

FROM THE OFFICE OF: PATSY SCHULTZ, RTA
TAX ASSESSOR/COLLECTOR
FT. BEND COUNTY TAX OFFICE

www.fortbendcountytax.com

www.dot.state.tx.us

**PAPERS NEEDED TO TRANSFER AN OUT OF STATE TITLE INTO
YOUR NAME**

**TEXAS DEPARTMENT OF TRANSPORTATION AND STATE COMPTROLLER
WILL NOT ALLOW OUR OFFICE TO ACCEPT TITLES OR DOCUMENTS WITH
ERRORS, ALTERATIONS, STRIKEOVERS OR WHITEOUT.**

INSPECTION - THE VEHICLE WILL NEED TO BE TEXAS INSPECTED. YOU WILL BE GIVEN A FORM VI-30-A (GREEN SHEET). THIS MUST HAVE NO ALTERATIONS OR CORRECTIONS. THESE INSPECTIONS CAN BE DONE AT MANY FULL SERVICE GAS STATIONS OR OTHER LOCATIONS THAT DISPLAY THE EMBLEM FOR TEXAS INSPECTION. THE GREEN SHEET MUST ALSO HAVE THE ODOMETER READING ON IT. VEHICLE MUST BE INSPECTED IN THE COUNTY IN WHICH YOU RESIDE.

APPLICATION FOR TEXAS CERTIFICATE OF TITLE (FORM 130-U) - THIS APPLICATION MUST BE SIGNED BY THE BUYER/DONEE** AND THE SELLER/DONOR WITH A TEXAS ADDRESS, DATED, SALES PRICE, AND ODOMETER READING **MUST BE FILLED OUT.** THIS FORM NEED NOT BE NOTARIZED.

TITLE - THE TITLE MUST BE COMPLETED BY THE SELLER. INCLUDE BUYER/DONEE'S NAME AND COMPLETE ADDRESS, ODOMETER READING, DATE OF SALE AND SELLER'S SIGNATURE. BUYER/DONER'S MAY BE REQUIRED.

***PROVIDE PROOF OF CURRENT MINIMUM LIABILITY INSURANCE IN THEIR NAME.**

THE TRANSFER WILL NEED TO BE DONE IN THE COUNTY OF THE NEW OWNER.

THE TITLE TRANSFER MUST BE DONE WITHIN 20 WORKING DAYS FROM THE DATE OF SALE OR 20 WORKING DAYS FROM THE DATE THE VEHICLE ENTERED TEXAS OR PENALTIES WILL APPLY.

WE WILL ACCEPT PAYMENT IN CASH, CHECK, MASTER CARD OR DISCOVER CARD.

**DONOR - THE PERSON WHO GIVES A CAR TO ANOTHER PERSON AS A GIFT.

**DONEE - A PERSON WHO HAS RECEIVED A CAR AS A GIFT.

FOR FURTHER ASSISTANCE PLEASE CALL THE FOLLOWING:

RICHMOND OFFICE	281-341-3709
SUGAR LAND OFFICE	281-242-4311
MISSOURI CITY OFFICE	281-261-2886
NEEDVILLE OFFICE	979-793-7566

FOR DRIVER'S LICENSE INFORMATION CONTACT THE TEXAS DEPT. OF PUBLIC SAFETY AT: 281-232-4334

REVISED 3/08