but the waiting lines are not what they used to be!


Travis County Courthouse, March, 1975, prior to staggered registration.

Vehicle owners would soon notice another license plate format change in 1982. The "English" license plate numbering system adopted by Texas in 1965 was depleted. On the new license plates, three numbers would be positioned before three letters, rather than three letters followed by three numbers as in the past. The number of combinations is limited because the letters " $i$ " and " 0 " are eliminated, as well as objectionable letter combinations. The increased number of motor vehicle registrations and the issuance of multi-year plates were both cited as reasons for the necessary change in license plate numbering.

In 1985, Texas began issuing special red, white, and blue license plates designed to commemorate the State's 150th birthday celebration. The plates were manufactured displaying the slogan "Sesquicentennial 1836-1986. "

## Go for the Gold!

In 1987, Legislation was introduced that would allow the State to sell custom bronze license plates with 14 karat gold plated letters and numbers, for a fee of $\$ 1000$. The proposal came in an effort to raise money for a sagging economy, cited by some as "a sure-fire moneymaker for the State." Along with the proposal came the idea that the plates would appeal to the owners of luxury automobiles who could afford these special plates. However, to the disappointment of some, the bill did not pass.

The "Gold" license plates were not the only unique plates introduced to registrants. License plates proposed for 1987 were designed depicting the slogan
"Wildflower State" and a drawing of bluebonnets. The design was selected to promote and protect highway beautification efforts by reminding motorists not to litter on state highways. Texas had saved millions of dollars annually in maintenance costs by allowing wildflowers to grow on state highway right of ways. The design was eventually rejected after the public protested the change. The decision was made to return to a simpler design featuring blue numerals, with the word TEXAS and the small silhouette of Texas in red.

Out with the Old, In with the New
Registration renewal notices delivered $a$ new message to vehicle owners in 1988... "New Plates Required. " The Department was about to begin a massive recall program for license plates over 8 years old, in compliance with a state law that requires the issuance of a "safety plate." Extensive license plate tests were conducted by Department personnel. It was determined that the reflective value of the license plate material deteriorates dramatically after 8 years, reducing the visibility of the plates. With the help of the County Tax Assessor-Collectors' offices, roughly 1.4 million replacement plates were issued over a 12 month period for license plates originally issued from 1975 through 1980. Based on an ongoing schedule, the recall program is still active today so that older license plates are automatically replaced at renewal time.

In August 1989, the Highway Commission approved a specially designed passenger license plate to provide an economical avenue to publicly exhibit the State's
spirit. The plate would feature a red, white, and blue Texas Flag adjacent to the word TEXAS. Originally, the plate design also included the slogan "The Friendship State," but due to public opposition, the slogan was never used. Since then, legislative action in 1991 added the slogan "The Lone Star State" to the design as a means of bringing favorable recognition to Texas.

## We've Come A Long Way

Today, license plates are still issued to register "horseless carriages," those self propelled "monsters" of the roadways. But now, there's over 14 million of them! The Department issues license plates for 23 regular vehicle classifications. In addition, there are 40 special categories of license plates. We have come a long way in seventy five years. The methods are different, but the madness is still the same! Stay tuned, the next seventy five years promise to be as exciting and eventful as the first seventy five years.


THE LONE STAR
STATE, 1992.

TITLES

FRONT


BACK


A copy of a 1918 Motor Vehicle Certificate of Registration which was recognized as the ownership document for the 1916 Ford.


The Texas Department of Public Safety Certificate of Title which was issued October 1, 1939, through May 2, 1941.


To differentiate from the title document issued by the Texas Department of Public Safety, the Highway Department developed a new format and numbering system. Subsequent titles issued as a result of Texas title transfers carried the original title number with an alpha ( $A, B, C, D$, etc.) prefix.

## THE PROCESSING AND ISSUANCE OF texas certificates of title

## Need for a Title Law

Since the birth of the Highway Department in 1917, Texas vehicle owners were only required to register (license) their vehicles. The owner's receipt for the payment of registration fees was recognized as the State issued ownership document.

Without a title law, there was no protection from unscrupulous persons for lienholders (individuals, banks, and other institutions that loaned money to finance the purchase of a vehicle) nor for innocent purchasers. Although a lien was required to be filed in the county of the lienholder's residence, there was nothing to stop the vehicle owner from going to another county and selling the vehicle, purportedly clear of any mortgage, by execution of a bill of sale.

Stolen vehicles from other states were also a continual problem. Texas was surrounded by nontitle states (Louisiana and New Mexico) and states with weak title laws (Oklahoma and Arkansas).

A Texas Certificate of Title Act was needed to accomplish two major purposes:

- To protect the lienholder by providing a central recording agency for the filing of a lien on a motor vehicle used for collateral, and
- As an anti-auto theft law to protect an innocent purchaser from buying a stolen Texas vehicle.


## The Title Act Becomes Law

The original Texas Certificate of Title Act was coauthored by Milton J. Mehl, a Fort Worth attorney representing the financial community, and Bart Couch, a Texas Department of Public Safety Supervisor from Austin, representing the future administrators of this Act.

The 46th Texas Legislature enacted House Bill 407 to provide for the issuance of certificates of title on all motor vehicles sold or encumbered in this State, effective October 1, 1939. This bill placed the
administration of this law under the Texas Department of Public Safety, and named County Tax Assessor-Collectors as their designated agents. The title fee was set at twenty-five cents.

House Bill 407 also included provisions for a person interested in a motor vehicle for which the Department had refused to issue a certificate of title or had suspended or revoked an existing Texas Certificate of Title. This process is known as a tax collectors hearing, which has been a viable solution to the title issuance process for over 50 years.

In October 1940, the Certificate of Title Section was located in Building One at Camp Mabry and consisted of seventeen employees.

Applications for Texas Certificate of Title were filed with the County Tax Assessor-Collectors. The application included an affidavit to attest to the ownership of a vehicle or a current (1939) license receipt and/or a bill of sale, dealer invoice, or a separate affidavit of ownership. The title transactions and the fees were submitted to the Certificate of Title Section with a report recording all transactions by receipt number.

Beginning with number 1, an Addressograph Numbering Machine printed the title number on the first application for title and sequential title numbers thereafter. A certificate of title was produced by dexigraph (photostat). The photostat technique actually copied the upper part of the application for title. The negative (the motor card) became the hard copy file and was filed by the motor number for future reference and inquiries. The original title was hand stuffed in an envelope and mailed to the registered owner.

Many problems existed with the one-title issuance concept. Regardless of whether or not the application recorded a lien, in all instances the original title was mailed to the registered owner. The most common problem was the forging of the release of lien by the owner and the sale of an encumbered vehicle. However, additional laws and policies gradually strengthened the Act.


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& \text { Herb Gardner, retired } \\
& \text { former Supervisor of the } \\
& \text { File Maintenance Section, } \\
& \text { explains the trimming } \\
& \text { process to visiting county } \\
& \text { tax assessor-collectors } \\
& \text { attending the } 1964 \text { Bob } \\
& \text { Tail Session. }
\end{aligned}
$$




[^0]
## Significant Amendment to Title Law

The 47th Texas Legislature amended the original Act by the passage of House Bill 205 effective May 3, 1941. This amendment made several desirable changes in the Act and transferred the Certificate of Title Section, its personnel, property, equipment, and records from the Texas Department of Public Safety to the Texas Highway Department because of its close connection with vehicle registration. This bill also required titles which reflected liens to be mailed to the recorded lienholder rather than the registered owner.

County Tax Assessor-Collectors gained additional duties as designated agents in title matters for the Highway Department. The title fee increased from 25 to 50 cents and was split evenly by the Highway Department and County Tax Assessor-Collectors. The 25 cents retained by County Tax AssessorCollectors was for payment of expenses incurred by their offices for the handling of title work.

House Bill 205 required all Texas vehicle owners to apply for a Texas Certificate of Title by January 1, 1942. A grace period was administratively provided that allowed almost any kind of evidence of ownership to support the first-time application for title.

## Texas Highway Department's <br> Certificate of Title Division

From the inception of the Texas Certificate of Title Act on October 1, 1939 through May 2, 1941, the Texas Department of Public Safety Certificate of Title Section had issued 1,739,000 titles. A backlog of approximately 500,000 transactions remained and were eventually processed by the Highway Department.

On May 3, 1941, when the Texas Highway Department Certificate of Title Division was officially established, its location was the Dahlich Building at 15th and Lavaca Streets in Austin. Approximately twelve employees from the Department of Public Safety Certificate of Title Section transferred to the Highway Department. John Green became the Director of the Certificate of Title Division, and Bart Couch became the Chief of the Certificate of Title Division.

## Highway Department's Dexigraph Title Issuance

The Highway Department continued the issuance of dexigraph titles. Three separate cameras were used to produce titles with liens, titles with no liens, and duplicate original titles. The rolls of film that were used had the capacity to produce eight hundred exposures. After the film was developed and dried, the titles were trimmed and stamped with the issuance date. The original and certified copy titles were then run through the multigraph machine where the reverse sides of the documents were printed.

Statistics reveal that during the period of May 3, 1941, through August 31, 1942, the Certificate of Title Division received a total of 1,666,639 applications for title. During this same period, 97,027 duplicate or certified copies of titles were issued.

## Effects of World War II

During the war, there was a noticeable decline in the number of vehicles that were titled. From September 1, 1942, through August 31, 1944, the Division received 1,287,898 applications for title.

This may have been a blessing in disguise, because during the early part of the war, the dexigraph title issuance and evidence records section were located in the condemned Bruggerhoff Building. After the dexigraph title was issued, the original title documents surrendered in support of the Application for Texas Certificate of Title were stored sequentially by title number in wooden file racks.

Shortly after the Motor Vehicle Division was created in October 1945, postwar vehicle manufacture and sales exploded. Title issuance was on the increase, and storage of the hard copy documents became a nightmare.

To end the hard copy storage problem, the Department acquired twelve Kodak Recordak microfilm machines. It was determined that it would take two years to microfilm the existing hard copy file. As title transactions were microfilmed, the original documentation was destroyed. Out-of-state title documents, however, were stamped "CANCELLED BY SURRENDER TO TEXAS" and were periodically returned to the issuing states.


1953 photograph of the Title Section - (left to right) Front Row: Texie Pfaefflin, Bertha Dell Allamon, Ruth King McLean, Barbara Black, Emma Jean Mott, Jean Spillar, Addie Mae Williamson, and Patsy Engelhardt. Second Row: Maude Shugart, Polly Landis, Naome Ware, Maunette Penick, George Agnew, Mr. Bragg, J. R. Hunnicutt, and Royce Ellis. Third Row: Mae Outlaw, Bill Litton, Howell Wilhite, Tommy Kouri, Leonard "Sonny" Molberg, Grover Howell, and Lonnie King. Fourth Row: R. W. (Bob) Townsley, Lavon Carson, Bert Westbrook, Bob Gorham, Elmer Lundgren, Laurence Amstead, and Carl Robinson. Fifth Row: Frank Cook, John E. Bell, Bruce Andawatha, and Bruce Gardner.


Title Section, December 1963 - (left to right) Back Row: Joe Gamel, Lee Schulke, David Knopp, Harold Horner, Herb Arens, Bill Billingsley, Mike Wacker, and Gaylon Turner. Next Row: Leslie Pecht, Elrmer Lundgren, Howell Wilhite, Dennis Hicks, Laurence Amstead, Frank Grose, Grover Howell, Owen Lohman, a nd Bill Turner. Next Row: Maude Shugart, Ken Lawrence, Gordon Griffin, Peggy O'Neil, Shirley Massey, Texie Pfaefflin, Bill Penry, Bob Jones, Ronnie Scott, and Harley Evans. Front Row: Jerry Miles, Gene Davis, Carl Bloomquist, Louis Riffe, Melvin Soderberg, Delton Ross, and Royce Ellis.

## Title Examination Process

As applications for title were received in the Title Section, they were broken down by types of supporting evidence and boxed by the date of receipt. They were worked in sequential date order and received a complete examination. Title examiners were expected to have a complete knowledge of Texas title requirements and a working knowledge of other states' title requirements.

## A Better Means of Vehicle Identification

Probably the most challenging and least publicized undertaking by the Division dealt with a realization that a better means of identifying vehicles (other than by motor number) was needed. Not only Division personnel but also the American Association of Motor Vehicle Administrators, the Federal Bureau of Investigation, the National Automobile Theft Bureau, and others worked with vehicle manufacturers (mainly General Motors and Ford) to design and implement the original vehicle identification numbering system. It was the biggest break through of all time in assisting all parties to identify vehicles.

## Additional Amendments to the Act

As the Texas Legislature convened, adjourned, and reconvened each biennium, additional amendments to the Act were made as follows:
. The titling of house trailers effective July 1, 1947;

- The title fee increased from 50 cents to 75 cents effective June 15, 1955; and
- The titling of trailers and semitrailers effective August 11, 1959.


## Conversion from Manual to Automated Files

The backlog of work with no relief in sight prompted the Department in the 1960s to engage the consulting firm of Ernst and Ernst to study and report on current registration and titling procedures. When the final report was submitted in 1967, it was quite evident that the manual environment must succumb to the age of automation. A tremendous task needed to be accomplished to better serve the people of Texas!

1949, Bart Couch, left, Chief of Titles, and Bob Brewer, right, then Supervisor of the Records Section.


The Tax Collector's Receipt, Form 31, used in 1950. Note the numbers used after Austin in the State Comptroller and Texas Highway Department addresses.

In order to understand the tremendous job that was about to be undertaken, Ray McNairy (retired Systems Analyst) said, "You must imagine the work environment in the mid 1960s and the very limited knowledge about computers." Ray recalls visiting the University Co-op book store searching for information on computers. When the manager was asked if he had any books or magazines about computers, his response was "No!"

According to McNairy, "The computer age was coming up like a sunrise; and there were plenty of hot-shot vendors, entrepreneurs, and snake oil salesmen who contacted the Motor Vehicle Division promising the fulfillment of the dawning miracle. The answer to everybody's prayer -- easier work, less cost, everybody would be happy at the touch of a button. Actually, what really existed was hot air!"

The Department's Automation Division was kept abreast of progress and problems facing plans for conversion of the Motor Vehicle Division's records. The four major areas of concern were floor space, additional employees, the method of conversion, and the selection of a service bureau to accomplish the conversion.

The Division's administration was nagged by a question concerning the method by which the hard copy records would be converted. After many sleepless nights wrestling with the question, R. W. Townsley (former Director of the Division) had the solution. At work earlier than usual, he announced, "We'll do it at Huntsville!" A staff meeting was called to further discuss the idea, and then a visit with Dr. George J. Beto of the Texas Department of Corrections was scheduled.

## Texas Department of Corrections to the Rescue

During the visit, Townsley wasted no time laying out his cards and informing Dr. Beto what had to be done. The conversion would entail:
. The sorting of approximately 7 million 1968 license receipts;
. The matching of the 1968 license receipts with the existing active motor cards;
. Typing approximately 6 million motor cards;
. Proofing the information typed from the motor cards;

- Scanning the typed information and converting it to magnetic tape that will be transported to Austin and dumped into the Department's mass storage equipment, and
. Typing pertinent information from 1969 license receipts that will be used to update the master motor vehicle file.

Dr. Beto expressed an interest in the conversion plan. He advised that he would discuss the details with his staff and get back with Townsley.

A meeting was later scheduled with representatives of the Texas prison system. A discussion of the conversion ensued, and then the important question was posed, "Can you do it?" Sammie D. Bradley, Assistant Director for Industries, and W. D. Kutach, Assistant Director for Treatment, advised that a facility to accomplish the necessary work on the prison grounds was not available. They stated that a new building could possibly be built, but first inmates would need to be screened for typing abilities. Now that they had a clear picture of the conversion plan, they would study the results of the interviews with the inmates, establish a realistic beginning and ending date, and determine an overall cost. A decision would soon be rendered, and Townsley would be notified.

Approximately a month later, spirits were dampened when Bradley informed Townsley that the prison system could not accomplish the typing phase in the allotted seven month period. This determination was based on the number of inmates available for the typing phase with an average typing speed of 12 words per minute.
A. P. Manning, Administrative Assistant, Industrial Department, met with Division personnel and advised that the Texas Department of Corrections had screened 2,150 inmates, who claimed typing abilities. Through aptitude and other tests only 250 qualified, but only 165 would be available at the designated time. He believed that through training schools that 200 typists could be ready by June 1968. He warned that the possibility was ever present that trained typists could be lost due to parole.


Early stages of the Conversion Unit at the Texas Department of Corrections.

Further discussion regarding a realistic completion date continued. A completion date of June 1969 was agreed upon by Manning and Townsley, and the conversion was finally a settled matter.

Dr. Beto's decision to help with the conversion opened new avenues of rehabilitation to inmates. The State of Texas was the first jurisdiction to contract for prison inmate labor services to accomplish state agency goals, and, in doing so, received a good product in an expedient manner at a substantial savings (approximately $\$ 2$ million).

Ray McNairy feels to this day that "fate" played a part in the conversion effort. "For some reason, Fate decided to put R. W. Townsley and Sammie Bradley of the Texas Department of Corrections in the same place at the same time with the same conviction. If either of these two individuals had been missing from the duo, the 'conversion' would not have occurred as successfully as it did."

## Computer Hardware Selection

Once the decision on converting the hard copy records had been made, the next issue was the selection of the computer hardware. Fortunately, since the Department's Automation Division would assume responsibility for computers, the Highway Task Force provided an almost unlimited budget for this major overhaul.

Some vendors were so sure about their automated systems that they flew prospective purchasers to their on-site operations. Ray McNairy remembered one computer vendor that flew a plane load of prospects to see one of their marvelous computer systems. Upon the return of the Division representative, he reported that an integral part of the configuration was an electric light in a cardboard box!

Points of consideration for the computer hardware included computer down time, memory capability, response time, convenience, etc. When all aspects of available computer hardware had been researched, it was time for the lucky vendor to be announced. IBM was selected as the Department's computer hardware vendor.


Retiree Marie Conrey, center, poses one last time with fellow employees of the Systems Section on October 6, 1971. Standing left to right: Paul Hancock, Billy Hill, Mike Wacker, Marie, Nancy Wolff, Jimmy Goolsby, Patsy Melcher, David Tommie, Don Whitsel, and Bob Braden. Kneeling: Duval Jarl and Jim Sparks.

## Hire or Train Our Own

While the selection of the computer hardware was being researched, the Division administration was in a quandary of whether to hire programmers or to train current Division employees. It was decided that the work force would be canvassed for possible interest in programming. Over 200 employees expressed an interest. These employees were scheduled to attend and participate in a one-week programming class.

Shortly thereafter, programming aptitude tests were given. Twenty-seven potential programmers made the grade. These employees continued their training -- attending classes conducted by Control Data Corporation and IBM.

In the end nine employees survived, and seven are still with the Department -- Bob Braden (Project Administrator for the Registration and Title Project), Jimmie Goolsby (Assistant Director of the Automation Division), Billy Hill (Automation Division Unit Manager for Design, Construction, and Finance), Tobe Hubbard (Director of Programs for Technical Operations for the Division of Motor Vehicle Titles and Registration), Duval Jarl (Automation Division Programmer Analyst for Motor

The Division line-up in 1968-69 during the Conversion in Huntsville. Back row, left to right: Ronnie Scott, Ronny Rowley, David Richter, Cliff Pate, and Larry Templeton. Middle row: Frank Love, Randy Harwell, Gary Gage, Harley Sutton, and David Giles. Front row: Ken Lawrence, Dale Martin, and Paul Hancock.


Vehicle Support) and Mike Wacker (Automation Division Unit Manager for Motor Vehicle Support). Retiree Marie Conrey, who worked the latter part of her Highway career with these programmers, holds a special place in her heart for these guys that she "mothered" during the Division's automation conversion.

## Gutsy Guys!

The Division administration sought out current employees to temporarily transfer to the Texas Department of Corrections to oversee the conversion effort. There were ready voluenteers and those, who, when approached about the possibility, were honest and advised that they should only be considered for a "standby" situation.

A group of approximately 20 was chosen, and Larry Templeton (current Director of Programs for Support Operations) was selected as the Conversion Coordinator. This group attended a training period for insight into problems associated with working among inmates. After an "on-site" visit, a few decided that working in confinement was not their cup of tea!


Prison inmates being trained the basics of typing.


The Ionesome picket on the southeast side of the Conversion Building that housed an armed guard.


The completed Conversion Unit at the Texas Department of Corrections spanned one acre of land.

## At the Texas Department of Corrections

While the programming training was being conducted, the new facility at the Texas Department of Corrections was being completed. Prison inmates were being trained to keystroke information from the Division's hard copy records.

Prison inmates had a certain pride about their work, too. On one occasion, an inmate threatened to burn a receipt. Another inmate stepped in and knocked him out cold!

## Temporary Relocation for Necessary Modifications

To facilitate uninterrupted service while physical modifications were taking place at Headquarters, office space was rented on Burnet Lane to relocate hard copy files, microfilm, etc. It was necessary to raise the flooring on the second floor for the miles of cable that would be installed to connect data entry terminals with the Automation Division's main frame.
 motor card files to the Texas
 motor cards that was scanned onto magnetic tape to create the automated motor vehicle records.

 AMBOLD|436 AVE G|HEREFORD|TEX||×

This is a sample of the format used to capture information from the motor card and the 1968 license receipt. The information was then proofed and eventually scanned to create the automated motor vehicle record.


Inmates proofing typed documents from actual motor cards and license receipts before being submitted to the scanner.

## Additional On-line Hookups Coordinated

In addition to the in-house conversion, telecommunication efforts had to be coordinated with the Texas Department of Public Safety, Regional Offices, county tax offices, law enforcement, etc. The equipment had to be compatible and ready to go on line at the same time the Motor Vehicle Division switched from the manual to the automated environment.

## Ahead of Schedule

The conversion, which began with the prison
construction and training phases in October 1967, was completed ahead of schedule. All "loose ends" were tied and Division personnel transferred back to Headquarters by August 1969. "I am proud to say that from inception to completion this mass conversion was done in record time with the least amount of confusion and delay", says Bob Brewer (retired former Chief of Titles and Assistant Director). "It could not have been done without the total committed support of our administration and the dedication of all the Division employees involved; Hubert Henry, retired former Director of the Automation Division, and his staff; and A. P. Manning, Lonnie Eslick, and Connie Wilson of the Texas Department of Corrections."


Inmates proofing scanner rejections.


Conversion Makes Dexigraph Title Issuance Obsolete
A by-product of the conversion overhaul was a computer-generated title document. The first such document was issued February 5, 1968. This ended the era of the issuance of dexigraph titles by the State of Texas.

The last dexigraph title number issued was 40774499. Computer-generated titles began with title number 50000000 .

## A Need for "Special" Title Issuance

As Motor Vehicle Division Regional Offices were being established in the mid to latter 1960s, it was soon apparent that there existed a need for a quicker way for the recorded owner to receive his title or, upon request, a certified copy of title. "Special" handling charges were implemented in June 1970. This "special" handling charge was collected at the time an application for title was filed with the County Tax Assessor-Collector (\$2) or submitted with a request for a certified copy of title (\$1) to Austin Headquarters.

Six months later, Motor Vehicle Division Regional Offices were permitted to issue certified copies of title provided the applicant was agreeable to paying the teletype inquiry service charge of $\$ 4.75$. As programs were developed for use in conjunction with the automated equipment located in the Regional Offices, special title issuance was implemented in these offices in December 1976.

In 1983 County Tax Assessor-Collectors were directed to send "Special" title transactions to a special post office box, where upon receipt, examination, and approval, the titles are issued within five days of receipt.

## Time to Consider a Security-type Title Document

The computer-generated Texas Certificate of Title was issued for many years without criminal repercussions of the document itself. When the document began to appear as counterfeits, it was time for the Division to take action. Security features for the title document were needed to squelch counterfeiting and to enhance the integrity of the document. The new title document which the

Department began issuing March 11, 1974, contained the intaglio "feel of steel" raised surface, the latent image (designated letters of the alphabet appearing in the vertical borders of the negotiable title), and erasure sensitive background inks. Another problem had been solved for the time being.

## Salvage Titles

To comply with the provisions of the Texas Salvage Yard Law, the Division designed a Salvage Vehicle Bill of Sale, which incorporated a certification statement that the negotiable title had been surrendered to the Department and an assignment area for transfer of ownership. These bills of sale were allowed to be completed by insurance companies who had paid a total loss on a vehicle and were, therefore, surrendering the negotiable title to the Department for cancellation. Problems arose regarding the authenticity of the document when rebuilders wanted to use the salvage vehicle as collateral.

In May 1974, the Department issued its first Texas Salvage Certificate of Title. The reverse side provided spaces for the assignment and reassignment of the document.

This document was revised in May 1976 when programs were designed to issue computer-generated salvage titles. Its appearance and format were similar to the computer-generated negotiable title. The revised form did not, however, possess any security features.

Additional Motor Vehicles Required to Be Titled
The Texas Legislature enacted legislation that required the following additional motor vehicles to be titled thereby amending the Texas Certificate of Title Act:

- Camper trailers - September 1,1967;

Off-highway motorcycles - September 1,1975;

- Mopeds - September 1, 1983; and
- 4-Wheel all-terrain vehicles September 1, 1983.


## Increase in Title Fees

House Bill 1537, enacted by the 65th Texas Legislature, increased the title fee from seventy-five cents to $\$ 3.00$. This new fee became effective August 29, 1977.

During the 68th Texas Legislature, Senate Bill 288 was passed which increased the title fee from $\$ 3.00$ to $\$ 10.00$. This bill also increased the fee for a request for certified copy of original title from twenty-five cents to $\$ 2.00$. Both of these fee increases became effective September 1, 1983.

## Odometer Requirements Make an Impact

Although Federal odometer disclosure requirements were implemented in March 1973, only motor vehicle dealers were required to comply with Federal regulations. States were not mandated to enforce Federal odometer regulations.

Amendments to the Texas Certificate of Title Act regarding odometer disclosure requirements were not enacted until the 68th Texas Legislature enacted House Bill 2183. The bill required motor vehicle odometer readings on certificates of title, title assignments, and reassignmercts. The bill became effective January 1, 1984, and the Department began printing odometer readings on all original, certified copies, and duplicate original certificates of title.

## One Source Document for Title Input

In 1986 in conjunction withe the "point of sale" concept recommended in the study conducted by Coopers and Lybrand, the Division began to research a better means for ti tle input. Information for title input was being $\mathcal{G}$ athered from several documents in the title transact $\bar{z}$ on by input operators. It seemed that if there could be only one source document the title input process would take less time. Also, it wasn't too early to begin to train


Employees, from left to right, Angie Adams, Donna Rosenbush, Sue Norment, Dottie Browre, and Betty "Jo" Crowe are thankful for the conversion. Inquiries on title and registration verifications are entere d into the computer by means of the IBM 2740 teletypewriter machines. The computer searches for the automated motor vehicle record and generates a printout, Form 38-C.
county title clerk personnel to place pertinent information necessary to title issuance on one document.

At that time the information disclosed on the Tax Collector's Receipt for Texas Title Application/Registration/Motor Vehicle Tax (Form 31) was a compilation of information gathered from other documents within the transaction. Consequently, it was decided that the Form 31 would be the targeted document.

Input on the project was requested from the County Tax Assessor-Collectors. Some even volunteered to be considered for the "pilot program" (a trial and error time period to work out the kinks).

On February 1, 1988, the Department began to utilize the Form 31 as the input document for updating title and registration records.

## The Federal Truth in Mileage Act of 1986

The rumblings from Capitol Hill in Washington regarding implementation of the Federal Truth in Mileage Act of 1986 became real to the Department the latter part of 1988. The effective date was April 29, 1989, and all jurisdictions (states of the United States) were expected to comply with at least a separate odometer disclosure statement form that met Federal requirements.

During this time, the 71st Texas Legislature was in session, and House Bill 2020, which tracked the Federal odometer disclosure requirements, had been introduced. It was later enacted, and the Department developed conforming (complying with State and Federal odometer disclosure requirements) title documents. On April 30, 1990, the Department implemented these title documents which were bigger (7 inches X 8 inches) and packed with security features.

## A Superstitious Fee?

It's doubtful that superstition was on the minds of members of the 72nd Texas Legislature when Senate

Bill 3 was enacted and the title fee was increased from $\$ 10.00$ to $\$ 13.00$. Whether lucky or unlucky, the $\$ 13.00$ fee became effective December 1, 1991.

## It's All in the Programming

Even in the midst of the computer age, some vehicle description information may really put a computer to task! You see, the current title issuance program is programmed to print the year model of the vehicle as one manufactured in the 20th Century (1900).

Can you imagine the reaction of a vehicle owner who filed an application for title on an 1887 (19th Century) Baker Elberg Electric Wagon when he received his title? You're right! The owner was quick to inform the Department that "We had erred!"

Once the correct information was entered under a special title issuance program which requires the keystroking of all four digits of the vehicle's year model, the Department was back in good graces with the vehicle owner! Luckily, very few of these antique vehicles are titled. The only other Texas titled 19th Century vehicle is an 1899 Locomobile Roadster.

The Registration and Title System Project has taken the century of manufacture into consideration in the "point of sale" concept. After all, with the 21st Century only 8 years away, it won't be long before the Department may be titling vehicles which were manufactured in all three (19th, 20th, and 21st) centuries!

## Quite a Feat

As we look back over the history of the Department's title issuance, it's interesting to note that in over 50 years only 4 types of negotiable certificates of title have been issued -- the dexigraph title (1941); the computer-generated title (1968); a secure title (1974); and a larger, more secure title (1990). Title issuance has increased from approximately 1.5 million titles issued during the first 16 months to 4 million annually.

## Looking Ahead

With the implementation of the Registration and Title System Project just around the corner, revisions to title documents in conjunction with this Project are already being considered. Some preprinted fields may be deleted, while others may require additional space for more information.

The 21st Century is another consideration. This may require additional space in the lien date field and shifting the lien information further to the right.

Whatever the revisions, we are all anxiously awaiting the implementation of this "point-of-sale" concept that will better serve the people of Texas!

The State Highway Department certifies that the applicant harein nas of lastul has been duly registered of the Motor vehicle described below.

The applicant has stated under oath that he is the owner of the herein and it appea zs upon the
D. C. Greer,


On the road to the current annual title issuance of 4 million.

MEMORIES


## MEMORIES

## How Times Have Changed...

Former Department employee Iva Lee Schneider recently recalled the days when female Highway Department employees "in a family way" were required to be terminated at the end of their sixth month of pregnancy.

Former Val Verde County Tax Assessor-Collector Evelyn Monzingo recalled in 1984 that she wasn't a Finance major in her college days at Sam Houston State College (now University). Said Evelyn, "When I went to college, women got an education so that they could become teachers. All my sisters are teachers. That was the vocation for ladies in those days. "

They must have been "rebels with a cause!" Paul Hancock, Supervisor in the Division's Production Data Control Section was a member of the original team of programmers transferred from the Motor Vehicle Division to the Division of Automation at the onset of "the Conversion" in 1968. Not wanting to leave friends and colleagues at the Motor Vehicle Division, they all grew "protest" mustaches. Talk about "wild and crazy" guys!


An early 1900s "traffic jam" in Lubbock.


This vintage photo illustrates how the automobile influenced lifestyles.


The deadline nearing, the Tarrant County Tax Office fills with customers wishing to renew their license plates on March 18, 1948.
Fort Worth Star-Telegram Photograph Collection, Special Collection Division, The University of Texas at Arlington Libraries


Biased against motor vehicles? An early Texas toll bridge rate sign seems to $f$ avor horses as a mode of transportation.

Ex-Department employee Wray Weddell Sr., now deceased, recalled at the time of his retirement (November, 1958) a story from his childhood in Belton. At the age of 10, young Wray was taking a mule drawn wagon-load of cotton from the family farm to the local cotton gin. While driving the mule team, a strange sight sped past - a horseless carriage. Wray didn't have time to stare, as he had to turn his immediate attention to calming his spooked mules. Little did young Wray know that his future career would involve the registration and titling of these vehicles.

Recently retired Department employee Dottie Brown recalls what initially interested her into seeking State Employment - the long Christmas Holiday! Dottie had been working as a waitress in Austin at the Talley-Ho Restaurant and Walgreen's lunch counter, when she took note of State employees' December 23 rd through December 27th Christmas break. Beginning work for the Department in 1949, Dottie was bitterly disappointed when the State Legislature cut the Christmas Holiday to December 24th through the 26th (the present Christmas break).

