



HIDALGO COUNTY

LETTER OF AUTHORIZATION

For Registration Renewals & Title Transfers

LETTER OF AUTHORIZATION HC-002 Rev. 05/20

A. Applicant

Name (Registered Owner(s)/ Agent) Print		Name of Individual who prepared the Paperwork / Application (Print)			
Year	Make	Plate #	VIN #		
Has the vehicle been driven with expired plates?			<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Have any tickets or citations been issued for driving with expired plates?			<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Please circle the transaction type(s) you are authorizing.					
Purchase Registration (Renew Plates/Sticker)	Process a Title Transfer	Special Plate Assignment	Replace Plates/Sticker*	Exchange Plates	Disabled Plates/Placard
Payment type (Please Initial One) _____ Registered Owner's check or cash _____ Authorized Individual's check or credit card					
With this Letter of Authorization I give permission to the authorized individual in Section B to purchase the transaction type(s) I have circled above.					
Applicant's Signature (Registered Owner(s) / Agent)		Date	Phone		

B. Authorized Individual

Name (Print)	Phone
I understand, acknowledge and agree that I cannot receive any compensation for conducting motor vehicle title transactions and/or renewals pursuant to this Letter of Authorization.	
Authorized Individual Signature	Date

C. Disclosure

This form may only be used for the purposes of completing the above-described transactions and may not be used as evidence establishing an individual's authorization to sign, such as a form VTR-271 (Power of Attorney to Transfer Motor Vehicle). A new form must be completed for any subsequent transactions undertaken on behalf of the registered owner. Any individual who accepts compensation for undertaking any of the transactions described by this Letter of Authorization must first be granted a Title Service License by the Hidalgo County Tax Office.

A copy of the registered owner's and authorized individual's driver's license or identification must be included.

*Replacement form VTR-60 must be included when replacing plates or registration sticker.

Texas Transportation Code §501.155 provides a penalty for persons who knowingly provide false or incorrect information, or who without legal authority sign the name of another person on documents related to titles and other documents necessary to transfer ownership of a motor vehicle. An offense under this section is a felony of the third degree.

Favor de comunicarse con un supervisor, si necesita ayuda debido a su impedimento fisico o si requiere servicio de traducción. Please contact a supervisor should you need assistance due to a physical impairment or if you require translation services.

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