

PERMISSION LETTER
FOR TARRANT COUNTY MOTOR VEHICLE TRANSACTIONS

The Owner of Record may use this form to authorize a Third Party to process and pick up related items for motor vehicle transactions, and allows a Third Party to sign for No Tickets and/or a Temporary Permit. This form does not function as a Power of Attorney and does not allow a Third Party to sign any other documents on behalf of the Owner of Record.

I, the Owner of Record, hereby authorize _____ to submit the requested transaction(s) on my behalf for the motor vehicle listed below:

Vehicle/Trailer #1 Has anyone received a Citation for expired registration? (Circle One) Yes or No

Year _____ Make _____ VIN _____ Plate# _____ Color _____

Vehicle/Trailer #2 Has anyone received a Citation for expired registration? (Circle One) Yes or No

Year _____ Make _____ VIN _____ Plate# _____ Color _____

Vehicle/Trailer #3 Has anyone received a Citation for expired registration? (Circle One) Yes or No

Year _____ Make _____ VIN _____ Plate# _____ Color _____

Owner of Record:

Printed Name: _____ Daytime Phone Number: _____

Current Tarrant County Address: _____

Signature: _____ Date: _____

Form submitted by: (Circle One) Individual Dealership Title Service

A legible current copy of acceptable ID for the Owner of Record and Authorized Person must be submitted with this form. This form must be completed in its entirety to be accepted.

IDENTIFICATION REQUIREMENTS:

To ensure compliance with HB2017 and HB2357, a **legible photocopy of the owner's current ID** is required for all motor vehicle transactions. If the owner is a business, government agency, non-profit or church the ID of the person who signed the transaction must be presented along with one of the following: a business card or company letterhead giving the person authority to sign. If it is a leased vehicle the lessee may present their ID.

The only acceptable forms of identification for motor vehicle transactions in the Tarrant County Tax Office are:

- A driver license or state identification issued by a state or territory of the United States
- United States or foreign passport
- United States military identification
- North Atlantic Treaty Organization (NATO) identification or identification issued under a United States Status of Forces Agreement
- United States Department of Homeland Security identification
- United States Citizenship and Immigration Services documentation
- United States Department of State identification

PENALTY INFORMATION

Registration: The operator of a vehicle apprehended for violating Section 502.472 is required to register the vehicle for a 12-month period without changing the initial month of registration and is also required to pay a penalty equal to 20% of the registration fee.

Title Transactions: Return requested documentation within 30 calendar days from the date of sale to avoid penalties. A 5% tax penalty is assessed on the motor vehicle tax due if the title is not transferred within 30 calendar days and increases to 10% on the 61st calendar day, with a minimum penalty of \$1.00. An additional transfer penalty of \$25.00 per month is charged if the title is not transferred within 30 calendar days and continues to increase \$25.00 for each additional 30 calendar days. The Delinquent Transfer Penalty for late title transfer is capped at a maximum of \$250.00.