A short article in the April, 1946 issue of Texas Taxes concerned Tax Assessors and Collectors Association of Texas' Vice President, W.C. "Dub" Allen, the Nueces County Tax Assessor-Collector. Following a listing of his community involvements, was the concluding comment "Yes, girls, he is still single."

Wanda Burns, the Office Manager in the Division of Motor Vehicle Titles and Registration's Longview Regional Office, fondly recalled her early years with the Department in the 1960s and 1970s. "We were always getting raises."


Early Registration Division employees may have been whistling the "State Capitol Grand Waltz" while they worked.
Or did they?
Archives Division - Texas State Library

Marie Noland, Tax Assessor-Collector for Harrison County, was a deputy for quite awhile before obtaining her present position. Among her duties assigned by her previous boss, Joe Riley (Tax Assessor-Collector, 1932-1970) was to type his weekly Sunday School lessons. This may have assisted Marie later in her career, as she attributes "divine providence" to obtaining her present office. Just before the 1976 election, her opponent died.

When retired Department employee Marie Conrey began her career during the Great Depression, her hourly wages were 50 cents an hour! Marie recalls that "it was a miracle to get a job" in those days, and was hired into a three day temporary position with the Maintenance Division. Those three days stretched into a long, productive career.

"The Law" just east of the Pecos, Sheriff and Tax Assessor-Collector Herman Moore of Sutton County.

Need a new car? This 1930s car dealership sign in Houston suggests so.
Archives Division - Texas State Library


When the Division's Records Section was still housed at the Highway Building (now the DeWitt C. Greer Building), a telephone information center was manned around the clock. This was so because the Department of Public Safety needed to have access to motor vehicle records 24 hours a day. Bob Brewer, who was then the Chief Supervisor of this Section, would sometimes be notified at home, usually in the middle of the night, if the phones were not being answered. Bob would then have to go to the building and see what the problem was. The problem usually turned out to be an employee asleep on the job. These employees were given a verbal warning and a lecture on the importance of the information provided.

When former Bastrop County Tax Assessor-Collector J. H. Jones retired in 1946, an article commemorating his 42 years of public service appeared in the April edition of Texas Taxes. The article states that "When he first started out on his official career it was necessary to ride horseback over a large portion of the county because the communities were few and widely scattered and there were no semblance of roads to many of them."

Carole Kownslar, a supervisor in the Division's File Maintenance Section, vividly remembers working the information phones in the Records Section before the files were automated. She described the scene as "rows and rows and rows of file cabinets." "We ran all day long, constantly going back and forth to those files to check vehicle records everytime we received a phone call. We had to wear dresses back then. Of course, after the files were automated and we no longer had to dig in the files, the dress code changed and we were allowed to wear slacks!"

An early "horseless carriage" turned alot of heads, as shown in this 1948 photograph.

Times were changing in this 1928 photograph of a Magnolia Gas Station in Denton. The Model "A" Ford, front left, was the first one
 in town.



Good things take time? Registrants wait to renew their license plates outside the Travis County Tax Office, March, 1975.


## The Devil is in the Details

Retired Department employee Jim Sparks recalled an office constructed of stacked cardboard boxes assembled in the unfinished basement of the Division's Austin Headquarters. A quiet space was needed to complete work on a special project, and the quietest available space happened to be in the basement. Because there was no heating or air conditioning available there, the light bulbs were changed with the season! The cardboard office met its untimely demise when it was discovered by then Division Director R. W. "Bob" Townsley, who had gone to the basement as a result of a tornado warning. Bob didn't like the "office," and had Jim and his subterranean office mate, Ray McNairy, move up to the surface, er, ground floor.

Crosby County Tax Assessor-Collector Buran House recalled his "baptism of fire" recently. Appointed to office on January 1, 1970, Buran was still learning the ropes when duty called him to the front. One of the two women in his office had called in sick the last day of March, 1970. This day also happened to be the last day to renew expiring passenger license plates in Texas. With the line of customers snaking down the hall and around the courthouse, the remaining woman soon succumbed to the pressure. Crying, the woman picked up her purse and went home. With Buran facing several hundred irritated constituents, what did he do next? "I waited on one customer at a time, the best I could" replied Buran.

Wanted - a 1978 personalized license plate! One license plate collector could not understand how he had lost his 1978 personalized license plate, the only one missing from his collection of personalized plates dating all the way back to 1965. Rick Smith, Division employee, tried on more than one occasion to explain to the gentleman that the plates were not actually lost. The story goes like this...for 1977, personalized plates were issued embossed with a 1977, but the plates did not expire until March of 1978, and then in 1978, the Department began issuing personalized plates with validation stickers to indicate the expiration date instead of embossing the expiration, so the personalized plates issued in 1978 really expired in 1979. The bottom line is personalized license plates were not manufactured displaying a 1978 expiration. Say that again, Rick?!

An undated AP wire service article entitled "The Tip Was Legit!" tells of one Abilene man who had just purchased new license plates. The man, Doyle Roberts, returned home and unwrapped the plates. Between the license plates, he found a note which read "Help, I'm being held prisoner." The license plates were manufactured by inmates at the (then) Texas State Penitentiary in Huntsville.


Bexar County Tax Assessor-Collector Charles Davis and R. W. Townsley, 1965.

The use of motor vehicles in advertising must have been quickly grasped by the enterprising owner of this vehicle. This photograph was taken in Austin in 1920. Note the license plates.
Archives Division Texas State Library



Tarrant County Tax Assessor-Collector John
Bourland had a headache in this March 18, 1948 photo. With less than two weeks until the license plate renewal deadline, thousands of license plates still haven't been issued.
Fort Worth Star-Telegram Photograph Collection Special Collection Division
The University of Texas at Arlington Libraries


Deep rutted roads like this one proved to be a big incentive to passing legislation which created the Texas Highway Department.

At one time, the Division issued pocket pagers to those employees with duties that frequently forced them to conduct business away from the headquarters building. As one employee arrived at the office late one afternoon, he was confronted as to why he had not answered his pager all day. He responded that his pager had not "beeped." When he checked the mechanism for malfunctions, he realized he was carrying his automatic garage door opener instead!

Donna Wood, longtime Division employee, was trying to assist a title clerk with a difficult vehicle inquiry. The clerk determined that the vehicle had a passenger classification but her futile attempt to locate the vehicle's serial number prompted Donna to ask, "What make is it? Ford? Chevrolet? Pontiac?" The title clerk responded, "No, it's a Cessna airplane!" Is this within the scope of RTS?!

Department employee Peggy Faulkner of the Lubbock Regional Office recently remembered her first day on the job. Peggy, who was hired as a customer service clerk in the Lubbock office, began work September 16, 1974. With the office short staffed that day and Peggy being a greenhorn at her job, the office lobby soon filled with inpatient customers. A frustrated Peggy shortly began to wonder what she had gotten herself into. With tears in her eyes and filled with self-doubts, the work day couldn't end soon enough for her. Peggy came back to work the next day, and has subsequently stuck it out to this day. Peggy is now the Office Manager in Lubbock.

Former Department employee Dottie Brown began working for the Division in the File Section at the downtown Highway Building (now the DeWitt C. Greer Building). With no air conditioning in those days (the late 1940s and early 1950s), employees tried to stay comfortable in the summer months with the help of ceiling and floor fans, and by opening the unscreened windows. Dottie remembers the day when a stack of registration receipts was blown out the window and into the alley behind the building. Dottie and a number of other employees quickly scampered outside to gather up the errant receipts. "Gone with the Wind!?"

Right, the present day Lubbock County Courthouse, built in 1950.

Below, an early (1958) bumper

sticker?



Where's the vehicle identification number?

Below, Jerrie Ballard, Tax Assessor-Collector of Dickens County, began as a tax office clerk in May, 1971, and became Tax Assessor-Collector in January, 1981.


Former Cochran County Sheriff and Tax AssessorCollector Hazel Hancock. Hazel first took office in 1948, upon the death of his predecessor, who also happened to be his father.


## The Good Ol' Days

A. Hazel Hancock, the former Tax Assessor-Collector and Sheriff of Cochran County found "the most interesting part of being Sheriff/Tax Assessor was knowing what everybody had and being responsible for assessing the value of it." Hazel is now retired and resides in Morton and "enjoys doing nothing."

On the advice of his father, former Division Director R. W. "Bob" Townsley sought State employment in 1941. What advice that turned out to be! Beginning as a Junior Title Examiner on June 18th, his career was soon interrupted by World War II, where he served in the Army Air Corps. Returning to work with the Department in 1945, he met and married fellow Division employee Alice Nell Olle. Bob became Motor Vehicle Division Director in 1960, and served with distinction the following 26 years. Bob and Alice have been married for 46 years now. Father does know best!

Curtis G. Winn, the former Tax Assessor-Collector of Ector County, recounted in 1980 how he and his staff had "...always tried to render friendly and competent service at all times and endeavor to apply the golden rule in assisting everyone...."

Before the days of staggered registration, one elderly woman was reportedly seen year after year in line at the Harris County substation in Humble during the last two or three days before the March 31st deadline. When asked why she waited to renew her registration each year, rather than renew early to avoid the lines, she replied "Sir, I don't have anything else to do. I enjoy talking to all of these people!"

Up until 1928, the Highway Department's Motor Vehicle Files were maintained by license number, engine number, and in alphabetical order. In 1928, the alphabetical file was discontinued.


One big, happy family. The staff of the Tom Green County Tax Office, Christmas, 1961. Standing, third from the left, is the current Tax Assessor-Collector, Evelyn Vordick. The Tax Assessor-Collector at the time was Jimmy King, seated, second from the right.


Commander Roy Newman, with the Texas Department of Public Safety, examines the vehicle ownership papers provided by actor Ingo Neuhaus during the video taping of "The Texas Chop-Shop Massacre." The Department produced video was a public service project aimed at preventing vehicle theft and salvage yard fraud.

Christmas 1979 at the Cooke County Tax Office, Gainesville. Front row, left to right: Debbie Bradshaw, Billie Knight, Faye Perrin, and Helen Seiwell. Back row: Joyce Zwinggi (now Tax Assessor-Collector) left, and Wilma Elliott.


Nina Hughes in the Shelby County Tax Office located in Center can remember the days when, in lieu of a cash register, a cigar box was used for the small bills and the change; and, a cracker box was used for the large bills and the checks. Those really were the good ol' days!

The July, 1957, edition of Highway News contained a notice entitled "No More Licenses To Mary Bonner." Mary was a Motor Vehicle Division employee who's sister was employed by the Driver's License Division of the Texas Department of Public Safety. As a service to Department employees who needed to renew their drivers licenses, Mary would send them directly to her sister, who would speedily process them and return them to Mary. As the article stated, "Mrs. Bonner stated regretfully that her retirement has rendered this system obsolete...."

El Paso County Tax Assessor-Collector Jimmy Hicks received some unexpected help with license plate renewals in 1985. Faced with a three week backlog and anticipating the need to spend an additional \$32,000 in overtime pay, Jimmy was pleasantly surprised when numerous groups and individuals volunteered to help out. Volunteers from the International Business College and the Retired Senior Volunteer Program had the backlog of registration renewals cleared up in no time, and at no additional expense to El Paso County taxpayers.


Townsley's Angels? This June, 1970, photograph of the "Secretarial Seminar" shows then Division Director R. W. "Bob" Townsley surrounded by 25
fashionably attired women. Future Director Dian Neill is in the front row, second on the right from Mr. Townsley.

Harry Randolph, a former Department employee who retired in 1963, recalled that during the 1920s, one of the most lucrative jobs in the Department was that of "temporary typist." Persons employed in these positions transcribed information from a county license receipt to a smaller receipt designed to fit the Department's files. These typists were paid on a piece-work basis and could earn as much as $\$ 15$ a day. This compares with an average monthly salary of $\$ 60$ at that time.

Jessie Grubb was a soldier just returned home to Marshall in March of 1946. Jessie had just finished his military service during World War II. He needed to register his vehicle so that he could take his girlfriend out that night. A visit to the courthouse found a line two blocks long to get into the tax office. People in line recognized Jessie, and upon hearing of his date, let him get in front of them. In no time at all, Jessie found himself at the head of the line. Jessie was on time for his date, who now is his wife.

Shelby County Tax Office deputy Nina Hughes still uses a manual typewriter. "It's because of my stubbornness," she says.



Department employee Al Rubio videotapes Commander Roy Newman of the Texas Department of Public service Motor Vehicle Theft Services, and actor Massacre."

## Wrong Place, Wrong Time

Retired Department employee Bob Brewer remembers attending a particularly interesting seminar on auto theft. Because the Division of Motor Vehicles worked with the Department of Public Safety in identifying and recovering stolen vehicles, Bob was invited to attend a workshop on stolen vehicles presented by the Federal Bureau of Investigation and the National Auto Theft Bureau. Part of the seminar included a demonstration on how a vehicle could be stolen in less than 30 seconds. Law enforcement officers noticed two unfamiliar men that seemed particularly interested in this demonstration. Their interest was indeed genuine - the two gentlemen were car thieves! Wrong place, wrong time....

Steve Elsner, Huntsville Coordinator for the Division, will never forget his first visit to the Huntsville Prison System. Department personnel are educated in areas involving prison security, but Steve was not prepared when he met face to face with a prison inmate who had indeed been a former high school classmate.

Louis Riffe Jr., Supervisor in the Division's Correspondence Section, recently received the most unexpected request for a duplicate certificate of title. The request came from a gentleman residing in Fayetteville, North Carolina, named Louis Riffe Jr.! Louis, our Louis that is, reports that the incident was merely coincidental. He does not know of any relatives in North Carolina.

## People Say the Darnedest Things

Denise Wallace, Tax Assessor-Collector for Bosque County, recalls that in 1975, when she was deputy tax collector, a woman who had recently renewed her license plates returned with her validation sticker in hand. "Can I help you?" said Denise. "Yes," the woman replied, "Do you have another color sticker? This one clashes with the color of my car...."

An article about then Gillespie County Tax Assessor-Collector Bill Petmecky, which appeared in the April, 1946 issue of Texas Taxes, stated that Bill married his Chief Deputy, Emma Maier, to "discourage her from running against him."

Patsy Cates, the Tax Assessor-Collector of Nacogdoches County, recently remembered a dis gruntled man who rode his bicycle into the tax office during the early 1970s. "I demand to see the Governor" was all he said, and there he stood. The Sheriff finally came and showed the man the door.

MVD Directors R. W. "Bob" Townsley, left, and D. T. Harkrider, right, share coffee and a laugh at the Division's Coffee Shop at Camp Hubbard.


On the occasion of Dian Neill's retirement, left to right, TxDOT Deputy Executive Director Byron Blaschke, DMVTR Director Dian Neill, TxDOT Executive Director Arnold Oliver, and TxDOT Associate Executive Director Henry Thomason.



Upon hearing about the Department's new Registration and Title System Project, Harlon Eakin, the late Tax Assessor-Collector for Shelby County, requested that his office "...be the last tax office in the State to go on line."

A man walked into the Bosque County Tax Office in Meridian a few years ago. He presented his registration renewal notice to the deputy behind the counter. "Do you own a 1975 Ford Pick-Up?" the deputy asked. The customer's jaw dropped open in amazement. He could not believe that the deputy could describe the man's vehicle just by looking at him. "It's right here on the renewal notice, Sir" was all the deputy could respond.

The following notes, attached to title applications, were received by the Division's San Angelo Regional Office.
"Please note that there is no weight slip enclosed as licensed weigher is being buried today in Fort McKavett and scales are locked and no keys available."
"Here we are again! Three "Hail Marys" that this is finally right!"
"This title was signed on the wrong line...but Mr. Hudson has Parkinson's disease and was doing very well to sign at all...."

We gratefully acknowledge the assistance of all the current and former employees of the Texas Department of Transportation and the County Tax Assessor-Collectors of Texas who contributed their time and efforts for this history. Without their invaluable assistance, this work would not have been possible.



The Texas Certificate of Title Act became effective October 1, 1939; and the manufacture of title certificates from that time until February, 1968, was accomplished by using a "Dexigraph" photographic reproduction process. Some of these Dexigraph titles are still in existence.

The ORIGINAL title recording a lien is negotiable (transferable) and was mailed to the legal owner (lienholder) as shown on the face of the title.

The DUPLICATE ORIGINAL title which records a lien is nonnegotiable (nontransferable) and was mailed to the owner (registered owner) as shown on the face of the title for registration purposes.


In February, 1968, the Department began issuing certificates of $t$ itle which were prepared from a computer and high speed line printer. The origin al design of the computer printed certificates of title is illustrated; however, $t$ hese title documents were only in existence for six years and were discontinued in March, 1974.

The ORIGINAL title recording a lien is negotiable (transferable) and was mailed to the legal owner (lienholder) as shown on the face of the title.

The DUPLICATE ORIGINAL title which records a lien is nonnegotiabl e (nontransferable) and was mailed to the owner (registered owner) as shown on the face of the title for registration purposes.


Since March, 1974, the Department has issued security-type certificates of title which are also printed using a computer and high-speed line printer. These titles are designed in such a manner as to prevent counterfeiting. The documents can easily be checked for authenticity by touch as well as sight since they are manufactured with raised surfaces by a process which requires the use of steel engraving dies. Beginning January, 1984, the Department began printing odometer readings on al1 ORIGINAL titles and DUPLICATE ORIGINAL titles.

The ORIGINAL title is a negotiable (transferable) security-type title which was mailed to the lienholder; or if there were no liens, it was mailed to the owner as shown on the face of the title.

To test for authenticity:

1. Hold the title at arm's length facing the natural light or an overhead light source. Observe the vertical borders while holding the title face up and slightly tilted. The latent image of the letters "TEX" and "MVD" will appear on the left and right borders respectively.
2. Run your fingers over the borders and the State Sea1. You will feel raised surfaces which were produced with steel engraving dies using a printing process known as "Intaglio" printing.
3. If an eraser or ink eradicator has been applied to the face of the title in an attempt to erase or obliterate any printed matter, the background colors bleach out to white. If a lightened area appears around the printing, it could mean there has been an attempt to alter the information.

NOTE: Since the security-type title is designed to prevent counterfeiting, it was not possible to reproduce an exact replica of the title in this book. The actual color of a security-type title is blue with some red blended into the background toward the center of the title. Also, a red outline of the State of Texas appears in the center of the title.

## DUPLICATE ORIGINAL TITLE

When a lien is recorded on an application for title issuance, the original title is mailed to the lienholder and a DUPLICATE ORIGINAL title is mailed to the registered owner as shown on the face of the title. The DUPLICATE ORIGINAL title is a nonnegotiable (nontransferable) title which will serve as evidence of ownership for registration purposes only. Since this title is nonnegotiable, it does not have the security features.


## CONFORMING DOCUMENTS

Effective Apri1 30, 1990, Texas implemented the issuance of new title documents which comply with Federal and State odometer disclosure requireme nts.

Federal law requires the Department to print an odometer title br and (ACTUAL MILEAGE, MILEAGE EXCEEDS MECHANICAL LIMITS, or NOT ACTUAL MILEAGE) on all titles for vehicles which are not exempt from odometer disclosure requirements. These brands will be shown as the first brand beneath the word "REMARK(S)."

Titles issued on vehicles which are exempt from the Federal and State odometer disclosure requirements will indicate the word "EXEMPT" in the odometer reading field. The following vehicles are exempt from the disclosure requirement s:

- vehicles having a manufacturer's rated carrying capacity in excess of 2 tons;
- vehicles having a gross vehicle weight rating of more than 16,000 pounds;
- vehicles that are not self-propelled; and
- vehicles that are 10 years old or older.

The Original Certificate of Title, shown on page 6, is a blue security-type document measuring $7 \times 8$ inches in size. The enlarged title document prov ides for 3 dealer reassignments and a space at the bottom for the name and address of the first lienholder, when applicable, to be recorded on a subsequent title.

The distinctive Certified Copy Texas Certificate of Title, shown on page 8, reflecting its unique brown border, is the same size as the Original Cer tificate of Title document and has the legend "CERTIFIED COPY" printed at the top of the form. It also conforms to the odometer disclosure requirements and possesses the same security features as the Original Certificate of Title document.

## SECURITY FEATURES

* Sensitized security paper.
* Non-optical brightener paper.
* Border design printed by intaglio steel plate process.
* Text matter and signature at bottom of form printed in permanent lithographic ink.
* Prismatic fine line tint (printed in colors which make photographic reproduction extremely difficult).
* Tint contains outline of State of Texas lithographically printed in a "medallion" design.
* Signature line on face of title to contain microline wording TXDMV consecutively across the line.
* Copy Void Pantograph on face and back of title.
* Erasure sensitive background inks.
* Background security design.
* Complex colors.
* Text matter on back of document printed with permanent lithographic ink with erasure sensitive background inks.
* Title control number printed on face of title.

The green Salvage Certificate, shown on page 23, is also printed by a secure process. The 7 X 8 inch document provides space for 3 reassignments and complies with Federal and State odometer disclosure requirements.

NOTE: Effective April 1, 1990, notarization is no longer required on title transfer documents. However, it should be noted that a title document that has been notarized is not a reason for rejection.


## NOTE: The back of the Certified Copy of Texas Certificate of Title is identical to the back of the Original Certificate of Title document.

WHEN YENICLE IS SOLD, TUTLE HOLDER MUST ASSIGN AND FURNISH THIS TITLE, CURRENT LICENSE RECEIPT, AND SALES TAX AFFIDAVIT TO THE PUACNASER WHO MUST. FILE APPLICATION WITH COUNTY TAX ASSESSOR-COLLECTOR WITHIN 20 WORKING BAYS TO AVOID $\$ 10$ RENALTY

FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE IN CONNECTION WITM THE TRANSFER OF OWNERSHIP. FAILURE TO COMPLETE OA PROVIDING. A FALSE STATEMENT MAY BESULT IN FINES AND/OR IMPRISONMENT:,

N. Name of Purchaser
reading is the actual mileage ot the vehicle uniess one of the following statements is checked पi. The mileage sfated is in excess of its mechanical limits. -̈ं2. The odiometer reading is not the actual mileage. WARNHIG - ODOMETER DISCREPANCY
F TIGLE

## Sale

II am anyare of the above odometer: certification made by the seller/agent:

Signature of Buyer/Agent
Pesinted. Name.(same as s, signature.

$\stackrel{\leftarrow}{\text { ㄴ }}$ Name of Purchaser

Street
City
State
Zip
reading is the actual mileage of the vehicle unless one of the followingstatementsts checked: 01. The mileage statedis in excess of iss mêchanicalimits.
[2. The odometer reading is not the actual mileage. WARNING ODOKETER DISCREPANCY

## Date o Sale.



$\qquad$ | Dealer <br> No |
| :--- |


Agent's Signature
Printed Name (same as signature
I am aware of the above odometer certification made by the seller/agent

Signatute of Buyer/Agent
Printed Name,(same assignature)
The undersigned hereby certifies that the vehicie described in this title is free and clear of all liens, except as noted herein, and has been fransferred to the following printed name and address


Signature of Buyer/Agent
Printed Name (same as signature)




[^1]IST LIEN IN FAVOR OF (NAME \& ADORESS)


## USE OF SUPPLEMENTAL DEALER REASSIGNMENT FORMS

Effective April 30, 1990, supplemental Dealer Reassignment forms may be used to transfer ownership of motor vehicles only when all reassignments of Texas Certificates of Title (both conforming and nonconforming) have been completed. This also applies to completion of all assignments of Manufacturers' Certificates of Origin.

This does not, however, affect title transactions supported by Texas Certificates of Title or Manufacturers' Certificates of Origin executed prior to April 30, 1990, transferred by means of supplemental Dealer Reassignment forms. Additionally, a Texas dealer may continue to transfer an out-of-state title by means of a supplemental Dealer Reassignment form in lieu of completing the reassignment on an out-of-state title.

With the implementation of the issuance of the conforming Texas Certificate of Title on April 30, 1990, the Department began to provide a secure Dealer's Reassignment (Form 41-A). This form has security features which are designed to detect alteration or attempts to duplicate the form and also complies with the Federal and State odometer disclosure requirements. This document must be used for additional reassignments in conjunction with conforming titles. However, a dealer is not precluded from also using the secure Form 41-A with nonconforming titles.


The nonsecure Dealer's Reassignment (Form 41) has been revised to comply with Fede al and State odometer disclosure requirements. Therefore, a separate Odometer Dis closure Statement will not be required when this revised form is used to transfer ownership of a motor vehicle. However, the nonsecure Form 41 may only be used for additional reassignments in conjunction with nonconforming tit les. When current stocks of these forms are depleted, the Form 41A will be requi red for additional dealer reassignments of titles to motor vehicles.

DEALER'S REASSIGNMENT OF TITLE FOR A MOTOR VEHICLE

| VEHICLE IDENTIFICATION NO. |  |  |  |  |  |  |  | YEAR MODEL | TITLE NUMBER |
| :--- | :--- | :--- | :--- | :--- | :---: | :---: | :---: | :---: | :---: |
| MAKE OF VEHICLE | BODY STYLE |  |  |  |  |  |  |  |  |
| STATE OR COUNTRY IN WHICH LAST REGISTERED |  |  |  |  |  |  |  |  |  |

FEDERAL AND STATE LAW REQUIRES THAT YOU STATE THE MILEAGE IN CONNECTION WITH THE TRE ANSFER OF OWNERSHIP. FAILURE TO COMPLETE OR PROVIDING A FALSE STATEMENT MAY RESULT IN FINIES AND/OR IMPRISONMENT.

REASSIGNMENT BY DEALER ONLY
The undersigned hereby certifies that the vehicle described in this title is free and clear of all liens, exceept as noted herein and has been transferred to the following printed name and address:


REASSIGNMENT BY DEALER ONLY
The undersigned hereby certifies that the vehicle described in this title is free and clear of all liens, ex ept as noted herein and has been transferred to the following printed name and address:

| Name of Purchaser Address | City State | Zip |
| :---: | :---: | :---: |
| I certify to the best of my knowledge that the odometer reading is the actual mileage unless one of the following statements is checked. | Odometer Reading |  |

1. The mileage stated is in excess of its mechanical limits.
$\square$ 2. The odometer reading is not the actual mileage. WARNING - ODOMETER DISCREPANCY
Dealer
Number $\qquad$


IST LIENHOLDER TO BE RECORDED
ON NEW TITLE: (NAME AND ADDRESS)

In conjunction with the issuance of conforming title documents on April 30, 1990, the Department began to provide a secure Power of Attorney (Form D12-271-A). (Refer to Page 12 for an example of the form.)

Federal Law provides that the same person cannot sign an odometer disclosure as both the transferor (seller or his agent) and transferee (buyer or his agent) in the same transaction, unless the title for the vehicle is physically held by a recorded lienholder or the title has been lost. Therefore, the Form D12-271-A is used whenever either of the foregoing situations occur, and the seller does not wish to return to the buyer (dealer or insurance company) to complete the Odometer Disclosure Statement and title assignment. However, the secure Power of Attorney form is required only when the title to be transferred is a conforming title.

The secure Power of Attorney (Form D12-271-A) must be prepared in duplicate by using carbon paper which provides legible information and must be completed as follows:

- Part A. A Power of Attorney to Transfer Ownership and to Disclose Mileage.

Part $A$ is required to be executed and completed by both the seller and the buyer. It is suggested that both the original and the duplicate Power of Attorney contain original signatures.

Upon securing the certificate of title, the buyer shall exercise the authority granted him by the seller by executing the assignment and odometer disclosure on the title. Any buyer, other than a dealer, is then required to file an application for title in the buyer's firm name supported by the Power of Attorney.

- Part B. Power of Attorney to Review Title Documents and Acknowledge Disclosure.

If a dealer retails the motor vehicle before he receives the certificate of title, his purchaser may grant power of attorney to the dealer to execute the purchaser's acknowledgment of the odometer disclosure. In this instance, Part B of the Power of Attorney must be executed by the retail purchaser and the dealer.
. Part C. Certification.
The dealer, upon securing the certificate of title, shall exercise the authority granted to him in Parts $A$ \& $B$ and shall execute Part C. It should be noted that if both Parts A \& B have been completed, the dealer must execute Part C.

Federal law requires that the Power of Attorney be returned to the issuing state.

- If the vehicle is sold by a dealer to a Texas retail purchaser, the Power of Attorney with original signatures shall accompany such purchaser's application for title when filed by the dealer. The duplicate Power of Attorney and a copy of the front and back of the certificate of title shall be maintained in the dealer's file for a 5 -year period.
- If a dealer reassigns title to another dealer or out-of-state buyer, or if the dealer transacts a cash sale, the Power of Attorney with original signatures shall accompany the title transaction. The dealer granted the power of attorney shall return the duplicate Power of Attorney and a copy of the front and the back of the certificate of title to the Texas Department of Transportation, Division of Motor Vehicle Titles and Registration, Post Office Box 26470, Austin, Texas 78755-0470.

When the dealer receives the certificate of title, he shall exercise the authority granted to him in Parts $A$ and $B$ and shall execute the assigrament and first reassignment of title and Part C.

NOTE: When a secure Power of Attorney (Form D12-271-A) is used in conjunction with a nonconforming certificate of title, a dealer granted power of attorney is not required to return the document to the Department. In this case, the secure Power of Attorney remains with the title transaction until an application for title is filed.

POWER OF ATTORNEY FOR TRANSFER OF OWNERSHIP TO A MOTOR VEHICLE (A FORM FOR LICENSED DEALERS ONLY)
WARNING: THIS FORMM MAY BE USED ONLY WHEN TITLEIS PHYSICALLY HELD BY LIENHOLDER OR HAS BEEN L-OST, This Form Must Be Submitted To The State By The Person Exercising Powers Of Attorney Failure To Do So May Result In Fines Andior Imprisonment, VEHICLE DESGRIPTION


[^2]

PART C. CERTIFICATION (TO BE COMPLETED WHEN PARTS A AND B HAVE BEEN USED)

1. (Person Exercising Above Powers of Attorney. Print) hereby certify that the mileage 1 Inave disclosed on the title document is consistent with that provided to me in the above power of attorney Further. upon examination of the title and any reassignment documents for the vehicle described above, the mileage disclosure 1 , have made on
the title pursuant to the power of attorney is greater than that previously stated on the title and reassic jnment documents This certification is not intended to create, nor does it create any new or additional liability under Federal or State law.


## ODOMETER STATEMENT

All Texas Certificates of Title issued since March 1, 1984, record the vehicle's odometer reading as reflected on the application for title. The odometer reading must also be recorded on the Form 31.

APPLICATION FOR TEXAS CERTIFICATE OF TITLE

| YPE OR PRINTIN |  |  |  |  |  |  | dMVTR USE ONLY |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Trax Collecoor  <br> Dote JAMES JOHNS |  |  |  |  |  |  |  |
| 1. Venice dientification Number1G1AS87H5CN122000 |  |  | ${ }^{\text {2. }} 8.89$ | $\begin{aligned} & \text { 3. Make } \\ & \text { CHEV } \end{aligned}$ |  | 5. Model | 6. Odometer Reasing ${ }_{1} 1980{ }^{\text {a }}$ |
| $\begin{array}{\|l\|} \hline \text { 7. Emply Weight } \\ 3500 \end{array}$ | 8. Carring Copackiy (bis) | 9. Tonnage | 10. Trailer Type <br> ( ) Semi( ) fu | $\begin{array}{\|l\|} \hline \text { 11. Plate No. } \\ 123 A B C \\ \hline \end{array}$ | 12. ven | +N0. 13.0 | 0. . . (Employer 1.0 .0 or SNN *se ebelow) |
|  |  |  |  |  |  |  |  |



WHEN VEHICLE IS SOLD, TITLE HOLDER MUST ASSIGN AND FURNISH THIS TITLE, CURRENT LICENSE RECEIPT, AND SALES TAX AFFIDAVIT TO THE PURCHASER WHO MUST FILE APPLICATION WITH COUNTY TAX ASSESSOR-COLLECTOR WITHIN 20 WORKING DAYS TO AVOID \$10 PENALTY.




## RELEASES OF LIENS

Date of release must be shown.

## DATE OF LIEN

07/19/90
ABC FINANCE HST LIENHOLDER

321 MAIN
NEW CITY, TEX 78700


On releases of lien only, no authority is required for any agent to sign for an individual. However, the agent signing shall not be the owner of the vehicle.

Attach Letters Testamentary.

