



ANNETTE RAMIREZ

Tax Assessor-Collector & Voter Registrar

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Certified Letter Instructions for Title Application

If the seller(s) is not listed as on the front of the title, this method cannot be used.

The seller(s) of a vehicle must sign the Application for Texas Certificate of Title (130U) when a vehicle is being transferred to a new owner. If the seller(s) did not sign the 130U and the buyer is unable to contact the seller(s) to obtain the required signatures, the buyer(s) must show proof that an attempt was made to contact the seller(s).

The buyer(s) can do this by sending a **certified letter with return receipt requested and the 130U** to the seller(s) last known address. The letter must request the seller(s) signature and return of the signed 130U to the buyer(s).

The letter and 130U **must** be sent by **certified mail with return receipt requested**. The Certified Mail Receipt (PS Form 3800) must be stamped by the post office and include the name and address of the intended recipient(s). **Keep the PS Form 3800 for potential use with the 130U.**

If the post office returns the certified letter to you **do not open the letter**.

Bring the unopened letter to the Tax Office with all other required documents in order to transfer the vehicle title.

If the Post Office green card (PS Form 3811) is returned to you with the recipient's signature, bring the PS Form 3811 to the Tax Office with all other required documents in order to transfer the vehicle title.

If the PS Form 3811 or certified letter is not returned, both the PS Form 3800 and the post office Track and Confirm printout from USPS.com are needed in addition to all other documents required to transfer the vehicle title.

The Harris County Tax Office will accept these items in lieu of the seller(s) signature on the 130U.

NOTE: If there is more than one person listed on the front of title, all must sign as the sellers.

An original Bill of Sale that contains the vehicle description, sales price and seller(s) signature will also satisfy the seller(s) signature requirement on the 130U.