



Don Summers
Harris County Tax Assessor-Collector

ITEMS REQUIRED PRIOR TO REQUESTING A TITLE HEARING

1. Negotiable title from the seller if possible.
2. Certified letters, a valid return receipt to the owner of record, the seller, and all interested parties. (Ex: lienholder, previous owner, etc).
3. Bring proof of purchase: canceled checks, receipt(s), etc.
4. If there are any liens on the vehicle, a release of lien must be submitted.
5. A pencil tracing or affidavit of physical inspection of the vehicle identification number.
6. Odometer reading of the vehicle. (Present reading or reading at the time of the purchase).
7. All vehicles previously registered out of state are required to have a green out of state inspection certificate VI-30-A. (Available at any Texas Vehicle Inspection Station).
8. If you are unable to produce the negotiable evidence of ownership, a title verification from state of record must be submitted.
9. The person making the application for ownership of the vehicle must be present, or give written authorization to their representative attending the title hearing.
10. All the original papers must be surrendered to the Tax Assessor-Collector's office at 1001 Preston, Houston, Texas. You will be notified as to the date of the Title hearing by mail.
11. In order to avoid any unnecessary delay in setting a date for the hearing, please submit all the above items.
12. If the above requirements cannot be secured, you will need to present your case to the Harris County Civil Court System. It is a requirement that your application for the Texas Title be denied by the Tax Assessor-Collector's office before presenting your case to the Harris County Court System.