## date of lien

09/17/47 JIM DANDY
111 SCOOTER ST.
NEW CITY, TEX 78700


Agent's initials not acceptable. Require full signature.


Typed name not acceptable. Require signature.


## APPLICATIONS FOR CERTIFIED COPIES OF TITLES



Applications for certified copies of titles should be mailed direct to the Department (TxDOT, Division of Motor Vehicle Titles and Registration, Department 1080, P. 0 . Box 4677, Houston, Texas 77210-4677) with the fee of $\$ 2.00$; or the applications can be processed immediately by any of the Division Regional Offices for a fee of $\$ 5.00$.
REMEMBER: If the outstanding title records a lien and a negotiable title is desired, the Form 34 must be executed by the lienholder.

## REPOSSESSION BY RECORDED LIENHOLDER



The lienholder may transfer ownership by assigning the Certificate of Title when repossessing from a RECORDED LIEN. At such time, proof of cur ment registration for the vehicle will be required.

## REPOSSESSION BY HOLDER OF CHATTEL MORTGAGE



When a lien as evidenced by a Chattel Mortgage is not recorded on a certificate of title, the lienholder must secure title in his name when repossessing from such Chattel Mortgage. If the title is in the name of the person from whom the repossession is made, the title need not be attached, provided a verification of title record is presented. In addition, proof of current registration for the vehicle will be required.

## RIGHTS OF SURVIVORSHIP AGREEMENE BETWEEN <br> HUSBAND AND WIFE



A "Rights of Survivorship" agreement involving a motor vehicle $\mathbf{i} \Rightarrow s$ valid regarding community property as well as separate property of a husband and wife. Spouses may agree, in writing, that all or part of their community or separa te property becomes the property of the surviving spouse upon the death of a spouse.

Upon receipt of this form, together with a title application and of ownership, this title with the remark "Rights of Survivorship the applicants.

When either the husband or the wife is deceased, the Department will issue a new title in the name of the surviving spouse upon receipt of the de ath certificate, the outstanding negotiable title, and a properly executed applic ation. If the survivor's spouse desires to transfer ownership of the vehicle, only then would the assignment of the surrendered title need to be executed.


As a result of legislation enacted by the 71st Texas Legislature, Regular Session, 1989, the provisions of Section 39 of the Texas Certificate of Title Act, Article 6687-1, V.C.S., were amended to provide an alternative to a tax collector's hearing. Section $39(\mathrm{~b})$ provides that the Department may issue a certificate of title in instances when any person interested in a motor vehicle to which the Department has refused to issue a certificate of title or has suspended or revoked a certificate of title files a surety bond with the Department.

Section $39(\mathrm{~b})$ further provides that the surety bond shall be issued on a form prescribed by the Department and executed in favor of the title applicant by a person, firm, or corporation authorized to conduct a surety business in Texas. The bond shall be in an amount equal to one and one half times the value of the vehicle as determined by the Department and shall expire three years after its effective date. The Department must maintain the original surety bond for the three-year period.

When an application for title supported by a surety bond and the Department's letter with enclosures is received by the County Tax Assessor-Collector's Office, the bond must be examined very closely. The following requirements must be met before the transaction may be accepted for filing:

- The application for title must be filed within 30 days of the effective date of the bond.
- The bond must be an original and must be issued on the prescribed form.
- The bond amount must be equal to or greater than the amount indicated in the Department's letter.
- The bond must contain the Principal's (Title Applicant's) name, complete address, and original signature.
- The bond must contain the surety company's name, complete address, and signature of the agent.
- The bond must describe the vehicle referenced in the Department's letter and must include the body style and model of the vehicle.
- The bond must indicate the effective date of the bond.
- Any alteration to the surety bond necessitates the issuance of a new bond or an amendment properly signed by the agent for the surety company.

If the title transaction is in order, it will be processed; and a Texas Certificate of Title will be issued with the remark "BONDED TITLE." This rem ark will be carried forward on all subsequent title transfers including Salvage Certi ficates for a three-year period.

When the three-year period has elapsed and if the Department has not been notified of pending action to recover on the bond, the "BONDED TITLE" rema rk will be removed from the motor vehicle record. The owner of record will be notif ied that the remark has been removed due to the expiration of the bond and that he mazy either file an application for corrected title supported by the original title, the notification letter, and the $\$ 10.00$ filing fee with his local County Tax Asses sor-Collector or, upon transfer of ownership, provide the notification letter to thee purchaser along with the original certificate of title or, if applicable, Salvage Certificate.

The original surety bond will be returned to the purchaser (Principal) of the bond.

## TRANSFER OF LIEN

A procedure is now in place which allows a lienholder to assign a recorded lien to another lienholder without obtaining the owner's signature on the Application for Certificate of Title, Form 130-U. In these instances, only the $\$ 10.00$ application fee is collected.


When an insurance company obtains a certificate of title to a vehicle as the result of paying a total loss claim, such company must surrender the title to the Department in accordance with the Salvage Yard Law, Article 6687-2, V.C.S. The insurance company must indicate on their Inventory Receipt whether the vehicle was involved in "flood damage" or "collision or other damage."

A Salvage Certificate is issued by the Department in the name of the insurance company; and when flood damage is indicated, the "FLOOD DAMAGE" remark is printed on the Salvage Certificate. This remark becomes a permanent record in the Department files and all subsequent titles issued for such vehicles will contain this remark.

For vehicles involved in "collision or other damage," i.e., fire, hail, or damage other than flood, no remark is recorded on the Salvage Certificate; but at the time the vehicle is repaired and placed in an operable condition, the negotiable title will reflect the remark "RECONDITIONED." Again, all subsequent titles issued for such vehicles will bear this remark.

Salvage Certificates are also issued to individuals and salvage yards in those instances when they have surrendered the certificate of title for a salvaged vehicle to the Department and then subsequently decide to transfer the vehicle.

## ITEMS REQUIRED TO SUPPORT AN APPLICATION FOR TEXAS TITLE WITH A SALVAGE CERTIFICATE IN EVIDENCE

When a salvaged vehicle has been placed in operable condition and is sold using a Salvage Certificate to transfer ownership, an application for certificate of title must be filed with the County Tax Assessor-Collector's Office. The following evidence must support the application for title: (1) the Salvage Certificate properly assigned to the applicant; (2) an inspection statement completed by a law enforcement officer, a pencil tracing, or an Affidavit of Physical Inspection (Form D12-270) executed by the applicant confirming the identity of the vehicle; and (3) a Rebuilder's Affidavit (Form 61) executed by the owner responsible for rebuilding the vehicle.

The Form 61 must record a complete explanation as to what repairs were made to the vehicle and list the materials and parts used in making such repairs. If the repairs were not completed by the owner, it will be necessary to indicate the name of the garage or individual that repaired the vehicle in the explanation portion of the Form 61.

An inspection by an authorized inspection station is required (in lieu of a law enforcement officer completing the inspection statement on the Salvage Certificate) even though the vehicle may already display a valid inspection certificate which was issued prior to rebuilding the vehicle. The vehicle inspection certificate number and expiration date must be recorded on the Form 61.

The odometer disclosure statement must be executed on the Salvage Certificate; or if a nonconforming Salvage Certificate is supporting title issuance, a separate odometer statement must accompany the title transaction.

If an out-of-state title was surrendered for the issuance of a Salvage Certificate, an Identification Certificate, Form VI-30-A, will be required in support of the application for Texas title.

When the certificate of title is issued, it will record the remark "FLOOD DAMAGE"; or it will record "RECONDITIONED" if the vehicle was involved in collision, fire, hail, or damage other than flood. This remark will appear on all subsequent titles issued by this Department.

A copy of the current license receipt shall accompany the application. The existing license plates or new license plates shall be issued as outlined below:

1. If the vehicle was previously registered for the current registration year and the current license plates were surrendered to the Department for cancellation, replacement license plates may be issued.
2. If the registration has expired but the license plates have remained on the vehicle, such plates shall be validated for the current year.
3. If the vehicle was not registered for the current year and the license plates are not affixed to the vehicle, the vehicle must be registered as of the date application for title is filed for the balance of the registration year previously assigned to the vehicle.
4. If the vehicle displays current registration, the current license number shall be shown on the application for title.


## DOCUMENTS REQUIRED

## ON VEHICLES IMPORTED INTO U.S.

An application for Texas title and registration on a vehicle imported into the United States must be supported by a DOT Form HS 7 along with bond release letters for those vehicles brought in under bond. (Exceptions are vehicles manufactured prior to 1-1-68 and vehicles imported from the manufacturer by U. S. dealers or distributors on security-type MCO's.)

The description of the vehicle must be shown on the form. If the VIN is not shown, the license number will be acceptable provided it can be tied in with other evidence in the transaction.


REQUEST FOR NON-NEGOTIABLE TITLE FOR REGISTRATION PURPOSES ONLY FOR AN IMPORTED VEHICLE

> I declare that the vehicle described below on which I am requesting a non-negotiable title for "Registration Purposes Only" qualifies under the following provisions as referenced by the attached DOT HS Form 7:
Vehicle was manufactured prior to date applicable standards were in effect. Motorcydes before $1 / 1 / 69$ and all others before $1 / 1 / 68$.2. Vehicle complies with Federal Motor Vehicle Safety Standards.3. Vehicle was imported into the United States for a temporary period, does not conform to the Federal Motor Vehide Safety Standards and, therefore, cannot be sold. VALID FOR ONLY ONE REGISTRATION PERIOD.4. Vehicle was imported into the United States by a member of the armed forces or a public intemational organization or civilian on assignment for foreign government, does not conform with Federal Motor Vehicle Safety Standard's and, therefore, cannot be sold.5. Commercial vehicle used in international trade. Oral declaration made as provided by U.S. Customs Service, Title 19, Chapter 1, paragraph 123.14. (DOT HS Form 7 is not required.)6. Other.

Name of Owner
City $\qquad$ State $\qquad$ I, the undersigned owner of the motor vehicle described herein, do hereby certify that the statements set forth above are true and correct.
Signature of Owner
or Authorized Agent

WARNING! V.A.T.S., ARTICLE 6687-1, PROVIDES THAT FALSIFYING INFORMATION ON ANY REQUIRED DOCUMENT IS A THIRD-DEGREE FELONY

TEXAS DEPARTMENT OF TRANSPORTATION DIVISION OF MOTOR VEHICLE TITLES AND REGISTRATION AUSTIN, TEXAS 78779-0001

Form D12-274 (Rev, 10-91)

Under certain conditions, a title for "Registration Purposes Only" may be issued on an imported vehicle that cannot be sold or titled in Texas. The owner of a nonconforming vehicle may be required to secure Texas registration for failure to display the international marker or if the foreign license plates expire or become lost or stolen. In these instances, the applicant must complete a Request for Non-negotiable Title for Registration Purposes Only for an Imported Vehicle, Form D12-274, and will not be required to comply with DOT standards. (Form D12-274 should be modified as illustrated.) Only the following applicants identified as indicated by Block 5, 6, or 7 on the required DOT HS Form 7 may qualify:

1. Block 5 - A nonresident (visitor).
2. Block 6 - A member of the armed forces or a civilian on assignment for a foreign government.
3. Block 7 - An individual who imports a vehicle for show, test, experiment, or competition.

For example, foreign visitors or students may operate their vehicles in Texas for a period of only one (1) year provided the vehicles display current foreign license plates and an international marker, and provided the foreign national does not establish residence or become gainfully employed. (An international marker is an oval decal displayed on the rear of a vehicle consisting of the initial(s) of the issuing country in black letter(s) on a white background. This marker shall be not less than $4.5^{\prime \prime}$ in height and $6.9^{\prime \prime}$ in width.) Foreign military and civilian personnel on assignment in Texas under a NATO agreement may operate their vehicles in Texas indefinitely provided the vehicles display current foreign license plates and an international marker.

It will be necessary to label the Form 31 to prevent the use of this form to renew registration, to inform lienholders that the applicant does not possess negotiable evidence of ownership, and to provide for the issuance of an RPO title with the proper branding should the transaction become lost.

```
-- If any category under #3 of the RPO Form D12-274 is
    checked, "SALE PROHIBITED" shall be noted in Item
    Field 6 of the Form 31 to the right of the owner`s name and address.
-- Additionally, if under \#3 either "a" or "c" is checked, "1-YEAR REG" shall be noted in Item Field 6 of the Form 31 to the right of the owner's name and address.
```


## TRANSFER OF TEXAS TITLED VEHICLE

## CURRENTLY REGISTERED

The same registration expiration month that was previously assigned to the vehicle shall be retained. The seller must surrender his copy of the current license receipt to the purchaser, and it must be attached as supporting evidence to the purchaser's application for title.

## UNREGISTERED

A vehicle does not have to be currently registered when transferred. If purchased unregistered, it must be registered as of the date of application for title for the balance of the registration period previously assigned to the vehicle. To determine what registration expiration month has been assigned to the vehic le, the applicant must present the previous registration receipt or verification of registration must be attached.

## TITLES ISSUED FOR REGISTRATION PURPOSES ONLY



This type of title is issued to both residents and nonresidents who do not possess the necessary evidence to obtain a negotiable Texas title and, also, to nonresidents who do not wish to relinquish such evidence provided that in all cases the vehicle involved was last registered out of state. If a lien is recorded upon the evidence of ownership presented, such lien should be noted on the application for title. Only one copy of this non-negotiable title is prepared, and it is mailed to the registered owner.

The negotiable evidence of ownership covering this vehicle should not be submitted with this application. In the event the applicant presents such evidence of ownership (title, registration receipt, etc.) to the tax collector, the documents should be returned to the applicant after preparing the application.

The description must describe a used vehicle last registered out of state and must agree with the description shown on the Identification Certificate, Form VI-30-A.

The license number, year, and state of issuance must be shown.

The vehicle must be registered in the name of the owner.
"Registration Purposes On7y" should be shown in Block 32 of the Form 31 and on all future registration receipts until proper application is made for a negotiable Texas title.


1. This type of title may not be issued for new vehicles.
2. A weight certificate for all commercial vehicles in excess of one ton must be submitted; however, in the case of apprehension, the requirement of a weight certificate may be waived by a Field Auditor of the Division of Motor Vehicles or an officer of the Department of Public Safety.
3. An Identification Certificate, Form VI-30-A, must be submitted; however, if the vehicle has been apprehended for a registration violation, the Form VI-30-A is not required provided an out-of-state address is shown on the application for non-negotiable title and the applicant furnishes a self-certification as to the correct vehicle identification number appearing on the vehicle.
4. A Power of Attorney is not required as authorization for an agent or operator to sign for an owner.

## COLLECTION OF DELINQUENT PENALTY



NOTE: The 20-day filing period consists of 20 working days. It does not include Saturdays, Sundays, and holidays on which the county tax offices are closed. The delinquent transfer penalty applies to USED vehicles which are currently reqistered and titled in Texas at the time of transfer. The penalty shall not apply to the following: (1) new vehicles transferred on manufacturers' certificates; (2) vehicles transferred on U. S. Government Form 97 or Texas Surplus Property Agency Form V-1; (3) transfers notarized out of state;
(4) transfers by operation of law; (5) applications for corrected title; (6) applications for title filed in the name of an exempt agency or a Texas licensed dealer; (7) applications for title filed by insurance companies on stolen vehicles; or (8) vehicles transferred on Salvage Certificates.

## TITLE TRANSACTION ASSEMBLY PROCEDURE

The Form $130-U$ has been revised to accommodate new information fields. Beginning in mid-1992, the new forms will be available and existing stocks of the forms (Form 130-U shown in the illustration below) should be destroyed. However, until the new forms are available, the following transaction assembly procedure applies.

1. Fold the title in such a manner so that the spaces "FOR DEPAصTMENTAL USE ONLY" and "TITLE NUMBER" appear on the same side.
2. The BOTTOM EDGE of the folded title should be placed to the L_EFT of the title application in order for the "FOR DEPARTMENTAL USE ONLY" and "TITLE NUMBER" spaces to be visible on the FRONT of the application.
3. Supporting evidence should be inserted between the title and the FRONT of the title application. The supporting evidence should not exten $d$ beyond the edge of the title application on either side or conceal any vehic $\exists \mathrm{le}$ information above the name of the previous owner.
4. The Form 31 should be placed lengthwise on the BACK RIGHT SI $\square E$ of the title application facing out so that all information on the form i $S$ visible. The Form 31 should be positioned with the LEFT SIDE of the form 曾o the TOP EDGE of the title application.
5. One staple should be placed in the CENTER of the title in the area normally containing special codes so as to hold all the evidence and Ehe Form 31 to the application and not obscure the vehicle information.


STAPLE HERE


BACK

Upon receipt of the new Form $130-\mathbf{U}$, three title assembly procedures shall apply:

## Routine Texas Title Transactions

1. Fold the Form 130-U in half so that the DMVTR USE ONLY is visible on the in the TOP LEFT CORNER.
2. Position the RIGHT-HAND EDGE of the Form 31 on the TOP RIGHT EDGE of the title application. The BOTTOM EDGE of the form 31 should not extend beyond the RIGHT-HAND EDGE of the title application, Form 130-U.
3. Fold the title in such a manner so that the spaces "FOR DEPARTMENTAL USE ONLY" and "TITLE NUMBER" appear on the same side.
4. The BOTTOM EDGE of the folded title should be placed to the LEFT of the title application in order for the "FOR DEPARTMENTAL USE ONLY" and "TITLE NUMBER" spaces to be visible on the BACK of the application.
5. Insert all supporting evidence (license receipt, odometer statement, etc.) between the title and the BACK of the title application. The supporting evidence should not extend beyond the edge of the title application on either side.
6. One staple should be placed in the CENTER of the Form 31 above the area containing the gross weight to hold all the evidence and the title to the arplication and not obscure any of the vehicle information.


BACK

1. Fold the Form 130-U in half so that the DMVTR USE ONLY is visible on the TOP LEFT CORNER.
2. Position the RIGHT-HAND EDGE of the Form 31 on the TOP RIGHT EDGE of the Form 130-U. The BOTTOM EDGE of the Form 31 should not ext end beyond the RIGHT-HAND EDGE of the title application, Form 130-U.
3. Fold the Manufacturer's Certificate of Origin (MCO) in such a manner that the vehicle information is visible. Place the BOTTOM EDGE of the MCO to the LEFT on the BACK of the title application.
4. Insert additional evidence between the MCO and the BACK of the title application. The inserted evidence should not extend beyond the edge of the title application.
5. One staple should be placed in the CENTER of the Form 31 above the area containing the gross weight to hold all the evidence and the title to the application and not obscure any of the vehicle information.


STAPLE HERE


BACK

## A11 Other Title Transactions

1. Fold the Form 130-U in half so that the DMVTR USE ONLY is visible on the FRONT in the TOP LEFT CORNER.
2. Position the RIGHT-HAND EDGE of the Form 31 on the TOP RIGHT EDGE of the title application. The BOTTOM EDGE of the Form 31 should not extend beyond the RIGHT-HAND EDGE of the title application, Form 130-U.
3. Fold the surrendered evidence of ownership in such a manner that the vehicle information is visible. Place the BOTTOM EDGE of the folded evidence to the LEFT on the BACK of the title application.
Note: When the title transaction is not supported by the outstanding title, but the transaction includes a title verification, the title verification shall be folded so that the index number and title number appear on the same side.
4. Insert the supporting evidence between the ownership document or title verification and the BACK of the title application. That evidence should not extend beyond the edge of the title application on either side or conceal any vehicle information above the name of the previous owner.
Note: In the case of 1st- and 2nd-stage MCOs, insert the 2nd-stage
MCO between the 1st-stage MCO and the BACK of the title application
with the vehicle information facing out. Insert any additional
evidence between the 2nd-stage MCO and the BACK of the title application.
5. One staple should be placed in the CENTER of the Form 31 above the area normally containing the gross weight to hold all the evidence and the title to the application and not obscure any of the vehicle information.


STAPLE HERE

## YEAR-ROUND REGISTRATION SYSTEM

Under the year-round registration system, all new and out-of-state passenger vehicles, light trucks (one ton or less manufacturer's rated carrying capacity), motorcycles, mopeds, travel trailers, trailers, farm trucks, and farm trailers shall be registered as of the date of application for title for a period of 12 months, inclusive of the month in which the application is filed.
EXAMPLE: The owner of a new passenger car files his application for title and registration on August 10, 1990. Therefore, the registration is issued for a 12-month period extending from August 1, 1990, through July 31, 1991.


The license plates will be validated with a July "month" sticker and a 1991 "year" sticker.

Collect the appropriate annual registration fee.
All other classifications of vehicles, except as stated above, shall be registered for the established registration period of April 1st through March 31st of the succeeding calendar year. All new and out-of-state vehicles in this category shall be registered as of the date of application for title for the balance of the current registration period ending March 31st.

EXAMPLE: The owner of an out-of-state truck with a manufacturer's rated carrying capacity of 2.5 tons files his application for title and registration on August 10, 1990. Therefore, the registration is issued for an 8-month period extending from August 1, 1990, through March 31, 1991.

The license plates will be validated with a March "month" sticker and a "1991" year sticker. For a vehicle receiving "annual" plates which are reisseed each year, the expiration date (MAR-91) will be debossed in the upper corners of the plates.

Collect the appropriate registration fee for the balance of the registration period ( 8 months).

[^3]
## REGISTRATION CLASSIFICATION CHART

UNDER YEAR-ROUND REGISTRATION SYSTEM
Multi-year license Plate Classifications With Staggered Expiration Dates

1. Passenger

* 11. Radio Operator

2. Truck (One Ton or less) * 12. Personalized
3. Motorcycle

* 13. Collegiate

4. Moped
5. Farm Truck

* 14. Space Commission

6. Travel Trailer
7. Trailer
8. Farm Trailer

* 15. State Capitol
* 16. Armed Forces
* 17. Desert Storm

9. Disabled Person

* 18. Vietnam Veteran

10. Volunteer Firefighter

* 19. Civil Air Patrol
* 20. Coast Guard Auxiliary
* 21. Classic
* 22. Cotton Vehicle

Multi-year License Plate Classifications With a March 31st Expiration Date

1. Farm Truck Tractor
2. Tractor
3. Motor Bus
4. City Bus
5. Private Bus
6. Token Trailer
7. Truck (Over One ton)

* 8. Rental Trailer
* 9. Machinery
* 10 . Antique
* 11. Disabled Vet
* 12. Former Prisoner of War
* 13. Pear 1 Harbor Survivor
* 14. Parade
* 15. Permit

[^4]Annual License Plate Classifications With a March 31st Expiration Date

| 1. Combination | $*$ | 9. U. S. Congress |
| :---: | :--- | :--- | :--- |
| 2. Fertilizer Truck |  | House |
| * 3. Soil Conservation |  | Senate |
| * 4. State Official | $* 10$. | Apportioned |
| * 5. State Judge | $* 11$. | In Transit |
| * 6. U. S. Judge | $* 12$. | Manufacturer |
| * 7. Disaster Relief | $* 13$. | Congressional Medal of Enor |
| * 8. Dealer |  |  |

* Application filed with the Department.

NOTE: Former Prisoner of War, Disabled Veteran, Pear 1 Harbor Surv ivor, and Congressional Medal of Honor License Plates are issued exclusivel $y$ by the Department and bear a March 31st expiration date.

Purple Heart and Log Loader License Plates are issued exclusively by the Department and bear a September 30th expiration date.

Texas Guard, Armed Forces Reserve, and Honorary Consul registrati on fees are paid directly to the Department. These license plates bear a June 30t h expiration date.

## NEW AND OUT-OF-STATE VEHICLES REGISTERED UNDER YEAR-ROUND SYSTEM

All new and out-of-state passenger vehicles, light trucks (one ton or less manufacturer's rated carrying capacity), motorcycles, mopeds, travel trailers, trailers, farm trucks, and farm trailers are to be registered as of the date of application for a 12 -month period inclusive of the month in which the application is filed. The following example will illustrate the correct procedure for registering a new passenger car when an application for title and registration is filed with the County Tax Assessor-Collector.

In this example, a new passenger car is being registered during the month of November; therefore, the registration is issued for the one-year period extending from November 1, 1990, through October 31, 1991. The vehicle is issued passenger license plates which are validated with "OCT-91" stickers.

Using the appropriate fee chart, determine the registration fee according to the year model (if the vehicle weighs 6,000 pounds or less) or by weight (if the vehicle weighs over 6,000 pounds). Since the vehicle is registered for a 12 -month period, the annual fee must be collected and shown in the total fee space on the license receipt (Form 31).

## PASSENGER CARS

The annual license fee for a passenger car, city bus, or private bus shall be based on the manufacturer's model year or weight in pounds, as the case might be, of the vehicle
as follows:

MODEL YEAR OR WEIGHT IN POUNDS

| 84 AND OLDER MODELS | \$40.80 |
| :---: | :---: |
| 85, 86 AND 87 MODELS | \$50.80 |
| 88 AND NEWER MODELS | \$58.80 |
| 6,001 LBS. AND OVER | \$25.00 PLUS 60¢ CWT PLUS $30 ¢$ |
| (irrespective of model year) |  |

The weight of any passenger car for purposes of registration shall be the weight generally accepted as its correct shipping weight plus one hundred pounds.
"Passenger Car" as defined by law means any motor vehicle other than a motorcycle, or a bus transporting persons for compensation or hire, designed or used primarily for the transportation of persons.

Note: House Bill 122, Acts of the 68th Texas Legislature, 2nd Called Session, changed the basis of the passenger fee schedule from a weight criteria to a year model criteria for vehicles weighing 6,000 lbs. or less. In addition, the Act increased license fees over a three-year period for most vehicle classifications beginning August 1, 1984.
(January, February, \& March Registrations)

During the months of January, February, and March, the owners of new and out-ofstate vehicles which come under the miscellaneous classifications with a March 31st registration expiration date will be granted the option of registering for 13, 14, or 15 months or for 1,2 , or 3 months respectively. If the owner chooses to register for the balance of the current year and for the forthcoming year, the tax collector should issue only the forthcoming year's registration and collect the registration fee for 13,14 , or 15 months as the case may be. In this situation, the registration shall be considered as representing a single registration period of 13, 14 , or 15 months and only one County Road and Bridge Fee shall be collected if the county imposes this fee. If the owner elects to register for only the balance of the current year, the current year's registration should be issued; and the fee should be collected for 1,2 , or 3 months as the case may be.


In this illustration, a new Texas resident contacted his county tax collector on January 29, 1991, and requested the issuance of Farm Truck Tractor License Plates for his truck tractor which was previously registered out of state. Since Farm Truck Tractor License Plates have an established registration expiration date of March 31st, the owner, upon executing a Form 52A, was given the option of registering for 15 months through March 31, 1992, or for 3 months through March 31, 1991. He chose to register for 15 months.


Using the Farm Truck and Farm Truck Tractor Chart, determine the registration fee according to the vehicle's gross weight for 15 months. This fee must be collected and shown in the total fee space on the license receipt (Form 31).

## LICENSE PLATE RENEWAL NOTICE

For registration renewal purposes, a License Plate Renewal Notice will be mailed by the Department to each vehicle owner approximately six to eight weeks prior to the expiration of the vehicle's registration. The renewal notice will indicate the proper registration fee to be collected and the month and year the registration will expire. When these notices are presented for the renewal of the registration, it will not be necessary to type any kind of license receipt in order to issue the registration. The deputy will simply need to collect the registration fee shown on the renewal notice and validate the notice by attaching the appropriate renewal label on the notice and placing the date of issuance on each copy. The date of issuance should be placed in the lower part of the Highway Copy so as not to interfere with the scan area in the upper half of the form.

The renewal notices are color coded to assist the tax collectors and deputies in processing registration renewals. The color codes are as follows:

White - Forms 39A are printed for multi-year classifications. White indicates that a "year" sticker only is required to be issued to validate the license plates.

Blue - Forms 39AN are printed for "annual" license plate classifications. Blue indicates that a new "annual" plate or set of plates is required to be issued. Do not issue a validation sticker when a blue renewal notice is presented.

Yellow - Forms 39SP are printed for "special" license plate classifications that require the payment of a vehicle registration fee in addition to the special license plate fee paid to the Department.

"ANNUAL" CLASSIFICATIONS


Renewal labels are color coded to correspond with the color of the year validation stickers. For example, red validation stickers have corresponding renewal labels with a red screen; gold validation stickers have corresponding renewal labels with a gold screen; and green validation stickers have corresponding renewal labels with a green screen.

## 4-PART RENEWAL NOTICE/LOCAL FEES

Senate Bill 328, Acts of the 71st Texas Legislature, Regular Session, 1989, amended the Registration Law to provide counties with the option of imposing a County Road and Bridge Fee not to exceed $\$ 10.00$ in addition to the regular registration fee for each vehicle registered in the county. This extra fee may be collected by those counties that formally notify the Department on or before September 1, of the year preceding the year in which the fee takes effect. The counties may either impose, rescind, increase, or decrease this fee on an annual basis through this notification process.
House Bill 1826, Acts of the 72nd Texas Legislature, Regular Session, 1991, amended the Registration Law to provide that persons registering Farm Trucks or Farm Truck Tractors will be required to pay an additional $\$ 5.00$ fee each year to be deposited in the Young Farmers Endowment Fund. Money from this fund will be made available to young farmers in the form of low interest farm loans.
Senate Bill 460, Acts of the 72nd Texas Legislature, Regular Session, 1991, amended the Registration Law to provide that the counties may impose an extra fee not to exceed $\$ 1.50$ to be deposited in the Child Safety Fund. Money from this fund will be used for various child safety programs.

$\downarrow$
$\downarrow$


If a local fee(s) is imposed, the total fee(s) as indicated on the renewal "stub" shall be collected. When affixing the renewal label to the notice, the label should not be placed on the "stub." Alignment of the label will continue to be made with the arrows on the upper portion of the renewal notice. To complete the validation of the notice, the date of issuance should be placed on each part of the 4-part form. The Owner's Copy with "stub" attached shall then be issued to the registrant and will constitute the registrant's proof of payment of the local fee(s).
The index number assigned to the vehicle by the Department will appear on the "stub" as a means of identifying the vehicle for which the registration fees were paid if the "stub" becomes separated from the owner's receipt copy.

Counties that do not collect the local fee(s) will simply detach and throw away the "stub" when the renewal notice is presented by the registrant. Consequently, when the Owner's Copy of the renewal form is validated, it will reflect only the registration fee that was paid. But, if the Farmer Fund is collected, the stub should be retained by the registrant.

## LICENSE PLATE RECALL AND REISSUANCE PROGRAM

The County Tax Assessor-Collectors shall issue new multi-year license plates at no additional charge at the time of reregistration provided the current plates are over eight (8) years old. This reissuance of new multi-year license plates is referred to as the "LICENSE PLATE RECALL PROGRAM."

The license plate renewal notice, has been designed to indicate the age of the license plates in a block in the upper left-hand corner of the County Copy of the form. In addition, the wording "New Plates Required" will appear on those renewal notices which reflect a plate age of eight (8) years or more. If the block records an "8" or higher number, plates must be reissued. If the block records a "7" or lower number, the applicant may qualify for new license plates under the "Needs" program. If license plates are to be reissued under the "License Plate Recall Program," the license plate renewal notice should be prepared in the same manner as in the "Needs" program.


IMPORTANT! Always make sure that the sticker number renewal label corresponds to the validation sticker being issued and that the license number renewal label corresponds to the license plates being issued.

## THE "NEEDS" PROGRAM LICENSE PLATE REISSUANCE

The County Tax Assessor-Collectors are authorized to issue new multi-year license plates at no additional charge upon request by the owner at the time of reregistration provided the current plates are over five (5) years old. This limited reissuance of new multi-year license plates is referred to as the "Needs" program.

The license plate renewal notice, has been designed to indicate the age of the 1icense plates in a block in the upper left-hand corner of the County Copy of the form. If the block records a "5" or higher number, the plates may be issued at no additional charge. If the block records a "4" or lower number, the plates are less than 5 years old; and the applicant does not qualify for new license plates under the "Needs" program. (In this situation, the owner would be required to pay the $\$ 5.30$ replacement fee if new license plates are issued.)

If license plates are to be issued under the "Needs" program, a license number renewal label must also be affixed to the renewal notice in addition to the sticker number renewal label.

When affixing the license number renewal label to the renewal notice, the label should be positioned immediately below the sticker number renewal label with the arrows on the label lined up with the arrows on the renewal notice. The top edge of the license number renewal label should be perfectly even with the bottom edge of the sticker number renewal label. The label should not touch the previous license number data on the left of the form nor extend beyond the right edge of the owner's copy of the form.

