



# Registration Renewal Requirements

\*\*\*Registration must be renewed in the county in which the owner resides\*\*\*

## Personal Vehicles

1. Renewal Notice (VTR-39-A) if available.
2. Valid Photo Identification of all the registered owners and authorized individual present for renewal
  - Residency Affidavit (HC-007) is required when presenting an acceptable Identification document without an address.
3. Letter of Authorization (HC-002) or Power of Attorney (VTR-271) is required from one of the registered owner(s) if presented by an Authorized Individual. Any Individual with the same last name and address on the motor vehicle record (RTS) is exempt.
4. Vehicle Safety Inspection Report (VIC) Effective March 1, 2016 the Vehicle Safety Inspection Report must be completed each year within 90 days of the last date of the current registration.
5. Proof of Insurance
6. Phone Numbers for all Individuals Involved in Transaction

## Business Vehicles

1. Renewal Notice (VTR-39-A) if available.
2. Valid Photo Identification of the registered owner and Authorized individual present for renewal
  - Residency Affidavit (HC-007) is required when presenting an acceptable Identification document without an address
3. Employee Identification, Business card, Authorization on Letterhead, Articles of Incorporation or Assumed Name Certificate that matches the business name and address on the motor vehicle record (RTS). Any of the documents above may be accepted.
4. Letter of Authorization (HC-002) or Power of Attorney (VTR-271) is required from one of the registered owner(s) if presented by a non-employee of the Business.
5. Vehicle Safety Inspection Report (VIC) Effective March 1, 2016 the Vehicle Safety Inspection Report must be completed each year within 90 days of the last date of the current registration.
6. Proof of Insurance
7. Phone Numbers for all Individuals Involved in Transaction.

- Business and Personal checks will be accepted as payment if the name of the business matches the Registered Owner's Information, such as name or address or if the plate number is printed on the check.
- Credit Card Payments may be accepted if owner of credit card is present and their identity has been verified. Credit card owner must sign credit card receipt.

## Disclosure

- Valid Photo Identifications types include U.S or Foreign Passport, State issued ID, Military ID; US Department of Home Land Security ID, U.S Citizen Immigration Services ID, U.S Department of State identification document, North Atlantic Treaty Organization (NATO) Identification, Identification issued under a Status of Forces Agreement.
- Hidalgo County may require additional evidence to complete transactions.
- If additional help is needed please contact the Hidalgo County Tax Office at (956) 318-2158 or speak with a representative at any of our locations.
- Favor de comunicarse con un supervisor si necesita ayuda debido a su impedimento fisico o si require servicio de traduccion. Please contract a supervisor should you need assistance due to physical impairment or if you require translation services.