If an owner requests new license plates at the time of registration but does not present a renewal notice, the tax collector will not be required to access the Department's records to determine the age of license plates before issuing plates. Instead, the tax collector may utilize the year model of the vehicle to determine whether new license plates can be issued under the "Needs" program. For example, in 1990, a 111985 and prior year model vehicles will qualify for new plates under the "Needs" program.

## RENEWAL NOTICE INFORMATION

1. If the person shown as the owner upon a renewal notice has sold the vehicle, the renewal notice should be destroyed.
2. Each person presenting a renewal notice should be asked if the address is correct. If it is not correct, the new address should be carefully printed upon all copies of the notice and an "X" should be marked in the address change block.
3. When an address change is being made upon the renewal notice, be sure to mark a large "X" in the special block on the notice. Some type written small "X's" in the corner of the block are missed by the scanner which updates our motor vehicle records with the new address and year of expiration.
4. If a person sells his vehicle, the seller should not give his renewal notice to the buyer. It has occurred that the buyer will use the renewal notice with the result that the vehicle will again be registered in the seller's name.
5. A renewal notice should not be used when there is an error in the description of vehicle or name of owner. Instead, a corrected certificate of title should be applied for; and a Form 31 should be typed showing the correct description of vehicle or name of owner.
6. The date which the license plates are sold should be stamped on the bottom of each portion of the renewal notice. Any validation used in conjunction with the date should appear only on the Tax Office Copy and the Owner's Copy of the renewal notice. It is important to place the date in the lower part of the Highway Copy so as not to interfere with the scan area in the upper half of the document.
7. In certain instances when changes are made in the information appearing on the renewal notice and a Form 39 is typed rather than using the renewal notice, the renewal notice may be looked upon as evidence of ownership without the need for the applicant to present his certificate of title and expiring license receipt. Examples of such situations are:
(a) When the gross weight of a commercial vehicle is changed, but the gross weight does not fall below the minimum gross weight allowed for a vehicle of that particular classification.
(b) When the license fee shown upon the renewal notice is incorrect. (Fee alterations are acceptable on passenger renewal notices only. Otherwise, if the fee is to be changed, a Form 39 must be typed.)
(c) When a change of classification is made that does not require a corrected title, such as Truck to Farm Truck, Truck to Combination, Soil Conservation to Truck, etc.
(d) When an owner wishes to register a vehicle under an approved optional classification, such as Passenger or Truck plates for jeep-type vehicles and suburbans.
(e) When a $20 \%$ delinquent penalty is required to be collected on renewals other than a passenger renewal.
8. If a renewal notice is lost, destroyed, or not received by the vehicle owner, the vehicle may be registered if the owner presents his certificate of title and current license receipt or if the title is not available, the owner may present personal identification and the license receipt issued in his name for the preceding year.
9. The total fee as shown on the "stub" portion of the renewal notice will be collected in those counties imposing local fees or when a Farmer Fund fee is shown. Counties not imposing local fees will detach and throw away the "stub" portion and collect the registration fee shown on the Owner's Copy providing no Farmer Fund fee is shown.

TEXAS DEPARTMENT OF TRANSPORTATION DIVISION OF MOTOR VEHICLE TITLES AND REGISTRATION AUSTIN, TEXAS 78779-0001

## TEXAS MAXIMUM WEIGHT \& SIZE LIMITATIONS



```
\star SINGLE MOTOR VEHICLE (EXCEPT TRUCK-TRACTOR) . . . . . . 45 FEET
    (TRUCK-TRACTOR - NO LIMIT ON LENGTH)
\star BUS.............................................................. 45FEET
* TRAILER (FULL - DOUBLES) . . . . . . . . . . . . . . . . . . . . . . . . . . 281⁄2 FEET
\star SEMI-TRAILER..................................................... . . . . . . . FEET
    (WHEN OPERATED IN COMBINATION WITH TRAILER). . . .281/2 FEET
* WIDTH.................................................... }8\mathrm{ FEET 6INCHES
* HEIGHT. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . }14\mathrm{ FEET
\star GROSS WEIGHT (COMBINATION) . . . . . . . . . . . . . . . . . . . . 80,000 LBS.
* SINGLE AXLE. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 20,000 LBS.
* TANDEM AXLE. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 34,000 LBS.
* WHEEL LOAD - 650 LBS. PER INCH WIDTH OF TIRE
```

MAXIMUM WEIGHTS

THE ILLUSTRATIONS SHOWN BELOW INDICATE TYPICAL WEIGHT DISTRIBUTION ON ALL AXLES WITHOUT EXCEEDING MAXIMUM WEIGHTS ALLOWED BY LAW.


THE ILLUSTRATIONS SHOWN BELOW REFLECT THE MAXIMUM SIZE LIMITATIONS ALLOWED BY LAW NOTE: THE MAXIMUM ALLOWABLE WIDTH OF A VEHICLE AND LOAD IS $8{ }^{\prime} 6^{\prime \prime}$ EXCEPT ON CERTAIN DESIGNATED HIGHWAYS, AND THE MAXIMUM ALLOWABLE HEIGHT OF A VEHICLE AND LOAD IS $13^{\prime} \mathbf{~ 6 " ' . ~}^{\prime \prime}$


## TRUCK-TRACTOR AND SEMI-TRAILER COMBINATION



NOTE: THERE IS NO LENGTH LIMITATION ON TRUCK-TRACTOR AND TRAILER(S) COMBINATIONS .


1. No motor vehicle other than a truck tractor shall exceed a length of 45 feet.
2. It is unlawful for more than three (3) vehicles to be coupled together including but not limited to a truck and semitrailer, truck and trailer, truck tractor and semitrailer, truck tractor and semitrailer and trailer, or a truck tractor and two (2) trailers.
3. Any such combination of vehicles as mentioned above other than a truck tractor combination shall not exceed 65 feet in length.
4. Even though there is not a length limitation on truck tractor combinations, the law does restrict semitrailers to a length of 59 feet in
tractor/semitrailer combinations and doubles (two trailers in combination) to a maximum length of $281 / 2$ feet each.
5. Combinations of vehicles not powered by a truck tractor are limited to 65 feet in length.
6. Maximum allowable WIDTH of a vehicle and load is $8^{\prime} 6^{\prime \prime}$ except on certain designated highways.

* 7. No axie shall carry a load in excess of twenty thousand $(20,000)$ pounds, and an axle load is defined in the Statutes as follows: "An axie load shall be defined as the total load transmitted to the road by all wheels whose centers may be included between two parallel transverse vertical planes forty (40) inches apart, extending across the full width of the vehicle."
* 8. The total gross weight for any tandem axle group shall not exceed thirty-four thousand $(34,000)$ pounds for each such tandem axle group. Tandem axle group is defined to be two or more axles spaced forty (40) inches or more apart from center to center having at least one common point of weight suspension.
* 9. No vehicle or combination of vehicles, including load thereon, shall exceed a gross weight of eighty thousand $(80,000)$ pounds, except such vehicles or combinations thereof operated under special permits otherwise authorized by law.

10. As a prerequisite to the issuance of an overweight permit, a vehicle or combination of vehicles must be registered for the maximum gross weight that such vehicles or combination of vehicles can otherwise legally operate within the limitations provided for axles not to exceed eighty thousand $(80,000)$ pounds.

* See permissible weight table


## COMMERCIAL VEHICLE REGISTRATION DATA

1. The illustrations shown on the preceding pages have been prepared to assist the tax collectors and the general public in the proper and legal registration of commercial vehicles and combinations of vehicles. The weight distribution between vehicles in combination is typical maximum weights allowed under the axle weight limitations of twenty thousand $(20,000)$ pounds per single axle and thirty-four thousand $(34,000)$ pounds per tandem axle and the maximum allowable overall gross weight of eighty thousand $(80,000)$ pounds. It should be understood that the front axle weights are only approximate weights since there is no way of determining the actual weights except by weighing the front axles. The last example on page 43 shows that even some five (5) axle vehicle combinations cannot legally carry the maximum allowable gross weight of eighty thousand $(80,000)$ pounds because the front axle could not carry the twelve thousand $(12,000)$ pounds needed to reach the maximum.
2. The Permissible Weight Table on this page reflects the minimum distance in feet required between axles of vehicles and combinations of vehicles in relation to the respective gross loads to be carried.
3. Texas has adopted and enforces the Federal Motor Carrier Safety Regulations and Hazardous Materials Regulations, and it is the obligation of the registrant to be familiar with the applicable requirements.

## PERMISSIBLE WEIGHT TABLE

This table provides a guide to determine the maximum weight permitted on any group of 2 or more consecutive axles. The table may be applied to inner axle groups such as the power unit only of a combination, the drive axle(s) of the power unit and the trailer or trailers, or the entire combination of axles from the steering axle of the power unit to the last trailing axie of the trailer.

The number in the left first column is the required minimum distance in feet between the extremes of any group of two (2) or more consecutive axles in relation to the corresponding weight shown in columns to the right. The computations are based upon the following formula but includes (as indicated - ${ }^{\star}$ ) weights computed from a prior statutory formula covering vehicles that could have been lawfully operated on December 16, 1974.


* These figures have been carried forward from Article 6701d-11, Section 5, Subsection (4), when it was amended on December 16, 1974, by Senate Bill 89 of the 64 th Legislature, which provided that axle configurations and weights that could be lawfully operated as of that date would continue to be legal under the increased weight limits.
+ These figures apply only to an axle spacing greater than $8^{\prime}$ but less than 9'.

1. Maximum tire load limit may not exceed 650 pounds per inch of tire width.
2. No single axle weight may exceed 20,000 pounds.
3. No tandem axle weight may exceed 34,000 pounds.

## FACTS REGARDING TITLE REQUIREMENTS FOR COMMERCIAL MOTOR VEHICLES

## EMPTY WEIGHT

The empty weight of a truck or truck tractor must be shown on the application for title.

The empty weight of a new truck or new truck tractor cannot be le -ss than the shipping weight as shown on the supporting Manufacturer's Certifi cate.

The empty weight of a new truck or new truck tractor must be dete rmined by a weight certificate when:
(1) The Manufacturer's Certificate indicates a rated carrying ca pacity in excess of one (1) ton.
(2) The shipping weight is not shown on the Manufacturer's Certi ficate or the weight shown appears to be a Cab and Chassis weight.
(3) Cab and Chassis is shown as the body style on the Manufactur er's Certificate.
(4) Extra equipment is added to the vehicle after it has left thee manufacturer. (For example, vehicles owned by telephone companies, etc.)

## MANUFACTURER'S RATED CARRYING CAPACITY

The Manufacturer's Rated Carrying Capacity, IN TONS, must be shown on all applications for title covering trucks or truck tractors.

Gross Vehicle Weight (GVW) is not to be used in determining the empty weight or the carrying capacity of a truck or truck tractor, nor should it be shown on the application in lieu of the manufacturer's rated carrying capacity.

Manufacturer's Certificates which do not indicate the rated carrying capacity in tons are not acceptable if invoiced to a Texas dealer or owner. (Require a corrected Manufacturer's Certificate.)

If a Manufacturer's Certificate is invoiced to an out-of-state dealer or distributor, and the manufacturer's rated carrying capacity is orenitted or "GVW" is shown in lieu of the manufacturer's rated carrying capacity, the model number must be referenced in the Branham Automobile Reference Book or other commercial vehicle specifications to determine the tonnage.

The manufacturer's rated carrying capacity cannot be changed by altering or rebuilding a vehicle.

## BODY STYLE

A "body style" which properly describes the truck or truck tract or must be shown on the application for title. Examples of acceptable body styles a re: flat, pickup, van, stake, dump, tank, etc. Examples of some body styles which are not acceptable are: bob tail, cab and chassis, tandem, or truck (only).

## REGISTRATION OF NEW COMMERCIAL MOTOR VEHICLE WITH TRUCK LICENSE PLATES

A new truck with a manufacturer's rated carrying capacity of one (1) ton or less is registered correctly by showing the empty weight on the application for title and on the license receipt identical to the shipping weight as shown on the supporting manufacturer's certificate.
If the carrying capacity of this truck was rated in excess of one (1) ton, a weight certificate would be required to establish the empty weight.
If the manufacturer's certificate shows an unacceptable bodystyle (such as "cab and chasis"), a weight certificate must be submitted.


The empty weight of commercial vehicles should be rounded up to the next one hundred (100) pounds.

Truck plates for a one (1) ton or less truck are issued for a one-year period, starting with the month in which registered.

The carrying capacity of a truck is determined by the heaviest load to be carried thereon; but in no case can it be less than the manufacturer's rated carrying capacity.

The manufacturer's rated carrying capacity (1/2 ton for 1,000 pounds in this example) is the minimum that can be shown on the application and registration receipt.

Truck license plate fees are based on the gross weight of the vehicle. The gross weight is determined by adding the empty weight of the vehicle plus the weight of the heaviest load to be carried during the registration year, but in no case can the gross weight be less than the empty weight plus the manufacturer's rated carrying capacity.

## REGISTRATION OF NEW COMMERCIAL <br> MOTOR VEHICLE WITH A COMBINATION LICENSE PLATE

A truck tractor which has a manufacturer's rated carrying capacity in excess of one (1) ton and is used with a semitrailer which has a gross weight in excess of 6,000 pounds must be registered with a Combination License Plate.

The empty weight and carrying capacity of the truck tractor are required to be shown on the Tax Collector's Receipt for Title Application/Registration/Motor Vehicle Tax, Form 31, as well as the application for title. The empty weight must be determined by a weight certificate since the carrying capacity is rated in excess of one (1) ton. (See page 30 for requirements of weight certificate.)


Combination License Plates are "annual" plates which have the established registration expiration date of March 31st.

The combined gross weight of all the vehicles used in the combination must be shown in the space provided for gross weight on the license receipt. The combined gross weight is determined by the empty weight of the truck tractor combined with the empty weight of the heaviest semitrailer(s) used in the combination plus the heaviest net load to be carried during the registration year. In no case can the combined gross weight be less than 18,000 pounds. The combined gross weight of this truck tractor is computed as follows:

$$
\begin{array}{rr}
\text { Empty weight of truck tractor } & 16,200 \\
\text { Empty weight of semitrailer } & 14,000 \\
\text { Heaviest net load to be carried } & 41,800 \\
\text { Combined gross weight } & 72,000
\end{array}
$$

The registration fee is figured on this weight.

1. A truck tractor or commercial motor vehicle with a manufacturer's rated carrying capacity in excess of one (1) ton used or to be used in combination with a semitrailer having a gross weight in excess of six thousand $(6,000)$ pounds must be registered for a gross weight equal to the combined gross weight of all vehicles in the combination.
a. The term "combined gross weight" means the empty weight of the truck tractor or commercial motor vehicle combined with the empty weight of the heaviest semitrailer or semitrailers used or to be used in the combination plus the heaviest net load to be carried on such combination during the motor vehicle registration year. In no case may the combined gross weight be less than eighteen thousand $(18,000)$ pounds.
b. The term "empty weight" means the actual unladen weight of the truck tractor or commercial motor vehicle and semitrailer(s) combination fully equipped, as officially certified by any public weigher or license and weight patrolman of the Texas Department of Public Safety.
2. Truck tractors or commercial motor vehicles registered in combination with semitrailers will be issued a distinguishing plate bearing the word "Combination." Only one "Combination" plate will be issued per vehicle, and it must be displayed on the front of the pulling unit. Combination License Plates are "annual" plates which have the established registration expiration date of March 31st.
3. A truck tractor or commercial motor vehicle licensed with a "Combination" plate may legally pull a semitrailer or full trailer displaying a license plate other than a "Token Trailer" License Plate.
4. The registration fee rate for a truck tractor or commercial motor vehicle registered in combination with a semitrailer (or semitrailers) shall be as follows:

> Combined Gross Weight
> *18,000-36,000 lbs. $36,001-42,000$ lbs. $42,001-62,000$ lbs. $62,001-$ and up

Fee per 100 lbs. or
Fraction Thereof
$\$ .65$
$\begin{array}{r}.75 \\ .90 \\ \hline .00\end{array}$
*(No such combination of vehicles may be registered for a combined gross weight of less than 18,000 pounds.)
5. The additional eleven percent ( $11 \%$ ) diesel fee shall not apply to truck tractors or commercial motor vehicles registered in combination; however, you should continue to indicate on the license receipt that the vehicle is diesel powered.
6. Truck tractors which are not required to be registered in combination will be licensed with "Truck" plates. Two such plates will be issued for each such truck tractor and both plates must be displayed on the vehicle - one at the front and one at the rear.
Note: "Apportioned" plates may be issued by the Department in lieu of "Combination" plates for fleet vehicles operated on an interstate basis.

## SEMITRAILERS

1. A semitrailer with a gross weight in excess of six thousand $(6,000)$ pounds used or to be used with a truck tractor or commercial motor vehicle with a manufacturer's rated carrying capacity in excess of one (1) ton shall be registered for a "token" fee of Fifteen Dollars and Thirty Cents (\$15.30) for the motor vehicle registration year.
2. Semitrailers registered in combination will be issued a distinguishing plate bearing the words "Token Trailer." "Token Trailer" License Plates are multi-year plates which have the established registration expiration date of March 31st.
3. The fee for a "Token Trailer" plate shall be Fifteen Dollars and Thirty Cents ( $\$ 15.30$ ) regardless of the date such semitrailer is registered during the registration year. The fee for these plates will not be prorated.
4. The "Token Trailer" plate shall be valid only when displayed on a semitrailer that is being pulled by a truck tractor or commercial motor vehicle which is registered with a "Combination" or "Apportioned" plate.
5. Apportioned Token Trailer License Plates may be secured from the Division's Regional Offices for those fleets being operated into those states requiring apportionment of trailer fees.
6. A semitrailer which is registered with a "Token Trailer" plate is not exempt from the provisions of the Certificate of Title Act.
7. Semitrailers which are converted to full trailers by means of auxiliary axle assemblies shall retain their semitrailer status and must be registered in combination with the pulling unit.
8. Replacement license plates for "Token Trailer" plates which are lost, stolen, or mutilated may be purchased for the fee of Five Dollars and Thirty Cents (\$5.30).

## EXCEPTIONS TO THE COMBINATION REGISTRATION LAW

1. The provisions of the Combination Registration Law do not apply to full trailers.
2. Truck tractors or commercial motor vehicles registered or to be registered with Five Dollar and Thirty Cent (\$5.30) distinguishing license plates for which such vehicles may be eligible are not considered to be registered in combination. Therefore, such vehicles may not pull a semitrailer which has been registered with a Token Trailer License Plate.
3. Vehicles registered or to be registered with U. S. Government License Plates or Texas Exempt License Plates are not required to be registered in combination.
4. Truck tractors or commercial motor vehicles with a manufacturer's rated carrying capacity in excess of one (1) ton used exclusively in combination with semitrailer-type vehicles displaying Five Dollar and Thirty Cent (\$5.30) Machinery, Permit, or Farm Trailer License Plates are not required to be registered in combination.
5. Truck tractors or commercial motor vehicles used exclusively to pull house trailers or mobile homes are not required to be registered in combination.
6. Vehicles registered or to be registered with temporary registration permits, such as 72 -Hour Permits, One Trip Permits, 30-Day Permits, 24 -Hour Permits, etc., for which such vehicles are eligible are not required to be registered in combination.
Remember: A semitrailer displaying a "Token Trailer" plate may be pulled only behind a truck tractor or commercial motor vehicle licensed with a "Combination" or an "Apportioned" plate. Consequently, a semitrailer displaying a "Token Trailer" plate cannot be pulled by a power unit which displays a temporary registration permit.
7. Truck tractors or commercial motor vehicles registered or to be registered with Farm Truck or Farm Truck Tractor plates, as the case may be, are not required to be registered in combination.
8. Truck tractors or commercial motor vehicles and semitrailers registered or to be registered with Soil Conservation License Plates are not required to be registered in combination.
9. Truck tractors or commercial motor vehicles with a manufacturer's rated carrying capacity in excess of one (1) ton used exclusively to pull semitrailers displaying Five Dollar and Thirty Cent (\$5.30) Disaster Relief License Plates are not required to be registered in combination.

MISCELLANEOUS INFORMATION

1. In those instances when an applicant requests the tax collector to issue registration for a truck or truck tractor with a manufacturer's rated carrying capacity in excess of one (1) ton or a semitrailer with a gross weight in excess of 6,000 pounds, the tax collector should inquire as to the manner in which the vehicle will be operated. He should, also, inform the applicant of the combination and token trailer registration requirements. This is to insure that the vehicle is registered under the proper classification. If this information is not brought to the applicant's attention and he registers under the wrong classification, he may be apprehended and forced to correct his registration at a later date.
2. Combination License Plates cannot be exchanged for another type of registration at any subsequent date during the registration year unless such plates were initially issued in error or unless the power unit displaying the combination plate has had a major permanent reconstruction change necessitating a corrected title.
3. Federal law mandates that proof of payment of the Heavy Vehicle Use Tax be verified prior to registration of a commercial vehicle with a gross weight of 55,000 pounds or more. Proof of payment, as prescribed by the Secretary of the Treasury, shall consist of one of the following:

The original or a photocopy of the Schedule 1 portion of the Form 2290 receipted by the Internal Revenue Service.
A copy of the Form 2290 with Schedule 1 attached as filed with the IRS along with a photocopy of the front and back of the cancelled check covering payment to the IRS.

A copy of the Form 2290 with Schedule 1 attached as filed with the IRS along with a validated receipt for payment from a local IRS office in lieu of a photocopy of a cancelled check.

The tax is not due until the vehicle has been operated for a 60-day period. Therefore, several situations may occur as listed below. Each situation requires that a specific notation be placed on the license receipt issued for the vehicle. The notation:

HVUTAX-PD - indicates that proof of tax payment was presented.
MCO - indicates that the vehicle is new. Proof of tax payment is not necessary in this situation.

60-D TRAN - indicates that proof of tax payment was not presented. The notation further indicates the vehicle was transferred and the new owner has 60-days before the tax is due. The vehicle may be registered without proof of tax payment in this instance.

NON-USE - indicates that proof of tax payment was not presented since the vehicle was not operated during the tax period. A Non-Use Affidavit, Form 64, must be executed by the owner to support the registration. Proof of tax payment is not necessary in this instance.


TAX AND TITLE COPY 1

The applicable notation should be placed in the title number space. In the case of a Form 31, all notations should be placed in Item Field 24. If space does not allow, the notation may be placed on the back of both the Registration Report Copy 2 and the Owner's Copy 5. However, we would prefer for the notation to be placed on the front even in this instance.

Proof of payment will not be required prior to registration of vehicles apprehended for operating without registration or reciprocity, or when an owner operator purchases temporary operating permits or additional weight.


A truck or truck tractor with a manufacturer's rated carrying capacity in excess of one (1) ton used or to be used in combination with a semitrailer having a gross weight in excess of six thousand $(6,000)$ pounds must be registered for a gross weight equal to the combined gross weight of all the vehicles in the combination: and a special license plate bearing the word "Combination" shall be issued.

NOTE: The empty weight represented is the actual empty weight of the truck tractor rounded to the next one hundred (100) pounds; the carrying capacity would include the empty weight of the trailer plus the heaviest load to be carried.

NOTE: A semitrailer with a gross weight in excess of 6,000 pounds operated in combination with a truck or truck tractor displaying a Combination License Plate shall be registered with a Fifteen Dollar and Thirty Cent (\$15.30) Token Trailer License Plate.

## TEXAS TRAILER CLASSIFICATIONS

(Group - 1)
This is a REGULAR trailer plate.
Issued to all trailers and semitrailers which are not registered with a Token Trailer License Plate.
(Group - 2)

This is a TOKEN trailer plate.

Issued to all semitrailer-type vehicles with a gross weight in excess of 6,000 pounds used or to be used with a truck tractor or commercial motor vehicle with a manufacturer's rated carrying capacity in excess of one (1) ton which is registered with a Combination or Apportioned License Plate.

NOTE: The full trailer, unlike the semitrailer, is not permitted to be registered with a Token Trailer plate. Full trailers must be registered with regular trailer plates.

## TRAILERS AND SEMITRAILERS

## TRAILER DEFINITION



A "TRAILER" (also known as a "FULL TRAILER") means every vehicle designed or used to carry its load wholly on its own structure and to be drawn by a motor vehicle. A "full" trailer is towed and controlled by a tongue affixed to the front axle which is attached to the frame of the trailer by a swivel. To title a "full" trailer, it must be registered with an EMPTY weight in excess of 4,000 pounds.

## SEMITRAILER DEFINITION



A "SEMITRAILER" is a vehicle of the trailer-type so designed or used in conjunction with a motor vehicle that some part of its own weight and that of its load rests upon or is carried by another vehicle. To title a "semitrailer," it must be registered with a GROSS (loaded) weight in excess of 4,000 pounds.
The minimum carrying capacity for a trailer or semitrailer shall not be less than one-third of its empty weight.
The empty weight of a trailer or semitrailer must be shown on the application for title.
All homemade or shopmade trailers required to be titled must have an assigned serial number. Application must be made direct to one of the Division's Regional Offices by submitting an affidavit of ownership and a Form 68-A along with a fee of $\$ 2.00$.

Farm trailers and farm semitrailers are not required to be titled, regardless of weight, unless such trailers are used for hire.
Farm trailers and farm semitrailers with a gross weight not exceeding 4,000 pounds need not be registered. Farm trailers and farm semitrailers with a gross weight over 4,000 pounds but not exceeding 20,000 pounds may be registered with the $\$ 5.30$ Farm Trailer License Plate.

Farm trailers and farm semitrailers with gross weights exceeding 20,000 pounds are required to be registered with regular Trailer License Plates or Token Trailer License Plates (as the case may be) the same as all other trailers used for commercial purposes, and the $50 \%$ reduction in fee is not allowable.

## HOUSE TRAILER-TYPE VEHICLES

For motor vehicle title and registration purposes, the term "travel trailer" is defined as a house trailer or camper trailer-type vehicle which is 400 square feet or less and is designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.


Travel Trailer License Plates are issued for all house trailer-type vehicles which meet the above definition. A Form D12-141 must be completed and accompany the application for title. In order to move a house trailer--type vehicle which exceeds eight (8) body feet in width or forty (40) body feet in length (not including the hitch), an oversize permit must be obtained from the Department's Central Permit Office.


A11 "camper trailers" (new or used) purchased on or after September 1, 1967, shall be registered with Travel Trailer License Plates and certificate of title applied for by the purchaser.

A "camper trailer" is defined as one that is designed for human habitation, temporary though it might be, and which expands or folds out to form a shelter, the top and sides of which are attached to and designed as part of the trailer. The top and sides may be permanently attached or may be detachable from the trailer. Whether such trailer is or is not equipped with such items as beds, ice box, cooking stove, etc., is immaterial.

# ITEMS REQUIRED TO SUPPORT OUT-OF-STATE EVIDENCE ON COMMERCIAL VEHICLES 



Form VI-30-A properly executed by a Texas Official State Approved Safety Inspection Station must support an application for title when the vehicle described therein was last registered or titled out of state.

If inspection reveals that the vehicle identification number shown on the out-of-state title is in error, corrected out-of-state evidence or verification of the error must be obtained from the out-of-state authorities (see exception in next paragraph). Such verification must state the correct identification number of the vehicle as revealed by their records.
A verification from out-of-state authorities is not necessary to correct a one- or two-digit error in the basic number (see VIN on Virginia title above) or to add a prefix or suffix to an identifying number shown on out-of-state evidence, provided a pencil tracing of the correct number is attached in each instance and the Identification Certificate shows the correct number.
A weight certificate must be attached for all commercial motor vehicles in excess of one (1) ton which were last registered or titled out of state. The empty weight as shown on the weight certificate shall be rounded to the next one hundred (100) pounds and shown on the application for title as well as the Tax Collector's Receipt for Title Application, Form 31. On vehicles one (1) ton or less, the empty weight may be determined from the out-of-state title, out-of-state registration receipt, or Branham Guide Booklet. However, in any instance, when the empty weight cannot be determined or is questionable, the vehicle shall not be registered with an empty weight less than the following minimums, unless a weight certificate is attached.

| Standard Size Trucks- |  |
| :---: | :---: |
| $1 / 2$ ton | 4,000 |
| 3/4 ton | 4,500 |
| 1 ton | .5,000 |
| Compact Trucks - American and Foreign |  |
| 1/4 ton ............................. | 2,200 |
| $1 / 2$ ton. | .2,600 |
| 3/4 ton. | 3,200 |

The manufacturer's rated carrying capacity shall also be shown on the application for title and the registration receipt. The manufacturer's rated carrying capacity may often be determined by the model or serial number as listed in the Branham Guide.


In this example, the registration was issued with the weight too low. Since this is a 2 ton truck, the carrying capacity should have been shown as 4,000 pounds instead of 1,500 pounds. To correct such a registration, it is necessary to issue an Additional Fee/Correction Receipt which shows the collection of the money and the corrected registration information.


The registration error was not found until May at which time the owner went to the tax collector's office to correct the registration. Since this is the same owner (not a transfer), the additional fee is to be collected back to the date the original registration was issued. The amount of the additional fee is determined as follows:

$$
\begin{aligned}
& \text { Fee For 10,500 1bs. For A Full Year ................. \$100. } 38 \\
& \text { Fee For 8,000 1bs. For A Full Year ................. \$ } 64.90 \\
& \text { Fee To Be Collected } \\
& 35.48
\end{aligned}
$$

The owner must surrender his original registration receipt to the tax collector, and such receipt is to be attached to Copy \#2 of the new Additional Fee/Correction Receipt and be sent to the Department with the Tax Collector's Monday Registration Report.


In this example, the vehicle was sold in May; and the new owner's application for title was rejected for the weight correction. Since this vehicle was transferred, the additional fee shall be collected only from the date of transfer for the remainder of the Registration Year. The amount of the additional fee is determined as follows:

```
Fee For 10,500 1bs. In May\(\$ 92.04\)
```

Fee For 8,000 1bs. In May ..... $\$ 59.52$
Fee To Be Collected ..... \$32.52

The owner should surrender his copy of the old license receipt, Form 31, which was issued at the time the application was filed. (The Owner's Copy of the Form 31 need not be surrendered if the owner desires to retain it for tax purposes.) When the application is returned to the Department, it should be accompanied by the old 1icense receipt, if possible, and Copy \#4 of the new Additional Fee/Correction Receipt.

The \#2 Copy of the Additional Fee/Correction Receipt must be submitted to the Department with the Tax Collector's Monday Registration Report.

## FIXED WEIGHT

To qualify for fixed weight registration, a vehicle must meet the criteria of having at least $2 / 3$ of its bed covered with permanently mounted machinery or equipment. Whether such vehicle is equipped with some type of receptacle or tank in addition to the fixed load mounted thereon is immaterial; however, the dimensions of any such receptacle or tank must not be considered with the machinery or equipment in order to meet the $2 / 3$ criteria. A weight certificate and photograph are required on 211 fixed weight trucks when an application is filed to transfer ownership.

A "fixed weight" vehicle must be registered for the actual weight of the vehicle, including the weight of the permanently mounted machinery or equipment; provided, however, this weight, as evidenced by a weight certificate, cannot fall below the minimum gross weight allowed for that particular vehicle as shown on the chart below. In all instances, the vehicle must be registered for the greater weight as determined by the weight certificate or as determined by the fixed weight chart.


## EXAMPLE - FIXED WEIGHT REGISTRATION

A 2-ton truck is being registered with a fixed weight. The weight certificate which supports the transaction indicates a weight of 9,500 1bs. The fixed weight chart indicates that the minimum allowable weight for a 2 ton truck is 10,500 1bs. Even though the weight certificate records a weight which is less than the chart weight, the vehicle must be registered according to the fixed weight chart for 10,500 lbs.

The word "FIXED" shall be shown on the application for title adjacent to the fixed weight.


## ISSUANCE OF FARM TRUCK LICENSE PLATES

In this example, the vehicle was unregistered at the time of sale.
A Form 52A must be properly completed (in duplicate) by the applicant. One copy is to be attached to the application for title, and one copy is to remain on file in the tax collector's office.

Farm Truck License Plates cannot be issued to a farmer's co-operative but may be issued to any individual, licensed dealer, or any business firm, company or corporation, provided they own and operate a farm or ranch and the vehicle upon which the license plates are displayed is used in connection with the operation of such farm or ranch.


In any case, when a vehicle has been registered with farm plates and the retail purchaser cannot qualify for such plates, the farm plates must be exchanged for commercial plates as illustrated on the following page.

## EXCHANGE OF FARM LICENSE PLATES

In this example, John Doe, a farmer, surrenders the current license receipt as required by law to the purchaser, A-1 Plumbing Company, who is not eligibie for farm license plates.

The farm plates are exchanged for commercial plates and additional fees collected on a Form 39 in the name of the new owner. A Form 31 is then prepared to transfer ownership of the vehicle.


The A-1 Plumbing Company receives credit for the nine (9) remaining months of the farm plates and only the amount collected at this time is shown in the fee space on the truck receipt. The additional fee amount is determined as follows:

$$
\begin{aligned}
& \text { ( } \$ 17.59 \text { minus } 30 \$ \text { ) .................................... } \$ 17.29 \\
& \text { Total Fee Collected ..................................... } \$ 17.60
\end{aligned}
$$

NOTE: The reflectorization fee of $30 \$$ must be subtracted from the fee shown on the Farm Truck Fee Schedule when determining the amount of credit to be allowed.

## SOIL CONSERVATION REGISTRATION

Owners of trucks, truck tractors, semitrailers, and lowboy trailers used exclusively in transporting their own soil conservation machinery or equipment used in clearing land, terracing, building farm ponds, levees or ditches may qualify to register one (1) truck or truck tractor and one (1) semitrailer or lowboy trailer with special Soil Conservation License Plates for a reduced fee which is fifty percent (50\%) of the regular truck or trailer license fee. Soil Conservation License Plates are "annual" plates which have an established expiration date of March 31st.

An application for Soil Conservation Registration, Form 45, must be submitted directly to the Department for approval. If the application is approved, the plates may be obtained through the applicant's county tax collector upon payment of the prescribed fee.

Use the Farm Truck and Farm Truck Tractor Schedule of Registration Fees to determine the license fees for trucks and truck tractors since the $50 \%$ reduction has already been incorporated into this fee schedule.


TRAILERS AND SEMITRAILERS
Use the Trailer and Semitrailer Schedule of Registration Fees to determine the license fees for semitrailers and lowboy trailers. The fees appearing on this fee schedule must be reduced by $50 \%$.

NOTE: The $30 \$$ reflectorization fee should be subtracted from the fee shown on the chart before calculating the $50 \%$ reduction. Then, add the $30 \$$ reflectorization fee to the total fee.

> Example: $\$ 124.30 \quad \$ 124.00 \quad \$ 62.00$
> $\begin{array}{ll}-\quad .30 \\ \$ 124.00 & \frac{x}{\$ 62.00} \\ \$ 62.30 & \\ \text { Tota } 1 \text { Fee }\end{array}$

## MACHINERY TYPE VEHICLES

WATER WELL DRILLING MACHINERY
A truck or trailer which has a water well drilling rig mounted upon it and is used solely for the purpose of drilling water wells is permitted to be licensed as "Machinery" and will be issued a $\$ 5.30$ Machinery License Plate upon approval of the proper application submitted to the Division. Application for such a distinguishing license plate is to be made on a Form 77 and submitted with a photograph of the vehicle. If approved, the Form 77 will be returned to the applicant with instructions to contact the office of the county tax collector in order to purchase the $\$ 5.30$ license plate. The approved Form 77 should be retained in the tax collector's office.

The \$5.30 Machinery License Plate cannot be issued to companion vehicles, such as water tank trucks, tool houses, and trucks used to carry the drill stem pipe or to truck tractors used to pull trailers with drilling machinery mounted thereon. Such vehicles must be registered with regular registration.

The county tax collector should not reregister a vehicle with a Machinery License Plate unless he is presented with a license plate renewal notice or a "machinery" license receipt issued for the same vehicle for the previous year.

## CONSTRUCTION MACHINERY

The motor vehicle registration law provides that owners of construction machinery (not designed or used for the transportation of persons or property on the public highways) may operate or move such vehicles temporarily upon the highways without the payment of the regular registration fees as prescribed by law, provided the owners of such vehicles secure, for the fee of $\$ 5.30$, a distinguishing license plate to be displayed on the vehicles. Application for such a distinguishing license plate is to be made on a Form 77 and submitted to the Division's Headquarters in Austin or to one of the Division's Regional Offices with a photograph of the vehicle. If approved, the Form 77 will be returned to the applicant with instructions to contact the county tax collector in order to purchase the $\$ 5.30$ license plate.

The registration law pertaining to construction machinery expressly provides that such machinery must not be designed for the transportation of property upon the public highways. This means that construction machinery must meet the following test in order to qualify for the exemption from registration fees and the issuance of a \$5.30 Machinery License Plate:

1. The vehicle must be a machine that is built from the ground up as such and is not designed or used to transport property on the public streets and highways.
2. The machine as described in paragraph 1 above must be a machine that is designed or used for construction.
3. Construction machinery merely mounted on or attached to commercial motor vehicles, trailers, and semitrailers cannot qualify for machinery plates because such vehicles are, in fact, designed for the transportation of property.

Mobile cranes, which are unladen, self-propelled vehicles constructed as machines and used solely to raise, shift, or lower heavy weights by means of a projecting, swinging mast with an engine for power on a chassis permanently constructed or assembled for such purpose may qualify for a special distinguishing Five Dollar and Thirty Cent (\$5.30) license plate. Also eligible for such registration are vehicles which are used in oil well servicing, oil well clean out and/or oil well drilling and constructed as a machine consisting, in general, of a mast, an engine for power, a draw works, and a chassis permanently constructed or assembled for such purpose or purposes. The special distinguishing license plate bears the word "Permit" and is referred to as a "Permit License Plate." Truck tractors and other allied vehicles without said machinery permanently constructed or assembled thereon cannot qualify for a Permit License Plate.

A Permit License Plate is not sufficient registration by itself to authorize the movement of a vehicle upon the highways of this State. In all cases, the operation of such vehicle is prohibited, unless the owner, also, has a specia, "time permit," in addition to the Permit License Plate. These special "time permits" may be obtained from the Central Permit Office of the Texas Department of Transportation.

Application for a $\$ 5.30$ Permit License Plate is to be made on a Form 67. The Form 67 should be mailed to the Division's Headquarters in Austin with a photograph of the machinery. If the application is approved, it will be returned to the applicant along with an approval letter instructing him to contact his county tax collector to purchase the $\$ 5.30$ Permit License Plate. The license plate will be invoiced and mailed to the County Tax Assessor-Collector at the time this is done. Certificates of Title cannot be issued on vehicles licensed with Permit License Plates.

A Form 31 may be used to transfer the Permit License Plate to a new owner, provided the new owner certifies to the tax assessor-collector in writing that he is not authorized by the Railroad Commission of Texas to operate as a carrier for compensation or hire.

## ONE TRIP PERMITS

The $\$ 5.00$ One Trip Permits issued by the Division of Motor Vehicle Titles and Registration, the Central Permit Office, and the County Tax Assessor-Collectors cannot be used to move laden commercial vehicles of any type. This includes vehicles with machinery or other so-called fixed weight loads mounted thereon. (This One Trip Permit is not to be confused with either the $\$ 5.30$ Permit License Plate or the oversize or overweight permits issued by the permit clerks in the District Engineers' Offices).

## LOG LOADERS

The owner of a vehicle that is not used to haul logs and on which is mounted machinery used only for loading logs on other vehicles may, in daylight hours only, operate or move the vehicle on the public highways without the payment of the regular registration fee prescribed by law if the owner secures a distinguishing Log Loader License Plate from the Department. A vehicle displaying a Log Loader License Plate is also exempt from safety inspection requirements. The owner of a qualified vehicle may apply for a Log Loader License Plate by mailing a completed Form D12-209, a photograph of the vehicle, and the fee of $\$ 62.80$ to the Division's Headquarters in Austin. Upon approval, the multi-year plate will be mailed directly to the owner. Replacement license plates may be obtained by contacting the Austin Headquarters. Log Loader License Plates expire on September 30 th of each year and will be renewed annually through the Department.

## COTTON VEHICLES

Cotton Vehicle License Plates are available to the owners of single motor vehicles not exceeding 108 inches in width and used only to transport seed cotton modules, cotton, or equipment used in transporting or processing cotton. Cotton Vehicle License Plates are multi-year license plates which have a registration expiration date of March 31. They are validated each year with a Universal Validation Sticker.

Initial application may be made at any time during the year by submitting a completed Form 52-F and the ONE TIME application fee of $\$ 8.00$. Applications may be approved by either the Department's Special Plates Section in Austin, any of the Department's Regional Offices, or the applicant's county of residence. After approval of the application, plates will be issued by the owner's county of residence upon payment of the regular registration fee and any local fees.

## REGISTRATION TROUBLE SPOTS

1. When registering a new or out-of-state passenger car, be sure to assign the correct expiration month. The 12 -month registration period begins on the first day of the month in which the application is filed. Example: If the application is filed on November 26, 1990, the registration period will be November 1, 1990, through October 31, 1991. "OCT-91" stickers will be affixed to the plate, and the annual fee will be collected.
2. Once a registration expiration month has been assigned to a vehicle, it cannot be changed so long as the classification of vehicle remains the same. Late renewals do not change the expiration month. In this case, if the owner can execute a Non-use Affidavit, Form 64, the registration fee will be prorated for the balance of the registration year originally established for that vehicle.
3. The rated carrying capacity of a commercial vehicle is established by the manufacturer and cannot be lowered by alteration or rebuilding of a vehicle.
4. Towing units which are designed (wheel base shortened) to pull house trailers exclusively shall be registered with Truck License Plates.
5. It is important that the type of body be shown on all registration receipts. (If commercial vehicle: show - pickup, van, flat, tank, stake, dump, etc.; if passenger vehicle: show - 2 dr , 4 dr , station wagon, convertible, etc.)
6. The word "exempt" should not be shown in the space for the license number on the application for title of an "exempt" vehicle. The license number is inserted on the application for title by the Division, and such license designates that the vehicle is "exempt."
7. Buses, other than motor and city buses, are registered with "Private Bus" License Plates. Charitable, religious, or social organizations are not eligible for "Exempt" License Plates.
8. A weight certificate is required on all new and out-of-state motor buses, city buses, privately owned buses, all used commercial vehicles and buses transferred from an exempt agency, and 211 used out-of-state commercial vehicles with a manufacturer's rated carrying capacity in excess of one ton.
9. The only current Texas license receipt that is acceptable to support a transfer of title is one issued by the Department or by the tax collector.


## INSTRUCTIONS

## PERSONALIZED LICENSE PLATES

Each year, in addition to the $\$ 40.00$ Personalized License Plate fee paid to this department. you must pay the regular vehicle registration fee at your local tax office when you obtain your license plates or your new validation sticker.

PERSONALIZED LICENSE PLATE SELECTIONS -

- A selection may not consist of more than six letters and/or numbers.
- A selection that conflicts with the regular license plate numbering system cannot be approved
- A selection which is already issued will not be approved
- Each square of the selection block may be used to represent one character, symbol, or space.
Selections should be shown exactly as you wish them to appear on the license plate,
- Selections which contain alterations or erasures will not be considered.
- In addition to spaces, the only symbols which may be used are periods, dashes, and a small silhouette of Texas. Only one silhouette can be used in a selection.
- Small letters, apostrophes, signs, symbols, etc., except as stated above cannot be used.
- Selections with six characters are limited to two symbols or spaces.

NOTE: Due to the size of motorcycle and moped license plates, selections for personalized license plates are limited to seven spaces. If the selection contains six characters, a silhouette, characters.

Upon completion of this application, it should be submitted to the Texas Department of Transportation, Division of Motor Vehicle Titles and Registration (PLP), Austin, Texas 78779-0001, together with the appropriate special license plate fee. If approved, the special license plates will be manufactured and mailed to your County Tax Assessor-Collector and you will be notified accordingly.
To obtain the special license plates, you must surrender your current license plates to the County Tax Assessor-Collector. The regular registration fee must be paid for the period for which the special license plates are valid. If your vehicle is currently registered when the license plates are issued, your vehicle registration expiration date may need to be adjusted to correspond with the expiration of the special license plates. If necessary, additional fees will be collected of credit will be issued to make this adjustment.
Personalized License Plates may be transferred to another vehicle registered in the applicant's name. To transfer a plate to another vehicle, a corrected vehicle regisiration must be obtained through the county tax office.

PLEASE ALLOW SIX TO EIGHT WEEKS FOR NOTIFICATION OF APPROVAL.

An Application for Personalized License Plates should be submitted to the Division of Motor Vehicles in Austin with the fee of $\$ 40.00$.

Upon receipt of the application, the Department's records will be checked to determine if one of the applicant's selections is available.

In this example, the Department's records indicated that the applicant's 1st and 2nd selections had been issued to other persons; therefore, his 3rd choice, J BROWN, was approved.


The owner's license receipt does not have to be submitted with the application, but the license receipt and plates must be surrendered to the tax collector when the personalized plates are issued.

Since the vehicle is currently registered in the owner's name, a Texas Exchange Receipt, Form 42, must be prepared by the tax collector to transfer the personalized plates to the vehicle. The vehicle's registration expiration date must be adjusted to coincide with the expiration date assigned to the personalized plates.

Personalized License Plates manufactured for Combination, Dealer, Truck (over one ton), Token Trailer, City Bus, Motor Bus, and Private Bus classifications will have a March 31st registration expiration date. All other classifications for Personalized License Plates will be assigned expiration dates on a staggered basis, one year from the month of application. If the application is approved, the applicant will be notified by the Division of Motor Vehicles when the requested personalized plates have been sent to the county tax collector's office.

IMPORTANT! Effective September 1, 1991, state law requires that current proof of financial responsibility be presented at the time of initial issuance, renewal, or transfer of motor vehicle registration. Personalized License Plates will not be processed unless such proof is presented at the time registration is obtained at the registrant's county tax office.

To Issue a Vehicle Currently Registered in the Owner's Name

1. The current regular license plates must be removed from the vehicle and be surrendered to the tax collector's office along with the corresponding license receipt.
2. The personalized plates should be given to the owner, and a Texas Exchange Receipt, Form 42, must be prepared to issue the personalized plates and adjust the registration expiration date of the currently registered vehicle to conform with the expiration date of the personalized plates. If the current registration expires before the expiration date of the personalized plates, it will be necessary to collect an additional fee to extend the registration expiration date. If the current registration expires after the expiration date of the personalized plates, the expiration date will be adjusted back and credit will be issued on the Form 42.

## To Transfer Personalized Plates to Another Vehicle Owned by the PLP Owner

1. The Personalized License Plates must be removed from the vehicle and a set of regular license plates issued by using a Replacement License Receipt, Form 16, and collecting the fee of $\$ 5.30$. This receipt should show the Personalized License Plate number as being replaced by a regular license number.
2. If the newly acquired vehicle displays current Texas license plates, a Texas Exchange Receipt, Form 42, must be prepared to transfer the personalized plates to the newly acquired vehicle and adjust the vehicle's registration expiration date. Next, a Form 31 must be prepared showing transfer of the license number to the vehicle. The current regular license plates displayed on the newly acquired vehicle and the corresponding license receipt must be surrendered to the tax collector's office.
3. If the newly acquired vehicle is unregistered (such as a new car), a Form 31 should be prepared in the applicant's name describing the newly acquired vehicle and showing the personalized plate number. Since the vehicle did not have any license plates on it, registration fees shall be collected for the period for which the personalized plates are valid; however, no regular license plates are to be issued since the personalized plates are to be used.
4. An application for replacement license plates, Form 60, should be prepared by the vehicle owner and submitted to his County Tax AssessorCollector with the fee of $\$ 5.30$ so that he can obtain a set of regular replacement license plates and display them on his vehicle while he is waiting for his replacement personalized plates to arrive.
5. The remaining personalized plate (if any) on the vehicle should be surrendered to the tax collector's office when the regular replacement plates are applied for.
6. A letter requesting a replacement set of Personalized License Plates should be submitted to the Department in Austin. A copy of the Replacement License Receipt, Form 16, should accompany the letter. The plates will be manufactured at no charge and mailed to the applicant's County Tax Assessor-Collector.
7. When the replacement Personalized License Plates are received in the tax collector's office and when the owner calls for them, he should surrender the recently issued regular replacement license plates and be issued the Replacement Personalized License Plates on a no charge "Even Exchange" basis using a Texas Exchange Receipt, Form 42.

## NOTES

1. Personalized License Plates may not be transferred from one individual to another unless such transfer has been approved by the Department in Austin. (Some transfers are allowed when the ownership of the vehicle is transferred to another member of the family, such as when the vehicle was registered and titled in the parent's name because the child was a minor at that time or when it is desired to transfer from spouse to spouse in cases of divorce or death of either.) However, the $\$ 40.00$ statutory Personalized License Plate fee is required unless the transfer occurs in conjunction with the renewal of the personalized plates.
2. Regardless of the vehicle license number provided by the applicant on his Application for Personalized License Plates, such plates*are not assigned to any particular vehicle until such time as they are issued by the tax collector's office. Therefore, if the applicant has changed his mind as to which vehicle he wishes to display the plates upon, their issuance may be made according to his wishes, provided the Personalized License Plates match the classification of vehicle involved. (Note: The registration classification is designated on all Personalized License Plates except those manufactured for passenger cars and trucks; consequently, Personalized License Plates for passenger cars and trucks are interchangeable, but those plates manufactured for other classifications may only be issued for vehicles of the same classification.)
3. The 71st Texas Legislature, Regular Session, 1989, amended the Registration Law, V.C.S. 6675a-5a, which allows persons issued Personalized License Plates to obtain new plates within their six-year issuance period for an extra fee of Fifty Dollars ( $\$ 50.00$ ).
4. The procedures explained in this section may also be used to handle situations involving State Official, U. S. Congress, State Judge, and U. S. Judge License Plates, as well as other special category license plates identified in the following text.

# REGISTRATION PROCEDURE FOR PERSONALIZED LICENSE PLATES AND OTHER SPECIAL CATEGORY LICENSE PLATES 

SET OF RECEIPTS SHOWING THE CORRECT WAY TO TRANSFER PERSONALIZED PLATES TO A VEHICLE THAT HAS BEEN CURRENTLY REGISTERED.


Vehicle registered in the name of Jim Lewis with license \#BHW123.


Jim Lewis sells vehicle to Glen Adams. Since the Form 42 is the input document, it is necessary to transfer the personalized plates to the newly acquired vehicle prior to executing the Form 31. Glen Adams places his Personalized License Plates \#ADAMS on this vehicle and surrenders license receipt and plates \#BHW123 to the tax collector. A Form 42 is issued to Glen Adams showing that \#BHW123 has been exchanged for \#ADAMS and that the expiration date has been adjusted back from "June 91" to "March 91." Mr. Adams received credit for the 3-month period lost in the adjustment.


This receipt shows transfer of ownership of the vehicle to Glenn Adams and the personalized plates \#ADAMS is shown on the Form 31. A transfer fee of $\$ 2.50$ is collected for this receipt.

## SET OF RECEIPTS SHOWING CORRECT WAY TO TRANSFER VEHICLE THAT WAS ORIGINALLY

 REGISTERED WITH PERSONALIZED LICENSE PLATES.

This receipt shows vehicle registered to Glen Adams with Personalized License Plates \#ADAMS.


Glen Adams purchases a set of replacement plates \#BWW945 to be placed on the vehicle before it is sold. A fee of $\$ 5.30$ must be collected for the replacement plates \#BWW945. The personalized plates and receipt are kept by Glen Adams.


Glen Adams sells vehicle to Harold Danner. A Form 31 is used to transfer license \#BWW945 from Adams to Danner. The transfer fee of $\$ 2.50$ must be collected for this receipt.

When a person who was issued Personalized License Plates purchases another vehicle that is new or unregistered, the Form 31 is the only receipt used to execute the transfer. The receipt should be prepared showing the special license number, and the registration fee for the new car should be collected. In such instances, the 30_reflectorization fee should be subtracted from the registration fee shown on the Rāe Chart, since the reflectorization fee was collected for the plates when they were originally issued at the beginning of the registration year.

## SPECIAL LICENSE PLATES

IMPORTANT! Effective September 1, 1991, state law requires that current proof of financial responsibility be presented at the time of initial issuance, renewal, or transfer of motor vehicle registration. Special category license plates will not be processed unless such proof is presented at the time registration is obtained at the registrant's county tax office or through the Department.


## COLLEGIATE



To request a DISABLED PERSON STICKER for your license plate attach a completed form D12-316-1 and add $\$ 1.00$ to the plate fee.

SIGNATURE OF APPLICANT:
THE MAILING OF CASH IS DISCOURAGED. Please remit payment in the form of CASHIER'S CHECK, MONEY ORDER, or CHECK payable to the STATE DEPARTMENT OF HIGHWAYS AND PUBLIC TRANSPORTATION and forward this application to: STATE DEPARTMENT OF HIGHWAYS AND PUBLIC TRANSPORTATION, DIVIIION OF MOTOR VEHICLES, AUSTIN, TEXAS 78779-0001.

## INSTRUCTIONS

COLLEGIATE LICENSE PLATES - The Department may issue a license plate under this Section for a particular public or private institution of higher education when the institution has certified to the Department that it has determined that at least 1,500 persons will apply for the plates.

Each year, in addition to the $\$ 30.00$ Collegiate License Plate fee paid to this Department, you must pay the regular vehicle registration fee at your local tax office when you obtain your license plates or your new validation sticker.

PERSONALIZED COLLEGIATE LCENSE PLATES INSTRUCTIONS - A Personalized Collegiate LicensE Plate selection may consist of six (6) alpha or numeric characters or less. Choices should be show exack as youn (1) appa or numeric character, punctuation symbol or space. A license number which has already been issued will not be pproved Choices which contain alterations or erasures will not be considered.
Punctuation symbols which may be used are periods, dashes, or blank spaces. Small letters cannot be, used. Selections with six (6) alpha or numeric characters are limited to two (2) spaces for punctuation symbols. Selections with five (5) alpha or numeric characters or less are provide with spaces for punctuation symbols, or one silhouette of Texas.

Each year, in addition to the $\$ 70.00$ Personalized Collegiate License Plate fee paid to this Department, you must pay the regular vehicle registration fee at your local tax office when you obtain your license plates or your new validation sticker.

Upon completion of this application, it should be submitted to the State Department of Highways and Public Transportation, Division of Motor Vehicles (PLP), Austin, Texas 78779-0001 together with the appropriate special license plate fee. If approved, the special license plates wil be manufactured and mailed to your County Tax Assessor-Collector; and you will be notified accordingly.
Io obtain the special license plates, you must surrender your current license plates to the County Tax Assessor-Collector. The regular registration fee must be paid for the period in which the special license plates are valid. If your vehicle is currently registered at the time the license plates are issued, your vehicle registration expiration date will be adjusted to correspond with the expiration of the special license plates. Additional fees will be collected or credit will be issued to make this adjustment
.ollegiate License Plates may be transferred to another vehicle registered in the applicant's name. To transfer a plate to another vehicle, a corrected vehicle registration must be obtained through the county tax office. The license plates may not be transferred to another owner

PLEASE ALLOW SIX TO EIGHT WEEKS FOR NOTIFICATION OF APPROVAL.

COLLEGIATE License Plates will be issued with the name and insignia of institutions of higher education or private colleges or universities that can certify to the Department that at least 1,500 of the plates will be purchased. These are multi-year plates and may be issued at any time during the year when the application (Form D12-228) has been completed and returned to the Austin Headquarters Office with the appropriate fee. The procedure for issuing and reporting Collegiate License Plates is the same as the procedure for Personalized License Plates. The collegiate plates will cost $\$ 30.00$ in addition to the regular registration fee. Of that cost, $\$ 25.00$ will be deposited in a special scholarship fund for the school. The Personalized Collegiate License Plate fee is $\$ 70.00$ ( $\$ 30.00$ plus $\$ 40.00$ personalized plate fee).

## STATE CAPITOL

APPLICATION FOR STATE CAPITOL LICENSE PLATES


COMPLETE THE SECTION WHICH APPLIES TO THE TYPE OF LICENSE PLATES YOU WISH TO
OBTAIN AND ATTACH THE APPROPRIATE FEE. ONE SET OF PLATES PER APPLICATION.
... See reverse side for additional instructions. ..

```
State Capitol (Personalized) ..............................ee: }$70.00\mathrm{ (s30.00 plus s40.00 personalized plate fee)
Disabled Person Sticker (Also attach a completed Form \(012-316-1\) ) .... Add \(\$ 1.00\) to appropriate plate fee above
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\square STATE CAPITOL: I, the undersigned,state that I am requesting a State Capitol License Plate for a passenger or light com-
\square \text { PERSONALIZED STATE CAPITOL LICENSE PLATE SELECTION - Limit five (5) alpha or numeric characters or less}
    per choice. Please refer to the reverse side for additional instructions on punctuation symbols, a silhouette of Texas,a
    blank spaces
choice
```

SIGNATURE OF APPLICANT $\qquad$

THE MAILING OF CASH IS DISCOURAGED. Please remit payment in the form of CASHIER'S CHECK, MONEY ORDER, or CHECK payable to the STATE DEPARTMENT OF HIGHWAYS AND PUBLIC TRANSPORTATION and forward this application to: STATE DEPARTMENT OF HIGHWAYS AND PUBLIC TRANSPORTATION, DIVIIION OF MOTOR VEHICLES, AUSTIN, TEXAS 78779-0001.

## INSTRUCTIONS

STATE CAPITOL LICENSE PLATES
The State Capitol License Plate fee is $\$ 30.00$ in addition to the regular registration fee prescribed by law.

PERSONALIZED STATE CAPITOL LICENSE PLATES INSTRUCTIONS - A Personalized State Capitol License Plate selection may consist of five (5) alpha or numeric characters or less. Choices should be shown exactly as you wish them to appear on the license plate, Each square of a choice block may be used to represent one (1) alpha or numeric character, punctuation symbol, or space. A license number which has already been issued will not be approved. Choices which contain alterations or erasures will not be considered.
Punctuation symbols which may be used are periods, dashes, or blank spaces. Small letters cannot be used. Selections with five (5) alpha or numeric characters are limited to two (2) spaces for punctuation symbols. Selections with four (4) alpha or numeric characters or less are provided with spaces for punctuation symbols or one silhouette of Texas.

The Personalized State Capitol License Plate fee is $\$ 70.00$ ( $\$ 30.00$
plate fee) in addition to the regular registration fee prescribed by law.

Upon completion of this application, it should be submitted to the State Department of Highways and Public Transportation, Division of Motor Vehicles (PLP), Austin, Texas 78779-0001, together with the appropriate special license plate fee. If approved, the special license plates $w$ be manufactured and mailed to your County Tax Assessor-Collector; and you will be notified accordingly
To obtain the special license plates, you must surrender your current license plates to the County Tax Assessor-Collector. The regular registration fee must be paid for the period for which the special license plates are valid. If your vehicle is currently registered when the license plates are issued, the vehicle registration expiration date may need to be adjusted to correspond with the expiration of the special license plates. If necessary, additional fees will be collected or credit will be issued to make this adjustment.
State Capitol License Plates may be transferred to another vehicle registered in the applicant's name. To transfer a plate to another vehicle, a corrected vehicle registration must be obtained through the county tax office. The license plates may not be transferred to another owner
please allow six to eight weeks for notification of approval.

STATE CAPITOL License Plates may be issued to an owner of passenger or light commercial vehicles. These are multi-year plates and may be issued at any time during the year when the application (Form D12-229) has been completed and returned to the Headquarters Office accompanied by the appropriate fee. There is no limit to the number of plates that may be issued to an applicant. The procedure for issuing and reporting State Capitol License Plates is the same as the procedure for Personalized License Plates. The State Capitol License Plates will cost $\$ 30.00$ in addition to the regular registration fee. The Personalized State Capitol License Plate fee is $\$ 70.00$ ( $\$ 30.00$ plus $\$ 40.00$ personalized plate fee) in addition to the regular registration fee prescribed by law.


SIGNATURE OF APPLICANT:

THE MAILING OF CASH IS DISCOURAGED. Please remit payment in the form of a CASHIER'S CHECK, MONEY ORDER, or CHECK payable to the TEXAS DEPARTMENT OF TRANSPORTATION.

Forward application and fee to: TEXAS DEPARTMENT OF TRANSPORTATION, DIVISION OF MOTOR VEHICLE TITLES AND REGISTRATION, AUSTIN, TEXAS 78779-0001.

WARNING: V.A.T.S., ARTICLE 6687-1, PROVIDES THAT FALSIFYING INFORMATION ON ANY REQUIRED STATEMENT OR APPLICATION IS A THIRD DEGREE FELONY.

TEXAS SPACE COMMISSION License Plates may be issued to an owner of passenger or light commercial vehicles. These are multi-year plates and may be issued at any time during the year when the application (Form D12-417) has been completed and returned to the Austin Headquarters Office accompanied by the appropriate fee. There is no limit to the number of plates that may be issued to an applicant. The procedure for issuing and reporting Texas Space Commission License Plates is the same as the procedure for Personalized License Plates. The Texas Space Commission License Plates cost $\$ 30.00$ in addition to the regular registration fee. The Personalized Texas Space Commission License Plate fee is $\$ 70.00$ ( $\$ 30.00$ plus $\$ 40.00$ personalized plate fee) in addition to the regular registration fee prescribed by law.


ANTIQUE License Plates may be approved for passenger cars, trucks, and motorcycles using an application Form D12-54. Antique vehicle owners who wish to use Department approved license plates that were originally issued the same year as the year model of the vehicle shall be issued a tab with an "Antique" validation sticker. Personalized License Plates are not available for the antique category.

CLASSIC License Plates will be issued to an owner of passenger or light commercial vehicles that are 25 or more years old. The legislation also provides approval for the use of license plates that were issued by this Department in the same year as the model year of the vehicle. Classic License Plates will be multi-year plates that may be issued by the Headquarters Office any time during the year upon receipt of the revised application (Form D12-54) and the appropriate fee. Accepted license plates which are the same year as the classic vehicle will be issued a window validation sticker which will be renewed each year. The procedure for issuing and reporting Classic License Plates is the same as the procedure for Personalized License Plates. The fee is $\$ 15.00$ in addition to the motor vehicle registration fee with no restrictions for operation. The Personalized Classic Auto or Classic Truck License Plate fee is $\$ 55.00$ ( $\$ 15.00$ plus $\$ 40.00$ personalized plate fee) in addition to the regular registration fee prescribed by law.


## INSTRUCTIONS

## MOBILE AMATEUR RADIO OPERATOR LICENSE PLATES

The Mobile Amateur Radio Operator License Plate fee is $\$ 2.00$ for the first year of registration and $\$ 1.00$ for each annual registration thereafter in addition to the regular registration fee prescribed by law

Upon completion of this application, it should be submitted with the $\$ 2.00$ application fee and accompanied by a copy of official documentation from the Federal Communication Highways and Public Transportation, Division of Motor Vehicles (PLP), Austin, Texas 78779 0001. If approved, the special license plates will be manufactured and mailed to your County Tax Assessor-Collector; and you will be notified accordingly.
To obtain the Mobile Amateur Radio Operator License Plates, you must surrender your current license plates to the County Tax Assessor-Collector. The regular registration fee must be paid for the period in which the special license plates are valid. If your vehicle is currently registered at the time the license plates are issued, your vehicle registration expiration date will be adjusted to correspond with the expiration of the special license plates. Additional fees will be collected or credit will be issued to make this adjustment. Mobile Amateur Radio Operator License Plates may be transferred to another vehicle registered in the applicant's name. To transfer a plate to another vehicle, a corrected vehicle registration must be obtained through the county tax office. The license plates may not be transferred to another owner
To obtain replacement Mobile Amateur Radio Operator License Plates that are lost, stolen, or damaged, the owner must surrender any remaining Amateur Radio License Plate(s) and secure replacement license plates through the county tax office. The owner may then submit a written request, a properly executed form 60 or Form 53 along with a copy of the Replacement License Receipt, Form 16, to the Department. If approved, the Amateur Radio icense Plates wil be manufactured and mailed to your Coulacement plates in exchange for the replacement Amateur Radio License Plates.

AMATEUR RADIO License Plates may be issued to more than one passenger or light commercial vehicle titled in the applicant's name that is equipped with mobile amateur radio equipment. The license plates will be issued with the same official amateur call letters to each vehicle registered by the same owner. Proof of eligibility is required with the application (Form 53); and the owner must identify whether the application is for new, additional, or replacement plates. The fee is $\$ 2.00$ for the first year of registration and $\$ 1.00$ for each annual registration thereafter in addition to the regular registration fee.


DESERT STORM License Plates are available to active or honorably discharged veterans who served in a branch of the Armed Forces of the United States, were deployed to the Middle East, and there participated in Operation Desert Shield or Desert Storm. These are multi-year license plates that may be issued by the Austin Headquarters Office at any time during the year upon receipt of the proper application (Form D12-418), proof that the person is eligible, and the appropriate fee for the plates. The Desert Storm License Plate fee is $\$ 10.00$ in addition to the regular registration fee. The procedure for issuing and reporting such plates is the same as the procedure for Personalized License Plates. The Personalized Desert Storm License Plate fee is $\$ 50.00$ ( $\$ 10.00$ plus $\$ 40.00$ personalized plate fee) in addition to the regular registration fee prescribed by law.

VIETNAM VETERAN License Plates may be issued to active or honorably discharged members that served in a branch of the Armed Forces of the United States after August 4, 1964 and before May 8, 1975. Qualified registrants must show proof of eligibility. The fee for Vietnam Veteran License Plates is $\$ 10.00$ in addition to the regular registration fee. The Personalized Armed Forces License Plate fee is $\$ 50.00$ ( $\$ 10.00$ plus $\$ 40.00$ personalized plate fee) in addition to the regular registration fee prescribed by law. The procedure for issuing and reporting such plates is the same as the procedure for Personalized License Plates. These are multi-year license plates that may be issued by the Austin Headquarters Office at any time during the year upon receipt of proper application (Form D12-418), proof of eligibility, and the $\$ 10.00$ application fee.



SIGNATURE OF APPLICANT:
THE MAILING OF CASH IS DISCOURAGED. Please remit payment in the form of CASHIER'S CHECK, MONEY THE MAILING OF CASH IS DSCOURAGED. Please remit payment in
ORDER, oI CHECK payable to the TEXAS DEPARTMENTOF TRANSPORTATION IT'S THE LAWI V.A.T.S., ARTICLE 6675a-2a PROVIDES THAT A COPY OF CURRENT PROOF OF FINANCIAL MUST BE SUBMITTED WITH THIS APPLLCATION
Forward dopplication fee, and proof of financial responsibility to: TEXX
MOTOR VEHICLE TTTLES AND REGISTRATION, AUSTIN, TEXAS 78779 0001.
WARNING: V.A.T.S., ARTICLE 6637-1, PROVIDES THAT FALSIFYING INFORMATION ON ANY REQUIRED V.A.T.S., ARTICLE 6687-1, PROVIDES THAT FALSIFYIN
STATEMENT OR APPLCATION IS A THIRD DEGREE FELONY.

Form 012-42 hev. 12:91


PRISONER OF WAR License Plates may be issued to former prisoners of war to persons captured and incarcerated by an enemy of the United States during a period of conflict. The POW application (Form D12-420) and $\$ 3.00$ is submitted directly to the Department with a completed application Form D12-420. Personalized License Plates are not available for the POW category.

PURPLE HEART License Plates will be issued to applicants awarded the Purple Heart that are still on active duty or have received an honorable discharge. These are multi-year plates and may be issued at any time during the year when the application (Form D12-420) has been completed and returned to the Headquarters Office accompanied by proof of the applicant's eligibility and the appropriate fee. The statutory fee is $\$ 3.00$ which is paid directly to the Department. The Personalized Purple Heart Recipient License Plate fee is $\$ 43.00$ ( $\$ 3.00$ plus $\$ 40.00$ personalized plate fee). The surviving spouse of a deceased person who was awarded a Purple Heart is entitled to register his/her vehicle with Purple Heart Recipient License Plates for as long as the surviving spouse remains unmarried, even if the deceased person was not issued the special license plates.


PEARL HARBOR License Plates will be issued to the survivors of the attack on Pear 1 Harbor that served the Armed Forces of the United States stationed in the Hawaiian Islands on December 7, 1941, and was not discharged from the armed forces under conditions less than honorable. These are multi-year plates and may be issued at any time during the year when the revised application (Form D12-419) has been completed and returned to the Headquarters Office accompanied by proof of the applicant's eligibility and the appropriate fee. The statutory fee is $\$ 3.00$ which is paid directly to the Department. The Personalized Pearl Harbor Survivor License Plate fee is $\$ 43.00$ ( $\$ 3.00$ plus $\$ 40.00$ personalized plate fee). The surviving spouse of a deceased person who was issued such plates is entitled to continue to register his/her vehicle for as long as the surviving spouse remains unmarried.

NOTE: The surviving spouse is not exempt from the regular vehicle registration fee prescribed by law.

# ARMED FORCES RESERVE, ARMED FORCES, TEXAS WING CIVIL AIR PATROL, COAST GUARD AUXILIARY 



ARMED FORCES RESERVE License Plates will be issued for those passenger and light commercial vehicles that are owned by members of a reserve component of the United States Armed Forces. The procedure for issuing Armed Forces Reserve License Plates is the same as the procedure for Texas Guard License Plates. The registration year for such plates extends from July 1st through June 30th of the succeeding year. The fee for Armed Forces Reserve License Plates is the regular registration fee which is paid directly to the Department. Personalized License Plates are not available for the armed forces reserve category. On any new vehicles, the completed application (Form D12-227) should be placed on the front of the title application and forwarded to the Department.

ARMED FORCES License Plates will be issued to active or retired members of a branch of the Armed Forces of the United States and will display the appropriate service branch; that is, U. S. Army, U. S. Navy, U. S. Air Force, U. S. Marine Corps and U. S. Coast Guard. The surviving spouse of an individual killed in action while serving in a branch of the armed forces is eligible for these plates as long as the spouse remains unmarried. The Armed Forces License Plates will cost $\$ 10.00$ in addition to the regular registration fee. The Personalized Armed Forces License Plate fee is $\$ 50.00$ ( $\$ 10.00$ plus $\$ 40.00$ personalized plate fee) in addition to the regular registration fee prescribed by law. The procedure for issuing and reporting such plates is the same as the procedure for Personalized License Plates. These are multi-year license plates that may be issued by the Headquarters Office at any time during the year upon receipt of proper application (Form D12-227), proof that the person is eligible, and the appropriate fee for the plates.

TEXAS WING CIVIL AIR PATROL License Plates will be issued to members of the United States Air Force Auxiliary, Civil Air Patrol. These are multi-year license plates that may be issued by the Headquarters Office at any time during the year upon receipt of proper application (Form D12-227), proof that the person is eligible, and the appropriate fee for the plates. The Texas Wing Civil Air Patrol License Plates will cost $\$ 10.00$ in addition to the regular registration fee. The Personalized Texas Wing Civil Air Patrol License Plate fee is $\$ 50.00$ ( $\$ 10.00$ plus $\$ 40.00$ personalized plate fee) in addition to the regular registration fee prescribed by law.

NOTE: The Texas Wing Civil Air Patrol License Plates are not to be confused with the current Exempt License Plates issued to the Civil Air Patrol, Texas Wing, on a Form 62-CAP, as these exempt plates are displayed on vehicles owned by that organization and operated exclusively by a member as an emergency services vehicle.

COAST GUARD AUXILIARY License Plates will be issued to members of the United States Coast Guard Auxiliary. The Coast Guard Auxiliary License Plates will cost $\$ 10.00$ in addition to the regular registration fee. The Personalized Coast Guard Auxiliary License Plate fee is $\$ 50.00$ ( $\$ 10.00$ plus $\$ 40.00$ personalized plate fee) in addition to the regular registration fee prescribed by law. The procedure for issuing and reporting such plates is the same as the procedure for Personalized License Plates. These are multi-year license plates that may be issued by the Headquarters Office at any time during the year upon receipt of proper application (Form D12-227), proof that the person is eligible, and the appropriate fee for the plates.

## DISABLED VETERAN



## INSTRUCTIONS

1. Section 1 of the applieation must be completed by the applicant and then forwarded to the Veteran's Administration Regional Office or appropriate branch of the Armed Forees for verification of the veteran's disa bility rating located in Section 2.
2. To qualify for DISABLED VET License Plates, an applicant must:
(a) BeaTexas resident
(b) Bea veteran of the United States Armed Forces
(c) Have a service-connected disability of at least $60 \%$ or at least $40 \%$ due to amputation of a lower Have a se
extremity
(d) Now be receiving compensation from the Federal Government as a result of such disability
(e) Texas title must be in applicant's name before application for Disabled Vet License Plates can be approved.
IN ADDITION:
The surviving spouse of a deceased disabled veteran who was issued DISABLED VETERAN License Plates may apply for plates as long as the surviving spouse remains unmarried. The
surviving spouse should furnish proof that DISABLED VETERAN License Plates were once issued in the deceased veteran's name. A sworn statement verifying that the surviving spouse remains unmarried is required.
An organization which owns a motor vehicle, regardless of registration classification or carrying capacity, used exclusively for the transportation, without charge, of disabled veterans with service connected disabilities may apply for DISABLED VETERAN License Plates. A Astatement by the Veteran's Administration verifying the organization's eligibility is required.

NOTE: Section 2 on Page 1 does not apply to a surviving spouse or a Disabled Veteran organization.
3. Only one set of plates may be obtained by an applicant for either a pacenger car or a light commercial Only one set of plates may be obtained by an applicant ior either a passengs.
vehicle having a manufacturer's rated carrying capacity of one (1) ton or less.
4. Registration of the vehicle must be in the name of the disabled veteran or surviving spouse. Joint agreement must accompany the application.
5. Vehicle must be used for applicant's personal use only
6. Upon confirmation of the disability rating by the appropriate office, the applicant may mail or present Upon coniirmation or the disability rating by the appropriate office, the:

STATE DEPARTMENT OF HIGHWAYS
AND PUBLIC TRANSPORTATION
AND PUBLIC TRANSPORTATION
DVISION OF MOTOR VEHICLE
AUSTIN, TEXAS 78779-0001
7. The registration year for Disabled Vet License Plates extends from April 1st through March 31st of the
8. To request a DISABLED PERSON STICKER for your license plate attach a completed Form D12-316-1
and add $\$ 1.00$ to the plate fee
9. When the application is received and approved the plates will be mailed to the applicant.

DISABLED VETERAN License Plates are issued exclusively by the Department in Austin. The fee for such plates is $\$ 3.00$. Instructions for qualifying for and securing such plates are provided on the back of the application (Form D12-615). Disabled Veteran License Plates are issued for the established registration year of April 1st through March 31st. These plates may be obtained at any time during the year.

One set of Disabled Veteran License Plates may be issued to any honorably discharged veteran of the armed forces of the United States who, as a result of military service, has suffered at least a $60 \%$ service-connected disability or has a $40 \%$ serviceconnected disability due to the amputation of a lower extremity and who receives compensation from the federal government because of such disability. The surviving spouse of a deceased person who was issued Disabled Veteran License Plates may continue to register one automobile or light truck for as long as the spouse remains unmarried and executes a sworn statement to that effect.

An organization which owns a motor vehicle, regardless of registration classification or carrying capacity, used exclusively for the transportation, without charge, of disabled veterans with service connected disabilities may apply for Disabled Veteran License Plates. A statement by the Veteran's County Service Officer of the county in which the vehicle is registered or by the Veteran's Administration verifying the organization's eligibility is required.

Title covering the vehicle for which the Disabled Veteran License Plates are requested must be recorded in the veteran's or surviving spouse's name; or if the vehicle is titled in another name, such as that of a company or corporation, the application must be accompanied by an affidavit executed by the veteran or surviving spouse attesting to the fact that he/she has the legal right of possession and control of the vehicle and that it will be used for his/her own personal use. Should the veteran or surviving spouse have a leased vehicle, a copy of the lease agreement should be attached to the application.

Upon approval of the application, a copy of the license receipt and the plates are mailed directly to the veteran or surviving spouse. Also, a copy of the license receipt is sent to the tax collector of the veteran's county of residence.

If the Disabled Veteran License Plates are lost, destroyed, or mutilated, the owner may secure a set of Disabled Veteran Replacement License Plates directly from a Division of Motor Vehicles Regional Office for a fee of \$1.00. Regular stock replacement plates are not to be issued in replacement of the special Disabled Veteran plates.

Vehicles displaying Disabled Veteran License Plates are exempt from the payment of parking fees, including those collected through parking meters, charged by any governmental authority other than a branch of the federal government. This exemption applies only to parking fees and does not exempt the owner from the payment of title application fees or other statutory fees; nor does it exempt the owner from compliance with other laws and ordinances regulating parking, such as parking in restricted areas or no parking zones. AND CONGRESSIONAL MEDAL OF HONOR LICENSE PLATES


While this illustration relates to the transfer of "DV" License Plates, the same basic procedure will also apply to "POW," Texas Guard, and Congressional Medal of Honor License Plates, except that no fees are required to transfer these plates.

The vehicle to which the "DV" License Plates are being transferred must be titled in the veteran's name or title must be applied for by the veteran. Joint ownership between veteran and spouse is permissible. An Application for Transfer of Special License Plates, Form D12-420-UT, submitted by the surviving spouse of a Disabled Veteran or Former Prisoner of War must be supported by a sworn statement from the surviving spouse stating that the surviving spouse has not remarried.

If the vehicle to which the "DV" License Plates are being transferred is already titled in the veteran's name, the Application for Transfer of Special License Plates (Form D12-420-UT) and Three Dollar (\$3.00) fee must be sent direct to the Division of Motor Vehicles Headquarters in Austin.

Under no circumstances should the tax collector issue a replacement license receipt for Disabled Veteran License Plates.
(a) If the vehicle from which the "DV" License Plates are removed is sold, the purchaser (dealers excluded) must register the vehicle for a period of one year from the date of application for registration.
(b) If the vehicle from which the "DV" License Plates are removed will continue to be operated by the veteran, it will be necessary for the veteran to secure regular registration for the vehicle and pay the registration fee for a period of one year from the date of application for registration.

APPLICATION FOR TEXAS CERTIFICATE OF TITLE

| TYPE OR PRINT IN INK |  |  |  |  |  |  |  | IVTR USE ONLY |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Taxcollector James HarrisDate031092 $\quad$County <br> Transaction Number Ulank <br> U368213 |  |  |  |  |  |  |  |  |
| $\begin{array}{\|l\|} \hline \text { 1. Vehicle Identfication Number } \\ \text { 1B3BD46B1CF130130 } \\ \hline \end{array}$ |  |  | $\begin{aligned} & \text { 2. Year } \\ & 1982 \end{aligned}$ | 3. Make Dodge | $\begin{aligned} & \text { 4. Body Stryle } \\ & 4 \mathrm{dr} \end{aligned}$ | 5 |  | 6. Odometer Reading Exempt |
| $\begin{array}{\|l\|} \hline \text { 7. Empty Weight } \\ 2400 \\ \hline \end{array}$ | 8. Carrying Capacity (libs) | 9. Tonnage | 10. Trailer Type | 11. Plate No. 12. Vehicle Unit No. <br> DV2134  |  |  | 13. Owner I.D. No. (Employer I.D. or SSN *see below) |  |
| 14.Applicant's Name <br> (Purchaser, Donee, Trader) <br> Adcress Joe Smith <br>  1406 West 38 th St. <br> City, State, Zip code  Blank, Texas 78711. |  |  |  |  |  |  |  |  |
| 14a. Renewal Notice Info. Name (If Different From 14) Address City, State, Zip Code |  |  |  |  |  |  |  |  |
| 14b. Vehicle Location Info (If Different From 14) Address, City, State, Zip Code |  |  |  |  |  |  |  |  |
| 15. Previous Owner (selle, Donor, Trader) Blank Motor Company <br> City, state, zip Code Blank, Texas 78711 <br> THIS MOTOR VEHICLE IS SUBJECT TO |  |  |  |  |  |  | 15a. GDN - Dealer Use Only$\text { P } 43111$ |  |
|  |  |  |  |  | 16. 1 st Lien Date ${ }^{\text {ist Lienhoider Name }}$ THIS MOTOR VEHICLE |  |  |  |  |  |  |  |  |
| SIGN HERE Blank Motor Co. By Tim Douson Date 03-05-92 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| 23. TITLE APPLICANT, PURCHASER, DONEE, OR TRADER <br> signhere Boe By $\qquad$ Date $\qquad$ 03-10-92 |  |  |  |  |  |  |  |  |
| WARNING: V.A.T.S., Article 6687-1, provides that falsifying information on title transfer documents is a third-degree felony offense punishable by not more than ten (10) years in prison or not more than one (1) year in a commmunity correctional facility. In addition to imprisonment, a fine of up to $\$ 10,000$ may also be imposed. <br> * You are not required by law to disclose your social security number. However, primarily because of duplication of individuals' names, this information is requested for our records maintenance program to assist in identifying the true owner of a vehicle. |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Form 130-U Rev. 1-92 |  |  |  |  |  |  |  |  |

Do not issue license receipts of any kind for a vehicle being transferred to a veteran. When a veteran desires to transfer his "DV" License Plates to a newly purchased vehicle, the following items must be attached to his application for title in addition to evidence of ownership for the vehicle:
(a) Application for Transfer of Special License Plates, Form D12-420-UT.
(b) $\$ 3.00$ Fee.
(c) The "DV" License Plates receipt for the vehicle from which the plates were removed.
(d) Place the Application for Transfer of Special License Plates in front of 2.11 other documents on the face of the title application with a note stating "Disabled Veteran" and forwarded to the appropriate Regional Office under separate cover.

If the vehicle being transferred to the veteran is currently registered, it will be necessary for the current license plates and license receipt to be surrendered to the tax collector; or the veteran may surrender the plates and receipt to the Department with a refund request.

Remember! Do not, under any circumstances, issue a Replacement Receipt or any other license receipt for a Disabled Veteran License Plate.

Note: An exception to the requirement that title to the vehicle must be recorded in the veteran's name shall be made in cases when, for example, the title is recorded in a company or corporate name but the veteran has the legal right of possession and control of the vehicle and it is used for his own personal use. In such instances, the veteran must execute an affidavit to that effect and attach it to the transaction. Should the veteran have a leased vehicle, a copy of the lease agreement should be attached to the transaction.

The new identification placards have been designed to hang from the rearview mirror on the windshield of the vehicle. They will be available this summer (July 1992) for a fee of $\$ 5.00$. The identification placard for temporarily disabled persons will continue to expire six months from the date of issuance or upon termination of the disability (whichever occurs first). The identification placard for permanently disabled persons will expire five years from the date of issuance (the old identification card for permanently disabled individuals was valid for the applicant's lifetime).

DISABLED PERSON VALIDATION STICKER ONLY
(will not be issued after January 1, 1993)

Regular Plate and Disabled Person Sticker
(will not be issued as a means
of identification for a disabled person after January 1, 1993)

Disabled Person License
Plate and Sticker
(will be validated with a Universal validation Sticker after January 1, 1993)


The owner of a passenger vehicle, motorcycle with side car that has been modified by the manufacturer to be operated by disabled persons, or a light commercial vehicle having a manufacturer's rated carrying capacity of one ton or less operated for noncommercial purposes may obtain from the County Tax Assessor-Collector a Disabled Person Special Identifying Registration Insignia. The insignia shall be affixed to the rear license plate in lieu of a Universal Validation Sticker. Owners of passenger or light commercial vehicles have the option of obtaining Disabled Person License Plates.

By January 1, 1993, disabled persons who utilize regular license plates validated with a Disabled Person Validation Sticker will have to choose either a Disabled Person License Plate with the International Symbol of Access (wheelchair emblem) embossed thereon or a removeable Disabled Person Windshield Identification Placard.

The Application for Disabled Person Special Identifying Registration Insignia, Form D12-316, executed in duplicate must be submitted to the County Tax AssessorCollector. It is not necessary to execute the Disability Statement (Section II) of this form, as this information should be on file at the county tax office.

The one-inch square Special Identifying Symbol is no longer available. These symbols were previously issued to owners of special category license plates (such as Personalized License Plates). Applicants wishing to display the one-inch square sticker should be advised to apply for a Disabled Person Identification Placard since this sticker is now obsolete.

Note: Most individuals who now have this means of disabled person identification will not want to obtain a Disabled Person License Plate with the wheelchair embossed thereon since they currently display a special category license plate.

Transfer of Vehicles with Disabled Person License Plates from one Disabled Person to Another.

1. It is not necessary to issue regular replacement license plates to a vehicle registered with Disabled Persons License Plates when the transferee (buyer) registers the vehicle with Disabled Person License Plates at the time application for title is made.
2. The registration procedure shall remain unchanged for Disabled Persons License Plates - except that the application for a set of $\$ 5.30$ replacement license plates prior to the transfer of title is no longer necessary, as these plates will not be used. This procedure only applies when the person applying for title has a set of Disabled Person License Plates which he or she transfers to the vehicle or submits the Application for Disabled Person Special Identifying Registration Insignia, Form D12-316, at the time the application for title is filed.
3. This procedure applies only in cases when both the transferor and transferee have Disabled Person License Plates, not regular or special license plates bearing a Disabled Person Validation Sticker or a disabled person insignia sticker, or a disabled person idếntification card or placard.

## Parking Privileges

1. A vehicle upon which a Disabled Person Identification Placard, Validation Sticker, or License Plates are displayed (when being operated by or for the transportation of a qualified disabled person) shall be allowed to park for unlimited periods in any parking space or parking area designated specifically for the physically handicapped.
2. The owner of a vehicle on which a Disabled Person Identification Placard, Validation Sticker, or License Plates are displayed is exempt from the payment of fees or penalties imposed by a governmental authority for parking at a meter or in a space with a limitation on the length of time for parking, unless the vehicle was not parked at the time by or for the transportation of a qualified disabled person. (Exemption does not apply to fees or penalties imposed by the U. S. Government, and it does not permit a vehicle to be parked at a time or place that parking is prohibited.)
3. Authority for reciprocal parking privileges has been granted to the owner or operator of current out-of-state licensed vehicles used for the transportation of disabled persons when the vehicle displays a license plate or identification placard that bears the international symbol of access issued by another state or country.

## Refueling Privileges

The disabled driver of a vehicle that displays a Disabled Person Identification Placard, Validation Sticker, or License Plates shall be provided refueling services by each person, firm partnership, association, trustee, or corporation that operates a gasoline service station or other facility that offers gasoline or other motor vehicle fuel for sale to the public from the facility. Refueling services is defined as the service of pumping motor vehicle fuel into the fuel tank of a motor vehicle. The refueling service for disabled drivers is limited only to gasoline and diesel fue1.

The price charged for the motor vehicle fuel provided to a disabled driver may not be greater than the price the facility would otherwise charge the public to purchase motor vehicle fuel at the self-service price. The provisions, however, do not apply to a gasoline service station or other facility that offers gasoline or other motor vehicle fuel for sale to the public if the station or other facility has only remote-controlled pumps and never provides pump island service or if during regularly scheduled hours if the service is not being provided for security reasons.

## TOW TRUCK LICENSE PLATES



Tow trucks must be certified by the Texas Department of Licensing and Regulation and must display a Tow Truck License Plate. The Tow Truck License Plate is a nontransferable permit that is supplemental to the regular vehicle registration. These multi-year license plates have an established registration expiration month of January. A Tow Truck License Plate is validated each year with a Universal Validation Sticker. The Tow Truck License Plate is to be displayed at the rear of the vehicle in a plainly visible location.

The annual, nonproratable fee for an original or replacement Tow Truck License Plate is $\$ 15.00$. A replacement plate is issued in the same manner as the original plate. A duplicate tow truck cab card is \$2.00.

Issuance of the Tow Truck License Plate is accomplished at the county tax office. A Texas Tow Truck Application/Cab Card, Form 38TOW, should be utilized. The application must be supported by the original or certified copy of the certificate of registration issued by the Texas Department of Licensing and Regulation. The owner's copy of the completed Form 38TOW is required to be kept in the cab of the tow truck for which it was issued.

## ALL-TERRAIN VEHICLE


I. All three- and four-wheel all-terrain vehicles used or to be used upon public property of this State are required to be registered with off-highway all-terrain vehicle registration.
A. The annual fee for the registration of all-terrain vehicle is a flat fee of $\$ 6.30$. In addition to the registration fee, a $\$ 6.00$ all-terrain vehicle safety fee and a road and bridge fee (if applicable) will be required.
B. A special all-terrain vehicle registration sticker is issued for display on the handlebars of the vehicle or a location at the front of the vehicle so that the year of expiration and the registration number are visible. This sticker will be an annual sticker expiring March 31st of each year.
II. An all-terrain vehicle registration sticker shall be issued by utilizing a Form 39 License Receipt which will also serve as the registration certificate required by statute.
A. When issuing all-terrain vehicle registration using a Form 39, it will be necessary to show the collection of the $\$ 6.00$ all-terrain vehicle safety fee in the right-hand portion of the address block on this form.
B. A Form 31 should be utilized when issuing an all-terrain vehicle registration sticker in conjunction with an application for title. The collection of the $\$ 6.00$ safety fee should be shown in the same manner as on the Form 39. When preparing a Form 31 on all-terrain vehicles, the classification block should show "00 EXAM" as classification. All three- and four-wheel all-terrain vehicles are required to be titled; therefore, proof of title is required before issuing an all-terrain vehicle registration sticker.
III. A person operating an all-terrain vehicle on public property is required to carry an all-terrain vehicle safety certificate. This certificate is issued by the Texas Department of Public Safety and certifies that the operator has completed a Safety Education and Certification Program.
IV. If during the registration year the owner of an all-terrain vehicle wishes to sell the vehicle, it may be transferred in the same manner as any vehicle displaying annual registration. It will not be necessary to collect another all-terrain vehicle safety fee as this is an annual fee and, therefore, is transferable. It will be the responsibility of the purchaser to obtain the required safety certificate for operation of the all-terrain vehicle on public property.
V. If an all-terrain vehicle registration sticker becomes lost, stolen, or mutilated, the owner may secure a replacement sticker from the tax collector in his county of residence for a fee of $\$ 5.30$. Application for a replacement all-terrain vehicle registration sticker should be made on a standard replacement affidavit. The replacement sticker shall be issued by utilizing a Form 16 Replacement License Receipt.

## REGISTRATION FEE CREDIT

Registration fee credit may be granted on all types of vehicles destroyed to such an extent that they cannot thereafter be operated upon the highways, provided the prorated portion of the license fee for the remainder of the year, at the time of destruction of the vehicle, is over $\$ 15.00$.


Application for registration fee credit must be made directly to the Division's Headquarters in Austin on a Form 50.


This vehicle was totally destroyed on May 4, 1990. The unused portion of the registration fee for the balance of the registration year (less $30 \$$ reflectorization fee) was $\$ 36.41$ ( 10 months).

The owner of record received a Registration Fee Credit Voucher (Form 50) for the amount of the unused portion of his registration fee minus the $30 \$$ reflectorization fee which is not refundable.

Registration fee credit may be granted only to the person whose name appears as the owner of the vehicle on the registration and title record of the Division of Motor Vehicle Titles and Registration at the time the vehicle was destroyed.


A Registration Fee Credit Voucher may be applied as full or partial payment of the registration fee for another vehicle, or vehicles, owned by the same person to whom the credit voucher is issued.

A Registration Fee Credit Voucher must be used during the same or the following registration year in which the vehicle was destroyed. Credit vouchers are nontransferable and are not redeemable for cash under any circumstance.

When a credit voucher is accepted as full or partial payment for the registration of another vehicle, the credit voucher number and the amount of credit allowed should be noted on the new license receipt. Only the actual cash money collected, if any, should be shown in the total fee space. If no cash money is collected, show the words "no fee" in the total fee space.

The credit voucher should be attached to the Highway Copy of the new license receipt, and submitted to the Division with the Detailed Registration Report. After audit by the Department, a Supplemental Credit Voucher will be issued for the remaining balance if the entire credit was not used.

## ADDITIONAL FEE/CORRECTION RECEIPT

The Form 14, Additional Fee/Correction Receipt, is used to collect additional weight fees, either paid voluntarily or paid because a vehicle is apprehended, diesel fees, or fee errors. The Form 14 may also be used to correct the month and/or year of expiration fields, the license number field, or the vehicle class. Changes to these fields do not require an application for corrected title.

When executing the Form 14, the nature of the change must be noted in Item Field 6. The original registration receipt must be surrendered and stapled to Copy 2 of the Form 14 unless the license receipt is the Owner Copy 5 of the Form 31. If this is the case, the Owner Copy 5 of the Form 31 shall be required only for verification of current vehicle registration and then shall be returned to the registrant for tax purposes. If no title transaction is involved, the \#4 copy of the Form 14 should be destroyed.

The Form 14 should not be used to change the owner's address. A change of address form should be utilized to accomplish this. If the owner requests a license receipt which reflects the new address, a duplicate receipt, Form 26CO, should be issued.

If the owner requests a corrected license receipt because an error was made on his existing receipt, the Department's Master Vehicle File should be accessed. If the information contained in the Master Vehicle File is correct, a duplicate receipt (automated or Form 26C0) should be issued at no charge.

When correcting a title rejection, a Form 14 should only be used when additional fees are collected. A "no charge" Form 31 should then be typed reflecting the corrected information. The notation "NO TAX PD" and the control number of the incorrect Form 31 should be shown in Item Field 33. The necessary corrections should also be made on the Application for Texas Certificate of Title, Form 130-U. The transaction should then be reassembled with the "no charge" Form 31 placed on top of the incorrect Form 31. All copies of the "no charge" Form 31 shall be disbursed as usual with the exception of the registration Report Copy 2, which should be destroyed. The title transaction for which a "no charge" Form 31 is issued should be bundled separately and labeled "NO CHARGE." The "no charge" Form 31 should be reported as a "no charge" receipt on the Certificate of Title Report, Form 32, in the Sales Tax Only and Voided Receipt area. The "no charge" Form 31 should not be reported on the registration report.

Figure "A" on the following page illustrates the issuance of voluntary additional weight. When issuing the additional weight, the additional fee receipt should have the words "To Raise Gross Weight From to " typed on it in order to show the nature of the correction. The fee for additional weight is determined by checking the rate schedule that was in effect at the time the original registration was issued. Take the old weight and look on the applicable rate schedule under the present month and write down the figure found. This is how much of the old fee is left for the remainder of the year. Next, take the new gross weight and look on the current rate schedule for the present month and write down that figure. This will be how much the higher weight will cost for the remainder of the year. Subtract what is left of the old fee from the new fee. This figure will be the additional fee to be collected.

Figure " B " on the following page shows the word "Apprehended" and is also typed on the receipt along with the remark "To Raise Gross Weight From to "which indicates additional weight fees are being collected because of an apprehension. The law governing vehicle apprehensions (V.C.S. 6701d-11, Section 6) states that when a person is apprehended carrying a greater gross weight load than that for which he is licensed or registered, it is presumed that he has been carrying similar gross weight loads from the date of purchase of his current license plates; and he will be required to pay for the additional registration from the date of purchase of such license. This means that the apprehension additional fee is not collected just from the present time onward. It is necessary to back up to the time when the license plates were issued or transferred to the owner and collect an additional fee from that time until the end of the registration year. A registration fee cannot be collected for any period of time the owner did not own the vehicle. For instance, if a person is apprehended in September and if it was found that the current Texas license plates were issued to the present owner in April, the additional fee (because of the appre-hension) would be figured from the month of April. If the present Texas license plates were transferred to the present owner in some month later than April, the ad- ditional fee should be figured from that particular month.

Remember that the gross weights are used in figuring the additional fee. Do not use just the new additional carrying capacity to determine the fee. In other words, if a person has a truck with a gross weight of 12,000 pounds and if he wants to add an additional 4,000 pounds carrying capacity, do not look for the fee for 4,000 poundslook for and use the fee for 16,000 pounds. This is necessary because there are fee brackets in the rate schedules, and the extra weight sometimes puts the purchaser over in a higher bracket.

FIGURE "A" (Voluntary Additional Fees)


## Explanation of Fee Calculation:

Current fee for remainder of year at increased weight 16,000 lbs. \$81.62
Using rate schedule applicable at original registration, credit for remainder of year

12,000 1bs.
$-64.93$
Additional fee to be collected $\$ 16.69$
Fee Chart Applicable at Time of Original Registration

## Current Fee Chart



FIGURE "B" (Apprehended Vehicle)


Explanation of Fee Calculation:
Current annual fee at the increased weight 16,000 1bs. \$139.70
Credit for fees paid at original registration
12,000 1bs. -111.10
Additional fee to be collected
\$ 28.60

## AGRICULTURE PERMIT

Use: Temporary additional weight for owner to hanl his own products.........


Explanation: This receipt issued for two quarters.

Annual fee at the increased weight
Annual fee for registered gross weight for vehicle

14,240 1bs. $\$ 127.55$
$11,240 \mathrm{lbs} . \quad \frac{-106.10}{\text { Difference }} \$ 21.45$

Expiration date falls within 2nd quarter
Additional fee to be collected
(add diesel fee if applicable)
Note: If the vehicle is registered under Farm license, the additional fee would be reduced 50\%.

This is a permit to haul additional weight for a short term and can be issued only if the commercial vehicle is already properly registered with Texas license plates. This permit can be used only:

1. For the owner to transport his own seasonal agricultural products to market or to other points for sale or processing.
2. For the free transportation of seasonal laborers from their place of residence to a farm or ranch to work on such farm or ranch.
3. For the transportation of materials, tools, equipment and supplies from the place of purchase or storage to a farm or ranch to use on such farm or ranch.

No such permit shall extend beyond the period for which the regular license is valid. The fee is determined as follows:

1. Figure what the annual license fee would be at the increased weight.
2. Subtract the amount of the annual fee for the gross weight as shown on the owner's regular registration receipt.
3. Take a percentage of this difference as follows:
(a) For a one-month (30 consecutive days) permit, the fee is $10 \%$ of the difference.
(b) For a three-month (1 quarter) permit, the fee is $30 \%$ of the difference.
(c) For a six-month (2 quarters) permit, the fee is $60 \%$ of the difference.
(d) For a nine-month (3 quarters) permit, the fee is $90 \%$ of the difference.

The "30-Day" permit may only be issued for a period of 30 consecutive days, regardless of the date issued; and such permits are not to be postdated. The date of issuance may be in one month, and the expiration date may be in the next month. Do not issue one receipt to cover a 60-day period. If the owner desires a permit for longer than 30 days, the permit must be issued on a quarterly basis or he may purchase one 30 -day permit and upon its expiration, he may then return to the tax office and purchase another.

The law defines a "quarter" as a "calendar quarter" and provides that the first such quarter shall begin on April 1. Therefore, the first quarter is April 1 thru June 30, the second quarter is July 1 thru September 30, the third quarter is October 1 thru December 31, and the fourth quarter is January 1 thru March 31 (V.C.S. 6675a6b). Quarterly permits must expire on the last day of one of the designated quarters. For example, a quarterly permit issued on April 15 must expire on June 30.

## AGRICULTURE PERMIT - OUT-OF-STATE PRODUCTS

Use: To bring in farm products produced outside of Texas.....


Nonresident registration for movement of farm products produced outside of Texas but marketed or processed in Texas or moved to points in Texas for shipment. No plates issued - only windshield sticker and receipt.
This is a 30-day temporary registration for commercial vehicles only. The fee is one-twelfth (1/12) of the annual Texas registration fee and is valid for not more than eighty (80) miles from the point of entry into the State of Texas. The vehicle must be protected by liability insurance in an amount no less than the minimum required by the Texas Motor Vehicle Safety Responsibility Act, and such policy must be issued by a company authorized to write liability insurance in this State. The vehicle must display a Texas Safety Inspection Sticker. Evidence of compliance with insurance provisions and valid vehicle safety inspection must be presented to the tax collector prior to the issuance of this registration permit.

The vehicle for which this temporary registration permit is issued must be legally registered in the nonresident owner's home state or country for the current registration year. This temporary Texas registration permit will remain valid so long as the home state or country registration is valid but, in any event, will expire in 30 days. After expiration of such permit, the nonresident owner may secure a second and third permit. However, if the nonresident desires to operate his commercial vehicle in Texas after the expiration of the third permit, he must register the vehicle with regular Texas license plates or a Temporary 72 -Hour Permit. Farm Truck License Plates may not be issued. Not more than three (3) such temporary registration permits may be issued to a nonresident owner during any one (1) Texas registration year. (Art. 6675a-6e, Sec. 2A, V.C.S.) There will be no title issued on this registration. Any truck, whether leased or owned, hauling for hire must be registered with the Railroad Commission of Texas.

NOTE: Since a metal license plate is not issued with this permit, the $30 \$$ reflectorization fee must be deducted from the one-twelfth (1/12) annual fee as shown on the appropriate fee schedule (Regular Truck or Trailer License Fee Schedule).

## AGRICULTURE PERMIT - TEXAS PRODUCTS

Use: For the movement of farm products produced in Texas and harvesting machinery....


Nonresident registration for movement of farm products (wheat, oats, rye, barley, grain sorghums, flax, rice, cotton, vegetables in bulk, field crates or bags) and all other agriculture products produced in Texas. This permit may also be used in the movement of machinery such as combines and implements of husbandry used to harvest such commodities. This is a thirty (30) day permit and the fee is onetwelfth of the annual Texas registration fee. No plates issued - only windshield sticker and receipt. For commercial vehicles only. Valid for movement from place of production of such commodities to market, storage or railhead provided such destination is not more than seventy-five (75) miles from the place of production. Proof of insurance coverage or Texas safety inspection is not a prerequisite for the issuance of this permit. The vehicle must be legally registered in the nonresident's home state or country for the current registration year; and this temporary registration will remain valid so long as the home state or country registration is valid, but in any event it will expire in 30 days. Not more than three (3) such temporary registration permits may be issued to a nonresident owner during any one (1) Texas registration year. After expiration of such permit, the nonresident owner may secure a second temporary permit or register the vehicle with regular Texas license plates. Farm Truck License Plates may not be issued. (Art. 6675a-6e, Sec. 2A, V.C.S.) Any truck, whether leased or owned, hauling for hire must be registered with the Railroad Commission of Texas. There will be no title issued on this registration.

NOTE: Since a metal license plate is not issued with this permit, the $30 \$$ reflectorization fee must be deducted from the one-twelfth (1/12) annual fee as shown on the appropriate fee schedule (Regular Truck or Trailer License Fee Schedule).

Use: For the temporary movement of an unregistered vehicle.


FORM 24

This form is used as both the application and receipt for a One Trip Permit. A $\$ 5.00$ fee must be collected for each permit receipt issued.

One Trip Permits may be issued by the Division's Regional Offices, Central Permit Operations Office, or any Tax Assessor-Collector's Office.

A cardboard tag is issued with each permit receipt. The tag number must be recorded on the permit receipt. All spaces on the cardboard tag must be completed in large legible print with indelible ink.

This permit is usually issued to authorize the movement of an unregistered house trailer from one location to another but may also be used when it is desired to tow or operate certain other unregistered vehicles. This permit is valid for one trip only between the point of origin and the point of destination and such intermediate point as is set forth in the application and license receipt. The intermediate point must be shown for the purpose of establishing a definite route. Point of origin or point of destination must originate or terminate in the State of Texas. This permit is valid for a period of fifteen (15) days from the date the registration is effective.

This permit may be issued for:

1. A charter bus from another state or country. This bus may carry property and passengers.
2. A commercial vehicle with a camper unit mounted thereon (regardless of whether or not the camper unit is of the permanently mounted type or the slide-in type).
3. A commercial vehicle which is not transporting any passengers or property.
4. A passenger car. The carrying of passengers and property is permitted.
5. A truck or truck tractor operating in combination with an unladen trailer or semitrailer. If both vehicles are unregistered, two permits must be issued (one for the pulling unit and one for the trailer).
6. "Park Model" trailers - A house trailer-type vehicle that is 400 square feet or less when measured at the largest horizontal projections.

This permit may not be issued for:

1. "Manufactured housing" - A house trailer-type vehicle that is 8 body feet or more in width or 40 body feet or more in length.
2. A charter bus based in Texas which is transporting passengers.
3. A commercial vehicle (not camper) which is transporting the owner's household goods.
4. A boat trailer which is carrying a boat.
5. A laden luggage trailer or laden utility trailer.
6. A vehicle carrying a "fixed load" regardless of whether the vehicle is of the conventional type or the unconventional type.
7. A vehicle which has been apprehended for operating unregistered.

## HOUSE TRAILER COMBINATIONS

This permit may be issued for an unregistered passenger car which is towing a house trailer. If the house trailer is also unregistered, it too, must be issued a permit. In cases when an unregistered truck or truck tractor is operating in combination with an unregistered house trailer, this permit may be issued only for the house trailer. The truck or truck tractor must be fully registered or be issued a 72 -Hour Permit.

## 72-HOUR AND 144-HOUR PERMITS

Use: Provides full temporary registration for residents of the United States or Canada


Each form is used as both the application and the receipt for the permit. A $\$ 25.00$ fee must be collected for each 72 -Hour Permit receipt issued, and a $\$ 50.00$ fee shall be collected for each 144-Hour Permit receipt issued.

A corresponding cardboard tag is issued with each permit receipt. The tag number must be recorded on the permit receipt. All spaces on the cardboard tag must be completed in large legible print with indelible ink.

These permits provide full temporary registration to laden or unladen trucks, truck tractors, trailers, semitrailers, and motor buses that are either unregistered or display expired or invalid registration. These permits are available only to residents of the United States or Canada and are valid for intrastate movement. Texas registered vehicles used temporarily to transport greater loads than that for which registered are also eligible for these permits. Vehicles temporarily registered with these permits are exempt from the Texas Certificate of Title Act and may carry the maximum weight allowed under the Scientific Axle Load Law of Texas. However, these permits cannot be used on the vehicle for which issued until such time as the vehicle has been inspected under the Texas Safety Inspection Act and displays an inspection sticker, unless the vehicle displays current out-of-state license plates or is a drilling and servicing vehicle used in the production of gas and crude petroleum oil.

Each vehicle in combination that requires registration must be issued a permit. A pulling unit displaying either the 72 -Hour or 144 -Hour Permit may not pull a trailer and/or semitrailer unless the trailer and/or semitrailer (including trailers and/or semitrailers registered out of state) is displaying either a 72 -Hour or 144-Hour Permit. The only exception to this requirement would be the display of regular Texas trailer plates (not token trailer plates) on one or more of the subject trailers and/or semitrailers.

These permits may be issued by the Division's Regional Offices, the Central Permit Operations Office, or any Texas Tax Assessor-Collector's Office. These permits cannot be issued for a vehicle that has been apprehended by law enforcement officers. Permits may be purchased in advance, and several permits may be purchased at one time with the times of validity to run in chain-like fashion. However, the date shown in the "Date Issued" block should reflect the date the receipt was prepared and not the date on which the trip is to begin. The "Effective Date" will record the beginning time of the permit. In addition, as a result of Senate Bill 1204, Acts of the 71st Texas Legislature, 1989, the Form D12-202 must be attached to the owner's copy of the Form 72 or Form 144 if the information is not already printed on the back of the owner's copy. This notice informs the registrant that he or she is obliged to be familiar with the applicable requirements of the Federal Motor Carrier Safety Regulations and Hazardous Materials Regulations.

## 30-DAY PERMIT

The receipt is used as both the application and receipt for a 30-Day Permit. A $\$ 25.00$ fee must be collected for each permit receipt issued.

30-Day Permits may be issued by the Division's Regional Offices or any Tax Assessor-Collector's Office.

A cardboard tag is issued with each permit receipt. The tag number must be recorded on the permit receipt. All spaces on the cardboard tag must be completed in large legible print with indelible ink.

This permit is valid for 30 days and movement of the vehicle is not restricted to a particular route as with the One Trip Permit.

This permit may be issued for:

1. Passenger cars. The carrying of passengers and property is permitted.
2. Private buses. The carrying of passengers and property is permitted.
3. Trailers and semitrailers with a gross weight not exceeding ten thousand $(10,000)$ pounds.
4. Light commercial vehicles not exceeding a manufacturer's rated carrying capacity of one (1) ton.
5. Light commercial vehicles exceeding a rating of one (1) ton provided the vehicle is operated unladen.

Use: To provide only for the movement of commercial vehicles transporting property between Mexico and counties in Texas having a boundary contiguous with Mexico.

## INTRASTATE OPERATIONS NOT PERMITTED

These permits may be secured through the county tax collectors' offices only in those counties contiguous to the border of Mexico which have border crossings. (The permits may, also, be purchased through some licensed U. S. customhouse brokers who act as agents for the County Tax Assessor-Collector.)


Receipt must be carried in the vehicle.

Before the 24 -Hour Permit is issued, the applicant must present satisfactory evidence that the vehicle is currently protected by liability insurance in an amount no less than the minimum required by the Texas Motor Vehicle Safety Responsibility Act. Such policy must be issued by an insurance company or surety company that is authorized to write motor vehicle liability insurance in this State.

The fee for each 24 -Hour Permit is $\$ 5.00$. Payment must be in cash, certified check, or U. S. Postal Money Order. In case of a truck tractor and semitrailer combination, both vehicles may be listed on the same application, but a separate permit must be secured for each vehicle. Vehicles may travel only in the county of issuance and one adjoining county which must, also, be contiguous to Mexico. Additional 24-Hour Permits may be issued to an applicant upon proper application. (V.C.S. 6675a-6c)

This permit provides for the movement of property, including agricultural commodities, between Mexico and the counties of this State having a boundary contiguous with Mexico. Citrus fruit is prohibited unless destined for foreign export (outside of the United States) or for processing for foreign export.

There are no restrictions on the movement of other lawful property from Mexico into such contiguous counties or from such counties back to Mexico. No intrastate operations, however, will be permitted.

A cardboard tag must be issued with each permit receipt. The tag must record the make, serial number, effective date, and expiration date in large legible printing using an ink pen. In addition, as a result of Senate Bill 1204, Acts of the 71st Texas Legislature, 1989, the Form D12-202 must be attached to the owner's copy of the Form 48 if the information is not already printed on the back of the owner's copy. This notice informs the registrant that he or she is obliged to be familiar with the applicable requirements of the Federal Motor Carrier Safety Regulations and Hazardous Materials Regulations.

## SAMPLE TAGS



## FACTORY DELIVERY PERMIT

Use: To use on a new vehicle upon taking delivery from factory or dealer in another state or country.


Although this is called a "Factory Delivery" Permit, the vehicle may be obtained from either:

1. The manufacturer's place of business in another state or country after having purchased said vehicle from a dealer in this State; or
2. A dealer in another state or country.

This cardboard license plate can be used only on new vehicles. The fee is Three Dollars (\$3.00) for this thirty-day license. Not to be used by dealers or manufacturers. The vehicle cannot be used to transport property. (V.C.S. 6686(d)-1)

## OVERSIZE AND OVERWEIGHT PERMIT

Use: For movement of oversize and overweight equipment. It is not a registration.


In January, 1987, a new "Central Permit Operations" Office in Austin began issuing oversize-overweight permits by phone. These permits are no longer issued by the Department's District Offices.

In order to legally move an oversize-overweight vehicle or machine on the public highways of this State, a permit must be obtained from the Central Permit Operations Office in Austin, 1-800/299-1700. Phone service will operate from 6 A.M. to 6 P.M., Monday through Friday and 6 A.M. to 2 P.M. on Saturday. The Central Permit Operations Office is closed on Sunday. Payment may be made with any of three credit cards - MasterCard, Visa, and FirstPay (a new card available especially for permits and registrations). Application forms for oversize-overweight permits and FirstPay cards are available free at any Texas Department of Transportation Office.

If an oversize permit is requested, the vehicle must be registered with the weight applicable to such vehicle. If an overweight permit is desired, the vehicle or combination of vehicles must be registered for the maximum gross weight applicable to the vehicle, not exceeding eighty thousand $(80,000)$ pounds total gross weight.

Oversize/overweight permits are not issued in lieu of vehicle license plate "registration." A vehicle or machine must be registered or exempt by law before a permit can be issued. "Manufactured housing" (mobile homes) that are 8 body feet or more in width or 40 body feet or more in length, excluding the hitch, and are specifically designed as a dwelling are not considered "motor vehicles" for the purpose of registration. Therefore, these units are exempt from the Texas Registration Law. Because these units are oversize, they must be permitted (oversize/overweight permit) for their legal movement on the highways of this State.

A $\$ 1,000.00$ surety bond must be posted for single-trip movements. The surety bond must be executed on the form prescribed by the Department. Multi-trip permit movements require a $\$ 5,000.00$ surety bond. Bonds executed outside the State of Texas must be countersigned by a Texas Resident Agent of the Surety that issued such bond. No bond is required when moving a portable building ( $\$ 7.50$ permit fee) or a mobile home ( $\$ 15.00$ permit fee). All other loads require bonding, and the permit fee is $\$ 30.00$. Cash, cashier's check, or money order may be remitted in payment of the applicable fee. Personal checks or company checks are not accepted.

## TITLE QUESTIONS

1. Q. Where should questions regarding registration and certificates of title be directed?
A. You may direct these questions to the nearest Division of Motor Vehicle Titles and Registration Regional Offices located in the following cities:

| Abilene | Corpus Christi | Pharr |
| :--- | :--- | :--- |
| Amarillo | El Paso | San Angelo |
| Arlington | Houston | San Antonio |
| Austin | Longview | Waco |
| Beaumont | Lubbock | Wichita Fa11s |
| Carrollton | Odessa |  |

2. Q. Where should questions regarding sales tax be directed?
A. State Comptroller of Public Accounts Motor Vehicle Sales Tax Information Capitol Station Austin, Texas 78774 Phone: (512) 463-4600 or 1-800-252-5555
3. Q. What is correct evidence of ownership?
A. (a) New Car - Manufacturer's Certificate of Origin. (If the new vehicle is purchased out of state and a manufacturer's certificate cannot be obtained, then a title from that state must be obtained.)
(b) Used Car (Texas license) - Properly assigned Texas title.
(c) Used Car (Out-of-state) - Properly assigned out-of-state title.
4. Q. Is the purchaser given a specified length of time in which to file an application for transfer of title with a County Tax Assessor-Collector?
A. Yes, 20 working days. If the application for the transfer of the title is filed after the 20-day period, the applicant must pay a $\$ 10.00$ delinquent transfer penalty. . The 20-day period starts with the day after the date of sale shown on the transfer document. Saturdays, Sundays, and holidays falling within the 20-day period are not counted as part of the 20-day filing period.

## TITLE QUESTIONS (Continued)

5. Q. Can a certificate of title be issued within a few days of the title transaction's filing date?
A. Yes. When an application for title is filed with a county tax office, the tax collector may be requested to submit the title transaction for "Special" handling. An additional $\$ 10.00$ fee will be required for this service. The tax office must mail these "Special" title transactions to:

Texas Department of Transportation
Special Title Section
Department 1079
Post Office Box 4677
Houston, Texas 77210-4677
6. Q. Can a person obtain immediate service in securing a copy of a lost title?
A. Yes, if the application (Form 34) is properly executed and presented to a Division of Motor Vehicle Titles and Registration Regional Office (see list in Answer \#1) with the special handling fee of $\$ 5.00$.
7. Q. Can a vehicle be registered without applying for title?
A. Only if it is one of the following:
(a) A semitrailer with a gross weight of 4,000 pounds or less,
(b) A full trailer with an empty weight of 4,000 pounds or less,
(c) A farm trailer or farm semitrailer, or
(d) A machinery-type vehicle.
8. Q. Can a vehicle be titled without being registered?
A. No, except in the case of "off-highway" motorcycles and 4-wheel al1-terrain vehicles manufactured for off-highway use.
9. Q. What types of trailers must be titled?
A. (a) Semitrailers with a gross weight over 4,000 pounds,
(b) Full trailers with an empty weight over 4,000 pounds,
(c) All camper trailers purchased on and after September 1, 1967, and
(d) All travel trailers.

Note: Farm trailers and farm semitrailers which are not used for hire are exempt from the Certificate of Title Act.

## TITLE QUESTIONS (Continued)

10. Q. Is the zip code required in the addresses of the applicant and lienholder on the application for title?
A. Yes.
11. Q. Can a certificate of title be issued to a vehicle which is displaying a \$5.30 Machinery License Plate?
A. No.
12. Q. Is the tax assessor-collector given a specified length of time in which to report applications for title to the Department?
A. Yes. Title reports should be mailed "first-class mail" within 24 hours of the filing date of the title transactions included in the reports.
13. Q. Are the owners and/or lienholders notified by the Department if an application for title is rejected to the County Tax Assessor-Collector?
A. No. Notification is made by the County Tax Assessor-Collector.
14. Q. Will certificates of title be forwarded by the post office?
A. Yes, provided the applicant has filed a forwarding address with the post office.
15. Q. What happens to titles which are returned to the Austin Office by the post office marked "Unclaimed"?
A. Titles returned by the post office are destroyed. To obtain a copy of the title, an Application for Certified Copy (Form 34) must be properly executed and submitted to the Department.
16. Q. How can an innocent purchaser obtain a title to a vehicle on which a Safety Responsibility Suspension has been levied?
A. Execute the Department of Public Safety Form SR 39 and attach it to the title application.
17. Q. Can a vehicle upon which a suspension has been levied and license plates and receipt turned in to the Department of Public Safety be repossessed and transferred?
A. Yes. The repossession affidavit will suffice in lieu of a Form SR 39. If the suspended license plates are still current, the applicant may secure a duplicate receipt either from the county in which the vehicle was registered or from the Department. The request for a duplicate receipt must be supported by the repossession affidavit. Replacement license plates may then be obtained from the county tax collector for the fee of $\$ 5.30$ upon submission of a properly executed Form 60.
18. Q. When a vehicle is permanently reconstructed from a passenger vehicle to a commercial vehicle (or vice versa), is it necessary for the license plates to be exchanged and a corrected title applied for?
A. Yes.
19. Q. Is it necessary that an application for a corrected title be applied for when a new or different motor, body, or frame is installed?
A. An application for corrected title is required when a change has occurred in any of the three (3) component parts of a motor vehicle (motor, frame, or body) which alters the description of the vehicle as recorded on the certificate of title or removes that component part upon which is located the identifying number of the motor vehicle.
20. Q. Is the frame number or motor number used as the vehicle identification number on motorcycles?
A. On 1970 and prior year models, either the frame number or motor number may have been used as the vehicle identification number. On 1971 and subsequent year model motorcycles, only the frame number can be used as the vehicle identification number.
21. Q. How do you title a car or motorcycle which has been assembled from various parts?
A. The correct procedure for titling an assembled vehicle may vary in each case, depending on the make of vehicle, type of body installed, etc.; therefore, the Division of Motor Vehicle Titles and Registration Certificate of Title Manual should be consulted in each case.

## TITLE QUESTIONS (Continued)

22. Q. What happens to all title papers after a title is issued?
A. All title papers are microfilmed and destroyed with the exception of out-of-state titles which are returned to the issuing state for cancellation.
23. Q. Can Powers of Attorney, Letters Testamentary, or Court Orders be returned to the owner?
A. Yes. The tax collector may return the original document to the applicant and submit a copy of the document with the title transaction provided the copy is verified as to its authenticity. In such instances, the tax collector or deputy should make a signed statement on the border of the copy that it is a true copy of the original.
24. Q. How are the receipts, Forms 31, issued "For Sales Tax On1y" on boat and utility trailers with a gross weight of 4,000 pounds or less to be shown on the Daily Title Report?
A. They are to be listed as "Sales Tax Only."
25. Q. If there is more than one page to a title report (Form 32), should the totals (number of receipts, amount due, and amount paid) be shown on each page?
A. No. Only show totals on the last page.
26. Q. If a title transaction and receipt (Form 31) are being held out of a report (for lack of evidence not noticed on first examination), shou*d the receipt number be listed on the report in proper numerical order and a note made in its regard?
A. No. Do not list the receipt on the report unless the receipt (Form 31) and complete title transaction are attached to such report.
27. Q. Is a license number required to be shown in the proper space on all Forms 31 and applications for corrected title?
A. Yes, but such license number need not be current unless a transfer of ownership is involved.

## TITLE QUESTIONS (Continued)

28. Q. If an abandoned vehicle is taken into custody by a police department and sold at public auction in accordance with the provisions of the Texas Litter Abatement Act, V.A.T.S., Article 4477-9a, what type of evidence of ownership must the purchaser present in order to secure title?
A. An Auction Sales Receipt (Form MVD 71-1) executed by the police department in favor of the purchaser.
29. Q. May an insurance company request a Salvage Certificate on an unrecovered stolen vehicle?
A. No. The insurance company must apply for a negotiable certificate of title. This should be done immediately in order for the insurance company to be notified by law enforcement when the vehicle is recovered.
30. Q. Where may a vehicle owner file an application for certificate of title?
A. A vehicle owner may file an application for title with the tax collector in his county of residence or the county in which the vehicle is purchased or encumbered. However, upon renewal of the registration, the vehicle owner must register the vehicle in the county of his residence.
31. Q. When an out-of-state title for a passenger vehicle is filed in support of an application for Texas Certificate of Title, should the empty weight on the application match the empty weight on the out-of-state title?
A. No. In all such cases, refer to the Branham Guide for the correct shipping weight. The correct empty weight is determined, under the law, by taking the manufacturer's shipping weight and adding 100 pounds. This figure may then be rounded off to the next even hundred pounds.
32. Q. If a statement of fact is required to correct an error on a title assignment, what information is required and who is authorized to execute the statement?
A. The statement must certify to the correct information and must include a description of the vehicle which includes the vehicle identification number and the date the statement was executed. Only the seller is authorized to execute the statement of fact. However, if the statement of fact is required for the odometer disclosure portion of the assignment, in addition to the seller's signature, the buyer must acknowledge the statement.

## TITLE QUESTIONS (Continued)

33. Q. Is the Affidavit and Application for Certified Copy of Texas Certificate of Title for a Motor Vehicle (Form 34) required to be notarized?
A. No. House Bill 1941, Acts of the 72nd Texas Legislature, Regular Session, 1991, amended the Certificate of Title Act, V.A.T.S., Article 6687-1, to eliminate the notarization requirement of the Form 34.
34. Q. What title documents associated with a transfer of title are no longer required to be notarized?
A. Notarization is no longer required on:
(a) Applications for Texas Certificate of Title (Forms 130-U, 131-U, and 132-U):
(b) Texas Certificate of Title assignments and reassignments;
(c) Texas Salvage Certificate of Jitle assignments and reassignments;
(d) Dealer Reassignments (Form 41);
(e) Manufacturer's Certificate of Origin assignments;
(f) Limited Powers of Attorney specifically for the transfer of ownership of a motor vehicle such as Form D12-271;
(g) Releases of lien;
(h) Odometer disclosure statements;
(i) Rights of Survivorship Ownership Agreements (Form D12-122);
(j) Bills of sale for motor vehicles issued in accordance with court orders;
(k) Out-of-state documents;
(1) Statements of fact required to correct errors on assignments or reassignments of the ownership document;
(m) Bills of Sale for a Component Part (Form 63); and
(n) Affidavits of Physical Inspection (Form D12-270).
35. Q. What is a "Park Mode1" trailer?
A. House Bill 863, Acts of the 71st Texas Legislature, places certain vehicles that have previously been considered mobile homes or manufactured housing into the travel trailer category. Since Texas does not have a recreational vehicle category, these trailers are commonly referred to as "Park Model" by the manufacturing industry. They may be manufactured in varying widths, but the most popular model seems to be the 12 -foot wide model.
36. Q. Can a "Park Model-type" trailer be titled and registered?
A. Yes. "Park Model" trailers should be registered and titled as a travel trailer. The body style should be shown as travel trailer regardless of the body style shown on the MCO. The Travel Trailer Verification (Form D12-141) must be submitted along with the title application. If the "Park Model" trailer is an oversize vehicle, the remark "PERMIT REQUIRED TO MOVE" will be printed on the face of the title. (Also refer to Question and Answer 36 of the Registration Questions.)

## REGISTRATION QUESTIONS

1. Q. Who may register a motor vehicle?
A. The person who has the "legal right of possession" or the "legal right of control" of the vehicle. The terms imply such possession or control to be with a degree of permanency throughout the greater part of the registration year and not merely temporary possession.
2. Q. Can a person register a vehicle which he has leased?
A. Yes, but the applicant should have the license plate renewal notice or certificate of title and expiring license receipt issued for the vehicle in his possession. If the applicant does not have this evidence in his possession, a verification of title must be obtained by teletype or telephone inquiry to the Division of Motor Vehicle Titles and Registration. If the verification shows the name of the owner to be a leasing company, the registration may be issued, provided the applicant can show proof that he has the "legal right of possession" or "legal right of control" of the vehicle. This proof may be a copy of the lease agreement or some other document issued by the leasing company to the applicant.

If the vehicle was last registered out of state, Texas license plates may be issued, provided the applicant files an application for Texas title in the name of the leasing company. If the applicant does not possess the necessary evidence of ownership to secure a negotiable Texas title, he must apply for a non-negotiable title, for registration purposes only, in the name of the leasing company.

In either case, the Texas license receipt should be prepared to show the lessor's name (leasing company) in the name of owner space. The address space may show either the lessor's address or the name and address of the lessee (person to whom the vehicle is leased). If the lessee's name and address is shown, it should be preceded by the symbol "c/o" (in care of).
3. Q. Can a person choose his registration expiration date?
A. No. All new and out-of-state passenger vehicles, light trucks (one ton or less manufacturer's rated carrying capacity), farm trucks, trailers, travel trailers, and motorcycles are registered as of the date of application for a period of one year. Certain vehicle classifications are assigned March 31st expiration dates, and some special license plate categories (Texas Guard, Honorary Consu1, Purple Heart Recipient, etc.) have designated expiration dates. Once an expiration month has been assigned, it will remain permanently with that particular vehicle.
4. Q. Can a vehicle be operated after the registration expires?
A. Yes. A vehicle may be operated for five days after the registration expires without penalty.
5. Q. Is there a penalty if a person registers in a county other than his legal county of residence?
A. Yes. The penalty may be a fine not exceeding $\$ 200$ plus court costs. Also, the registration purchased in the wrong county is void (no refund authorized by the Department); and the vehicle owner must reregister in his home county and pay the license fees as of the date of purchase of the out-of-county registration plus a penalty of $20 \%$ of the new license fee.

NOTE: Section 27 of V.A.T.S., Article 6687-1, permits a vehicle owner to file an application for title with the tax collector of his county of residence or the county in which the vehicle is purchased or encumbered. Upon renewal of the registration, however, the vehicle owner must register the vehicle in the county of his residence.
6. Q. If a person attempts to renew his registration and advises that his multi-year license plates have been lost or damaged, how will the renewal be handled?
A. If the plates were less than 5 years old, issue $\$ 5.30$ replacement plates using a Form 16. Then, collect the renewal fee and issue the appropriate month and year stickers using a Form 39. The stickers should be affixed to one plate when given to the owner. If the lost or damaged plates are over 5 years old, then issue the new license plates at no additional charge (other than the renewal fee) using the applicant's renewal notice or a Form 39.
7. Q. For what period of time may a new Texas resident operate his passenger car or pickup truck in this State while displaying current out-of-state license plates issued by his home state?
A. For a period of 30 days after he establishes residency or enters into gainful employment, after which time the vehicle must be currently registered in Texas.
8. Q. What is the solution to the situation when a tax collector has mailed license plates and/or a validation sticker to the vehicle owner, but they were lost in the mail?
A. The vehicle owner should execute a Replacement Affidavit (Form 60); and the tax collector may issue replacements at no charge utilizing a Replacement Receipt (Form 16), provided the tax collector can locate the file copy of the original receipt and has documentation which reflects that the original plates and/or sticker were actually mailed. If only a validation sticker is to be issued, the owner must bring his rear license plate to the tax office in order to have the replacement sticker affixed to the plate. The notation "No Charge - Lost In Mail" should be recorded on the Form 16.
9. Q. Can the teletype printout of a vehicle's registration record be used as a duplicate license receipt?
A. Yes; however, the printout must be validated by the issuing agency (county tax office or DMVTR Regional Office) showing the date issued and the name of the county or Regional Office.
10. Q. Is it necessary for the $\$ 1.00$ mail service fees paid by persons who renew their license plates by mail to be reported to the Department?
A. Yes. These fees must be reported to the Department as license plate postage on Line 32 of the Tax Collector's Monday Registration Report, Form 158-A. However, the actual fees should never be remitted and should, thus, always be deducted from gross collections.
11. Q. If an individual applies for title on a vehicle formerly registered with PLP's and the previous owner failed to purchase replacement plates prior to the sale of the vehicle, how will the tax office handle this situation?
A. Issue replacement plates on Form 16 in previous owner's name, and then use Form 31 to transfer plates to new owner.
12. Q. Can a One Trip Permit be issued for the movement of a house trailer-type vehicle classified as manufactured housing?
A. No. Manufactured housing should not be registered for movement on the streets or highways of this State.
13. Q. What is the specified length of time within which registration fees must be reported to the Department?
A. The tax collector must submit a registration report to the Department each Monday; however, he may defer remittance of the registration fees for a period of 34 days (except for the Department's share of the County Road and Bridge Fees). All funds which are required to be remitted to the Department which are not so remitted within 60 days after being collected shall bear interest for the benefit of the Department at the rate of $10 \%$ per annum.
14. Q. Are there any registration or title forms that the tax assessor-collector cannot take acknowledgments on?
A. No. The County Tax Assessor-Collectors and their employees are authorized to administer oaths and take acknowledgments relating to any document required or authorized to be filed with the office of the County Tax Assessor-Collector.
15. Q. Are there any vehicles which travel on the highway that do not have to be registered?
A. Yes. These types of vehicles include the following:
(a) A farm tractor used in a farming operation and not "for hire,"
(b) A farm trailer or farm semitrailer used in farming operations and which does not exceed 4,000 pounds gross weight, and
(c) Implements of husbandry (those devices used to till the soil and harvest crops).
16. Q. If an application for Texas title and registration is rejected for an additional fee to be collected and is resubmitted during the following year without the additional fee having been paid, will the application again be rejected for the payment of the additional fee?
A. Yes. Once an application is rejected for an additional fee, it will not be accepted at any subsequent date unless the proper registration fee has been paid.
17. Q. How should an exempt agency proceed to secure Exempt License Plates? Exempt replacement plates?
A. If the vehicle is not subject to a lien or title fee (leased-loaned vehicle), the applications for title and Exempt License Plates may be filed with the Division of Motor Vehicle Titles and Registration Special Plates Section. Otherwise, the applications for title and for exempt plates must be filed with the tax collector before such applications can be processed and Exempt License Plates issued by the DMVTR Special Plates Section.

New vehicles on loan to exempt agencies for driver education courses are not required to be titled. Therefore, exempt agencies will only be required to submit a properly completed Affidavit and Application for Exempt License Plates (Form 62A) and Exempt Vehicle Affidavit Driver Education (Form 62E) to the DMVTR Special Plates Section.

Exempt replacement plates may also be secured through the DMVTR Special Plates Section by submitting a properly executed Replacement Affidavit for Exempt License Plates, Form 62B.

A11 Forms 62A (Exempt License Plates), Forms 62B (Replacement Exempt License Plates), and other documentation associated with these forms should be mailed to:

Texas Department of Transportation
Post Office Box 26480, Chimney Corners Station
Austin, Texas 78755
ATTENTION: EXEMPTS
18. Q. Can a tax collector renew a vehicle's registration in advance of the vehicle's registration renewal period if the owner will be working or vacationing out of state at the time his renewal period comes around?
A. Yes; however, this service should be limited to situations which warrant special consideration, such as stated in the question, because a renewal notice will not be available. It will, therefore, create extra work for both the tax office and the Department. Always collect a 12-month fee and do not change the renewal month.
19. Q. What license plate categories may be issued for buses?
A. Buses which travel upon the highways along fixed routes carrying paying passengers to and from different cities and towns are to be registered with Motor Bus License Plates.

Buses used in the cities carrying passengers who pay fares must be registered with City Bus License Plates, unless such buses are owned by the city in which case the buses may be registered with Exempt License Plates. Buses leased to a city may be registered with Exempt License Plates.

Buses which are not used for transporting persons for compensation or hire and, thus, not classified as a "Motor Bus" or "City Bus" are to be registered with Private Bus License Plates. This classification includes every vehicle designed for carrying more than ten (10) persons and used for the transportation of persons at no charge.

Buses which are used for commercial purposes and from which all seats have been removed (except the driver's seat) are to be registered with Truck License Plates.

Buses which have been converted for living or camping purposes are to be registered with Passenger License Plates.
20. Q. When an application for transfer of title is filed and at the same time the vehicle is being reregistered for the forthcoming year, will it be necessary to transfer the expiring registration into the purchaser's name?
A. No. Issue the forthcoming year's registration directly in the purchaser's name using a Form 31. This will require the deputy to type only one receipt instead of two.
21. Q. If a vehicle is transferred during the 2-month renewal period assigned to that particular vehicle, should the new owner be advised to renew his registration at the time he files his application for title?
A. Yes. This will eliminate the necessity for him to return to the tax office and register the vehicle without the aid of a renewal notice.
22. Q. If a vehicle's registration expires on June 30th, for example, and, after the grace period, the owner contacts his county tax collector to renew the registration, will the $20 \%$ delinquency penalty be due if the vehicle has been operated with expired plates?
A. The $20 \%$ delinquency penalty is due anytime a vehicle is operated upon the public streets or highways without the required fee having been paid. However, it will be difficult to establish the fact that a vehicle has been operated unless the owner was apprehended or admits that he operated the vehicle with expired plates after the 5-day grace period.
23. Q. When is an owner required to execute a Non-use Affidavit (Form 64)?
A. A Non-use Affidavit is required if an owner reregisters his vehicle more than one month after the previous registration has expired. If he can execute the affidavit, the registration fee will be prorated for the balance of the year. If he cannot execute the affidavit because the vehicle has been operated, the full annual fee shall be collected plus the 20\% delinquency penalty.
24. Q. Can the County Tax Assessor-Collector issue replacement plates for an apportioned license?
A. No. All Apportioned License Plates, replacement plates, and receipts must be issued by the Department. Questions concerning these plates should be directed to the local Division of Motor Vehicle Titles and Registration Regional Office.
25. Q. How is a moped registered?
A. Such a vehicle is issued Motorcycle License Plates, provided it has been certified as a moped by the Department of Public Safety. Without the Department of Public Safety's certification, mopeds should be registered with a motorcycle body style. Certificates of title are issued for such vehicles.
26. Q. May a nonresident owner of an all-terrain vehicle operate his/her ATV on public property in this State?
A. Yes, if the ATV is registered under the laws of the owner's home state.

## REGISTRATION QUESTIONS (Continued)

27. Q. Are golf carts required to be registered?
A. Golf carts driven to and from a golf course are not required to be registered. Golf carts used for other purposes may be subject to title and registration requirements.
28. Q. Are golf carts required to display a slow-moving vehicle emblem?
A. A golf cart is not required to display a slow-moving vehicle emblem unless it is being operated on an arterial street.
29. Q. Are power sweepers (street sweepers, vacuum trucks, vacuum trailers) required to be registered?
A. No. Implements with or without motive power, which are designed for the removal by broom, vacuum, or regenerative air system of debris, dirt, gravel, litter, or sand from asphaltic concrete or cement concrete surfaces, including surfaces of parking lots, roads, streets, highways, and warehouse floors are not required to be registered. This includes any vehicle on which the implement has been permanently mounted if the vehicle is used only as a power sweeper.
30. Q. Since Personalized License Plates are now issued for a six-year period, can a new set of plates be obtained during that period?
A. Yes. The owner of the PLP may obtain a new set of plates by directing his written request to the Division of Motor Vehicle Titles and Registration Special Plates Section along with a $\$ 50$ fee. When the new plates have been manufactured, the owner will be notified that he may obtain them at his local county tax office. Upon contacting the county tax office, the owner must surrender the Personalized License Plates displayed on his vehicle.

NOTE: However, Personalized License Plates that are lost, stolen, or mutilated may be replaced for the $\$ 5.30$ replacement fee.
31. Q. Can a mobile amateur radio operator register more than one of his vehicles with another set of Amateur Radio License Plates inscribed with the same official amateur call letters?
A. Yes, provided the vehicle is registered and titled in the name of the applicant and is equipped with mobile amateur radio equipment.

## REGISTRATION QUESTIONS (Continued)

32. Q. What is the initial and renewal fee of Amateur Radio License Plates?
A. In addition to the regular registration fee, the fee for the first year is \$2 and \$1 for each renewal thereafter.
33. Q. What are the new special license plate categories or changes to current categories and fees established by the 72nd Texas Legislature?
A. Category

Armed Forces
for an Unmarried Surviving Spouse of a Person Killed in Action While Serving in the Armed Forces
Coast Guard Auxiliary
Cotton Vehicle
Desert Storm
Log Loader
Pear1 Harbor Survivor
for Unmarried Surviving Spouses
Purple Heart Recipient
for Unmarried Surviving Spouses
Texas Space Commission
Vietnam Veteran

## Fee

$\$ 10+$ Regular Registration $+\$ 40$ and Local Fees
$\$ 10+$ Regular Registration $+\$ 40$ and Local Fees
$\$ 8+$ Regular Registration N/A
$\$ 10+$ Regular Registration $+\$ 40$ and Local Fees
$\$ 62.50+30$ Cent N/A Reflectorization Fee
\$3 + Regular Registration $+\$ 40$ and Local Fees
\$3 $+\$ 40$
$\$ 30+$ Regular Registration $+\$ 40$ and Local Fees
$\$ 10+$ Regular Registration $+\$ 40$ and Local Fees
34. Q. Does the disabled driver of a vehicle that displays a Disabled Person Identification Card, Validation Sticker, Symbol, or License Plates issued by the Department have refueling service privileges?
A. Yes. The operator of a service station or other facility that offers both full-service and self-service gasoline and/or diesel fuel must provide refueling service at the self-service price to all vehicles being driven by a disabled person and displaying any of the special identifying insignia issued by the Department.
35. Q. Is there a renewal fee for Volunteer Firefighter License Plates?
A. Yes. There is a statutory renewal fee of $\$ 4$.
36. Q. What type of registration is needed to move a "Park Model-type" trailer on the public highways?
A. A "Park Model-type" trailer may be registered with travel trailer plates or may be moved on a One Trip Permit.

NOTE: In order to move a "Park Model" trailer which is in excess of the maximum width and length limitations, an oversize permit must also be obtained from the Department's Central Permit Office. A notation will be placed on the title of oversize vehicles denoting that a permit is required in order to move the vehicle.
37. Q. What registration forms are no longer required to be notarized?
A. The passage of House Bill 1941, which amended numerous sections of V.A.T.S., Article 6675a, eliminated the notarization requirement from the following registration forms:

Form 45 Affidavit and Application for the Registration of Vehicles Transporting Soil Conservation Machinery or Equipment
Form 50A Affidavit and Application for Registration Fee Credit
Form 54 Application for the Registration of an Antique Vehicle
Form 60 Replacement Affidavit for Lost, Stolen, or Mutilated Plates - Validation Sticker

Form 62A Affidavit and Application for Exempt License Plates
Form 62F Application for Exempt Registration of a Firefighting Vehicle Owned Privately or by a Volunteer Fire Department
Form 62-CAP Affidavit and Application for Exempt License Plates by Civil Air Patrol, Texas Wing
Form 64 Affidavit and Application for the Reregistration of a Motor Vehicle That Has Not Been Used for the Current Registration Year
Form 76 Application for the Registration of a Disaster Relief Vehicle Owned by Nonprofit Disaster Relief Organizations
Form D12-156 Affidavit and Application for Exempt License Plates by Nonprofit Volunteer Ambulance Company

NOTE: The notarization requirement for the Form 61, Affidavit and Application to Register and Title a Vehicle Which Has Been Rebuilt, Assembled, Reconstructed, Stripped or Has Had a Change in Component Parts, was eliminated from the registration law, V.A.T.S., Article 6675a. However, the notarization requirement applicable under the Certificate of Title Act, V.A.T.S., Article 6687-1, is still required. Therefore, a notarization will continue to be required on this form.

## REGISTRATION QUESTIONS (Continued)

38. Q. How are fees collected when a Form 31 is issued in February on an apportioned vehicle, apportioned plates are never purchased, and the owner contacts the tax office in May to obtain combination plates?
A. Combination plates shall be issued and fees collected from the receipt date of the Form 31. Combination registration fees will be due for a 14 -month period. A Form 39 should be used to collect these fees.

The county should also check their title rejection file, because in 211 probability the title transaction has been rejected. (Title transactions on vehicles which are to be registered with apportioned plates are only held by the Title Control Systems Section in Austin for 60 days past the receipt date of the Form 31. After the 60 days has elapsed, the title transaction is rejected to the appropriate county tax office.) The Form 39 should be included in the title transaction, and the title transaction should be resubmitted to the appropriate Regional Office.
39. Q. Can a vehicle that is registered with Disabled Person License Plates be transferred to another disabled person without the purchase of replacement plates?
A. This is permitted only when the new owner has a set of Disabled Person License Plates that will be transferred to the vehicle or when an Application for Disabled Person Special Identifying Registration Insignia (Form D12-316) is submitted by the new owner for Disabled Person License Plates at the time the application for title is filed.
40. Q. What is the maximum tonnage allowed to register a vehicle with a 30 -day temporary registration permit?
A. There is no limit provided the vehicle is operated unladen.

1. Q. What is a conforming Odometer Disclosure Statement?
A. A disclosure statement which contains the following Federal odometer disclosure requirements which became effective April 29, 1989:
(a) The odometer reading at the time of transfer, not to include tenths of miles;
(b) The date of the disclosure statement;
(c) The signature and printed name and current address of the transferor (seller):
(d) The signature and printed name and current address of the transferee (buyer);
(e) The identity of the vehicle, including its make, model, year, body style, and vehicle identification number;
(f) A statement referring to the Federal and State law advising that failure to complete or providing false information may result in fines and/or imprisonment; and
(g) A certification executed by the transferor (seller) which states that to the best of his knowledge whether the odometer reading reflects the actual mileage, not actual mileage (WARNING - ODOMETER DISCREPANCY), or that the mileage is in excess of the mechanical limits of the odometer.
2. Q. What is a conforming title?
A. A conforming title is one that has most of the required odometer disclosure information (refer to Question 1) incorporated into the disclosure portion of its assignment and reassignments. The seller's address and the vehicle identity are not necessary in the disclosure portion of the assignment and reassignments, because this information is included on the face of the title.
3. Q. What vehicles are exempt from the Federal odometer disclosure requirements?
A. The seller (transferor) of any of the following vehicles is not required to execute an Odometer Disclosure Statement:
(a) A vehicle having a manufacturer's rated carrying capacity in excess of two tons and a vehicle having a Gross Vehicle Weight Rating of more than 16,000 pounds,
(b) A vehicle that is not self-propelled,
(c) A vehicle that is 10 years old or older,
(d) A vehicle sold directly by the manufacturer to any agency of the United States government in conformity with contractual specifications, and
(e) A new motor vehicle before its transfer to the first retail purchaser.
4. Q. When a motor vehicle is transferred to a retail purchaser by a dealer, which Odometer Disclosure Statements are required to be filed at the tax office with the application for title?
A. The only Odometer Disclosure Statement required will be the last disclosure statement executed by the seller and acknowledged by the title applicant. However, even though only the last Odometer Disclosure Statement is required to be filed with an application for title, the Federal rules require that each time a motor vehicle is transferred (exemptions excluded), the seller must provide the buyer with an Odometer Disclosure Statement.

NOTE: Dealers should be aware that the intermediate Odometer Disclosure Statements may be required if the vehicle is titled in another state.
5. Q. When a vehicle is transferred by Operation of Law (Hearings, Court Orders, Auction Sales Receipts, Sheriffs' Bills of Sale, Storage Mechanics' Liens, Repossession Affidavits, Heirship Affidavits, Letters Testamentary, etc.), is an Odometer Disclosure Statement required, and if so, who should execute it?
A. If the vehicle is not exempt from the Federal odometer disclosure requirements (refer to Question 3 for all of these exemptions), an Odometer Disclosure Statement will be required only if there is an actual seller and an actual buyer. This would apply in situations involving Auction Sales Receipts, Sheriffs' Bills of Sale, Storage Mechanics' Liens, Repossession Affidavits, Heirship Affidavits, and Letters Testamentary. In the case of an Heirship Affidavit which involves multiple heirs, only one heir will be required to execute the Odometer Disclosure Statement.

In situations involving tax collector hearings and court orders, an Odometer Disclosure Statement will not be required from the tax collector or court. However, the person awarded the vehicle must note the odometer reading on his application for title and indicate in Block 13a whether the mileage disclosed is actual, not actual, or exceeds mechanical limits.
6. Q. If an error is detected in the odometer reading after title has been issued, what will be required?
A. A statement of fact will be required. This statement must address the discrepancy and must be acknowledged by both the seller and the buyer involved in the transaction in which the error was made.
7. Q. What is required on an Odometer Disclosure Statement when the mileage is not available on the odometer?
A. The Odometer Disclosure Statement should contain an explanation from the seller as to why a mileage reading is not available. If there is a reading of any sort displayed on the odometer, this reading must be disclosed; and an indication as to whether the mileage is actual, not actual, or exceeds mechanical limits shall be made.
8. Q. Does the 16,000 1bs. gross vehicle weight exemption apply only to commercial vehicles?
A. No. Any vehicle with a Manufacturer's Gross Vehicle Weight Rating in excess of 16,000 lbs. is exempt under Federal 1aw. However, if there is no outward evidence for the exemption, the applicant must present evidence that such exemption is appropriate.
9. Q. If the vehicle being titled is exempt from the Federal odometer disclosure requirements, what should be shown in Block 7 (Odometer Reading) of the Application for Texas Certificate of Title (Form 130-U)?
A. Block 7 of the Form 130-U should indicate "EXEMPT."
10. Q. Is the Odometer Disclosure Statement (Form 40) prescribed by the Texas Department of Transportation the only acceptable odometer statement form?
A. No. Any Odometer Disclosure Statement which includes the current Federal odometer disclosure requirements (refer to Question 1) is acceptable.
11. Q. What will be required when an out-of-state title is transferred?
A. If the out-of-state title does not include the Federal odometer disclosure requirements (refer to Question 1), a supplemental conforming disclosure document must be provided.
12. Q. Is an Odometer Disclosure Statement required on a new vehicle?
A. An Odometer Disclosure Statement is required when a new vehicle is transferred to the first retail purchaser. Therefore, if the Manufacturer's Certificate of Origin does not contain the information required by the Truth in Mileage Act, it will be necessary for the selling dealer to execute a separate Odometer Disclosure Statement which must be acknowledged by the buyer.
13. Q. Is an Odometer Disclosure Statement required when the title transaction does not involve a change in ownership?
A. No; however, the title applicant must record the current odometer reading on the application for title and also indicate in Block 13a whether the mileage disclosed is actual, not actual, or exceeds mechanical limits.

Title transactions involving no change in ownership would include the following:
(a) An application for corrected title to record a lien, remove a lien, record a vehicle description change, to change the owner's name due to marriage or divorce, and to transfer a lien;
(b) An application for "Registration Purposes Only;"
(c) An application supported by Operation of Law documentation for which there is no actual seller; and
(d) An application showing the same owner as recorded on the surrendered out-of-state ownership document.
14. Q. Can a separate Odometer Disclosure Statement be corrected?
A. Yes; however, the correction must be for an obvious error and may in no way include the odometer reading itself. A new Odometer Disclosure Statement would be required if an error was made in the representation of the odometer reading.

In the case of an obvious error on other information contained in the disclosure statement, the incorrect information should be lined through and the correct information shown. The odometer statement should then be accepted provided there is no conflict elsewhere in the transaction.
15. Q. If an error is made in the odometer reading of one of the reassignments of a secure Dealer's Reassignment (Form 41-A) or Parts A or B of a secure Power of Attorney (Form D12-271-A), can it be corrected?
A. Yes. A statement of fact will be required to substantiate the alteration and must be signed by the seller and acknowledged by the buyer. Another alternative to correct the Form D12-271-A is to complete a new form.
16. Q. May Part B of a secure Power of Attorney to Transfer a Motor Vehicle (Form D12-271-A) be used if Part A has not been completed?
A. No. Part B is not valid unless Part A has been completed.
17. Q. If the vehicle being transferred is exempt from the odometer disclosure requirements (refer to Question 3), is it necessary for an Odometer Disclosure Statement to be completed?
A. No.
18. Q. Is it necessary for the buyer to sign the odometer disclosure acknowledgment portion of a conforming title when the vehicle is exempt from the odometer disclosure requirements (refer to Question 3)?
A. No.
19. Q. Are all reassignments on Texas conforming and nonconforming titles required to be completed before a supplemental Dealer's Reassignment Form may be used?
A. Yes. This became effective April 30, 1990, and also applies to the completion of all assignments of Manufacturers' Certificates of Origin. The secure Dealer's Reassignment (Form 41-A) will be required to be used with a 11 conforming titles. Dealers may continue to use the nonsecure Dealer's Reassignment (Form 41) with all nonconforming titles. However, dealers are not precluded from using the Form 41-A with both types of titles.
20. Q. Should the odometer disclosure certification statement (Actual Mileage, Not Actual Mileage, Mileage Exceeds Mechanical Limits) from the disclosure statement be carried forward to Block 13a (if available) on the application for title (Form 130-U)?
A. Yes. This will aid in the preparation of the Form 31.

## ODOMETER QUESTIONS (Continued)

21. Q. Can a separate Odometer Disclosure Statement be used with a conforming title?
A. No.
22. Q. If a conforming out-of-state title is transferred to a Texas dealer, will the secure Dealer Reassignment (Form 41-A) be required to reassign the title?
A. Yes.

## PROOF OF FINANCIAL RESPONSIBILITY QUESTIONS

## Genera 1

1. Q. When must proof of financial responsibility be presented?
A. The new law requires current proof of financial responsibility in the minimum amounts required at the time of:

- Motor vehicle registration, including the initial issuance and renewal of tags and the transfer of registration to a new owner;
- Issuance or renewal of a driver's license; and
- Vehicle inspection -- both the initial issuance of an inspection sticker by the dealer and subsequent inspections required by State law.

2. Q. When registering a vehicle by mail, must the registrant's original policy or proof of insurance card be submitted?
A. When registering by mail, it is suggested that a photocopy of the current proof of financial responsibility be submitted.
3. Q. What are the acceptable forms of proof of financial responsibility?
A. Acceptable forms of proof of financial responsibility include the original or photocopy of the following:

- A liability insurance card issued by the insurance company to the policyholder:
- An insurance policy;
- Self-insurance or pool coverage documents;
- An insurance binder;
- A certificate of self-insurance issued by the Texas Department of Public Safety;
- A certificate issued by the Texas Department of Public Safety (DPS) stating that the vehicle is one for which a bond is on file with the DPS; and
- A certificate issued by the Texas Department of Public Safety stating that the registrant has deposited cash, a cashier's check, or securities with the State Treasurer or county judge, in at least the minimum amount required by law.


## PROOF OF FINANCIAL RESPONSIBILITY QUESTIONS (Continued)

4. Q. Until all carriers phase-in a standard form prescribed by the Texas Department of Insurance, will the nonstandard proof-of-insurance card be acceptable?
A. Yes.
5. Q. Will insurance companies doing business in the State of Texas be required to provide their insured with a uniform liability card to include the items as required in House Bill 2? If so, when will insurance companies be required to furnish these cards to their insured?
A. Yes.

When the card and rules are promulgated by the Texas Department of Insurance, insurance companies authorized by the Texas Department of Insurance to do business in the State of Texas will be notified that they will be required to furnish the uniform liability card.
6. Q. Are handwritten certifications of financial responsibility acceptable? If so, what is required on these type documents insofar as agent's signatures, etc.?
A. House Bill 2 makes no reference to "handwritten certifications." However, it does provide for the use of a binder as proof. Subsection (3) of Section 2a, states, "an insurance binder that confirms to the satisfaction of the county tax collector that the owner of the motor vehicle to be registered is in compliance with the Texas Motor Vehicle Safety Responsibility Act."
7. Q. Will the Texas Department of Insurance require some form of seal to validate proof of insurance credentials?
A. No.
8. Q. Will altered documents be acceptable? If so, please advise what information may be altered?
A. The Texas Department of Insurance has responded that only the uniform liability insurance card may be altered but only as prescribed by the rules as approved by the State Board of Insurance.

## PROOF OF FINANCIAL RESPONSIBILITY QUESTIONS (Continued)

9. Q. Is proof of financial responsibility required for the issuance of a 30-day temporary registration permit?
A. No.
10. Q. Are antique vehicles exempt from the proof of financial responsibility requirements?
A. House Bill 1894, Acts of the 72nd Texas Legislature, Regular Session, 1991, provides an exemption from proof of financial responsibility for motor vehicles 25 years old or older provided the following conditions are met:

- The vehicle is used only for exhibitions, club activities, parades, and other functions of public interest and not for regular transportation; and
- The owner of the vehicle has filed a sworn affidavit with the Texas Department of Public Safety stating that the vehicle is a collector's item and will be used solely for the aforementioned purposes.

The restrictions regarding the operation of the vehicle in order to qualify for the exemption are the same as those required to obtain Antique License Plates. Therefore, a copy of the Texas Department of Public Safety's certification that the affidavit of exemption was filed will only be acceptable in lieu of proof of financial responsibility at the time of initial issuance or renewal of Antique License Plates.

## Out-of-State Liability Insurance

1. Q. Will proof of insurance from out of state or out of the country be acceptable to cover a vehicle required to be registered in Texas? If so, should approval be based on the minimum amounts of coverage required in Texas?
A. The Texas Department of Insurance is unaware of provisions in the bill which limit proof of liability coverage to only Texas companies. Nothing less than the minimum limits as prescribed by law would be acceptable as minimum amounts of coverage in this State.
2. Q. What about "no fault insurance?" Is this type of coverage acceptable?
A. No.

## PROOF OF FINANCIAL RESPONSIBILITY QUESTIONS (Continued)

3. Q. Are the acceptable documents from out of state or out of the country only those listed in House Bill 2?
A. Yes, per the Texas Department of Insurance.

## Trailers

1. Q. Is a trailer covered by the liability insurance of the puliing unit regardless of ownership (ex. rental trailers owned by U-Haul yet pulled by many different operators)?
A. The Texas personal automobile policy provides liability coverage for any trailer "designed to be pulled by a private passenger auto, pickup, panel truck or van." A commercial automobile policy, however, may or may not provide coverage for trailers depending upon the coverage for covered autos desired by the insured.
2. Q. Would a trailer be covered by the liability insurance of the pulling unit regardless of weight (ex. 4,000 lb. trailer vs. 40,000 1b. trailer)?
A. Same as Answer 1 above.

## Dealers

1. Q. Dealers are allowed to register vehicles without applying for title. What proof of financial responsibility covers an automobile dealer? Would this document list the make and year model of the vehicle as required in House Bill 2?
A. A garage liability policy, binder, card, or other instruments noted in House Bill 2.

A garage liability policy may or may not show the make and year model of a specific vehicle. The same is true with the card. The rules proposed by the Texas Department of Insurance staff contain provisions allowing for the words "any car with dealer tags" to be placed on the card in the space set aside for the make and model of vehicle.

## PROOF OF FINANCIAL RESPONSIBILITY QUESTIONS (Continued)

## Title Transfers

1. Q. A person has bought a vehicle and does not have liability insurance on any vehicle at this time. What acceptable document can be obtained to show proof of financial responsibility to the county tax office when transferring title and applying for registration? (Note: A title must be transferred within twenty days from the date of purchase in order to avoid a penalty.)
A. If a person does not have liability insurance on a vehicle at the time of registration, the other instruments, such as an insurance binder, certificate of self-insurance, etc. will suffice.
2. Q. A person has bought a vehicle and has current liability insurance on other vehicles. What acceptable document can be obtained to show proof of financial responsibility to the county tax office when transferring title and applying for registration?
A. The personal automobile policy for any other vehicle an individual owns provides 30 -day coverage after an additional vehicle has been acquired. Therefore, a copy of the personal automobile insurance policy or the card issued for the policy is acceptable.

A commercial automobile policy, however, may or may not provide coverage depending upon coverage selections made by the insured.
3. Q. When buying a new or used car, is the purchaser required to provide proof of financial responsibility at the time the application for title and registration is filed?
A. Yes. A photocopy of current proof of financial responsibility witl be required to accompany each application for title involving a transfer of ownership.

## Fleet Vehicles

1. Q. Will the evidence of financial responsibility for fleet vehicles owned by a company contain a list of vehicles by make and model?
A. A commercial policy will generally contain a schedule of covered vehicles identifying them by make, model, and vehicle identification number (VIN). However, the vehicles on the scheduled list are not necessarily the only vehicles covered.

## PROOF OF FINANCIAL RESPONSIBILITY QUESTIONS (Continued)

2. Q. The standard insurance card does not have space to list all fleet vehicles. What is acceptable proof of insurance for these vehicles?
A. In this case, the proof of insurance card will simply state that it is valid for all vehicles owned by the policyholder named on the card.

NOTES

# DMVTR REGIONAL OFFICE LOCATIONS, MAILING ADDRESSES AND PHONE NUMBERS 



3385 North Third, Suite 14
Abilene, Texas 79603-7031
7114 I-40 West, Building D
Amarillo, Texas 79106-2503
8868 Research Boulevard, Suite 108
Austin, Texas 78758-6499
4245 Cardinal Drive
Beaumont, Texas 77705-4407
Mailing Address: P. O. Box 26005
Beaumont, Texas 77720-6005
5449 Bear Lane, Suite 440
Corpus Christi, Texas 78405-4114
1932 North I-35
Carrollton, Texas 75006-3703
7500 Viscount, Suite C-35
El Paso, Texas 79925-5622
910 North Watson Road
Arlington, Texas 76011-5260
5611 Hoover Street
Houston, Texas 77092-3392
1800 Northwest Loop 281, Suite 1
Longview, Texas 75604-2569
Mailing Address: P. O. Box 5610
Longview, Texas 75608-5610
2504-A 82nd Street
Lubbock, Texas 79423-2250
$806 \quad 745-8888$
840 Central
Odessa, Texas 79761-4202 915 337-4434
105 East Polk
$\begin{array}{lll}\text { Pharr, Texas 78577-3110 } & 512 & 781-3291\end{array}$
3190 Executive Dr.
San Angelo, Texas 76904-7622 915 942-7510
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San Antonio, Texas 78229-5172
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1227 North Valley Mills Drive
Waco, Texas 76710-4489
817 776-3284
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Wichita Falls, Texas 76302-4906 817 767-4339


TEXAS DEPARTMENT OF TRANSPORTATION DIVISION OF MOTOR VEHICLE TITLES AND REGISTRATION AUSTIN, TEXAS 78779-0001 REGIONAL OUTLINE MAP

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[^0]:    Attendees of the 1964 Tax Assessor-Collectors Bob Tail Session touring the dexigraph title process. Employees from left to right are: Agnes Ingram, Mary Blair, and Louise Pruett.

[^1]:    LIENHOLDER TO BE RECORDED AND SHOWN ON NEW TITLE

[^2]:    PART A. A POWER OF ATTORNEY TO TRANSFER OWNERSHIP AND TO DISCLOSE MILEAGE
    Federal and State law requires that you state the mileage upon transfer of ownership Providing a false statement may result in fines and or imprisonment
    1.
    appoint
    
    as my attorney-in-fact, to execute all documents necessary to transfer my interest in the above described vehicle and to disclose the mileage on the title for the vehicle described above exactly as stated in my following disclosure.
    1 state that the odometer now reads. (no tenths) miles and to the best of my knowleclse that it reflects the actual mileage unless one of the following statements is checked:-
    $\square$ (1) I hereby certify that to the best of my knowledge the odometer reading reflects the mileage in excess of its anechanical limits. $\square$ (2) Thereby cerlify that the odometer reading is NOT the actual mileage. WARNING-ODOMETER DISGREPANCY.

[^3]:    ONCE A REGISTRATION PERIOD HAS BEEN ESTABLISHED AND AN EXPIRATION "MONTH" STICKER HAS BEEN ISSUED, SUCH EXPIRATION MONTH WILL REMAIN PERMANENTLY AS SIGNED TO THE VEHICLE AND CANNOT BE CHANGED SO LONG AS THE VEHICLE CLASSIFICATI ON REMAINS THE SAME. THE "MONTH" STICKER FIRST ISSUED FOR A VEHICLE SHALL REMAI N ON THE LICENSE PLATE, AND A NEW "MONTH" STICKER WILL NOT BE ISSUED WHEN THE VEHI CLE IS REREGISTERED FOR A SUBSEQUENT REGISTRATION PERIOD.

[^4]:    * Application filed with the Department.

