



HOUSTON COUNTY PROBATE OFFICE

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OVERVIEW OF DOCUMENTS REQUIRED

(ADDITIONAL DOCUMENTS MAY BE REQUIRED DEPENDING ON EACH INDIVIDUAL TRANSACTION)

1. RENEWALS:

CURRENT TAG RECEIPT OR RENEWAL CARD

VALID ID FOR ONE NAME ON TAG RECEIPT

PROOF OF INSURANCE (NAIC POLICY EFFECTIVE DATES AND VIN NUMBER)

INDIVIDUALS ON REGISTRATION OR WRITTEN PERMISSION FROM INDIVIDUAL WITH COPY OF ID

2. TRANSFER TAG FROM ANOTHER COUNTY IN ALABAMA:

SAME AS ABOVE

A COPY OF OUT OF COUNTY REGISTRATION

FIND "OUT OF COUNTY" REGISTRATION FROM MVTRIPS

3. BOUGHT A VEHICLE FROM AN INDIVIDUAL:

TITLE

BILL OF SALE

PROOF OF INSURANCE (NAIC POLICY EFFECTIVE DATES AND VIN NUMBER)

INDIVIDUALS ON TITLE AND BILL OF SALE (ONLY ONE, IF NAMES ARE JOINED BY "OR")

VALID ID FOR EACH NAME ON TITLE

CURRENT TAG RECEIPT IF TRANSFERRING TAG FROM OLD VEHICLE TO NEW VEHICLE

(NAME MUST BE SAME ON OLD AND NEW VEHICLE, MUST NO LONGER OWN VEHICLE)

VEHICLE MUST BE HERE FOR AN INSPECTION IF THE TITLE IS NOT AN ALABAMA TITLE

* (WE ARE UNABLE TO INSPECT VEHICLES IN INCLEMENTAL WEATHER) *

4. BOUGHT A VEHICLE FROM AN ALABAMA DEALER:

COPY OF THE ALABAMA TITLE APPLICATION

BILL OF SALE -SALES TAX MUST BE BROKEN DOWN -STATE, CITY AND COUNTY DEALER

AFFIDAVIT (FOR USED VEHICLES)

PROOF OF INSURANCE (NAIC POLICY EFFECTIVE DATES AND VIN NUMBER)

INDIVIDUALS ON TITLE APPLICATION (ONLY ONE, IF NAMES ARE JOINED BY "OR")

VALID ID FOR EACH NAME ON TITLE APPLICATION

CURRENT TAG RECEIPT IF TRANSFERING TAG FROM OLD VEHICLE TO NEW VEHICLE (NAME MUST BE SAME ON OLD AND NEW VEHICLE, MUST NO LONGER OWN VEHICLE)

5. BOUGHT A VEHICLE FROM AN OUT OF STATE DEALER:

*DEALER USUALLY SENDS DOCUMENTS TO THIS OFFICE, CALL 334-6774734 TO VERIFY

WE HAVE RECEIVED DOCUMENTS BEFORE COMING TO OFFICE*

TITLE OR MSO

BILL OF SALE

ALL ADDITIONAL DOCUMENTS GIVEN BY THE DEALER

PROOF OF INSURANCE (NAIC POLICY EFFECTIVE DATES AND VIN NUMBER)

INDIVIDUALS ON TITLE OR MSO (ONLY ONE, IF NAMES ARE JOINED BY "OR")

VALID ID FOR EACH NAME ON TITLE APPLICATION

CURRENT TAG RECEIPT IF TRANSFERING TAG FROM OLD VEHICLE TO NEW VEHICLE (NAME MUST BE SAME ON OLD AND NEW VEHICLE, MUST NO LONGER OWN VEHICLE)

VEHICLE MUST BE HERE FOR AN INSPECTION IF THE TITLE IS NOT AN ALABAMA TITLE.

* (WE ARE UNABLE TO INSPECT VEHICLES IN INCLEMENTAL WEATHER) *

6. BRINGING A VEHICLE TITLED IN YOUR NAME FROM ANOTHER STATE INTO ALABAMA:

TITLE IF YOU HOLD THE TITLE

COPY OF TITLE IF A LEN IS ON THE TITLE (THIS CAN BE FAXED TO 334-702-0032)

PROOF OF INSURANCE (NAIC POLICY EFFECTIVE DATES AND VIN NUMBER)

INDIVIDUALS ON TITLE (ONLY ONE, IF NAMES ARE JOINED BY "OR")

VALID ID FOR EACH NAME ON TITLE

VEHICLE MUST BE HERE FOR AN INSPECTION IF THE TITLE IS NOT AN ALABAMA TITLE

MUST HAVE OUT OF STATE REGISTRATION

* (WE ARE UNABLE TO INSPECT VEHICLES IN INCLEMENTAL WEATHER) *

7. NAME CHANGES ON TITLES:

TITLE

VALID ID FOR EACH NAME ON TITLE

INDIVIDUALS ON TITLES

DOCUMENTS CHANGING NAME (MARRIAGE CERT, DIVORCE DECREE, LEGAL NAME CHANGE, ETC), ID WITH CORRECT NAME

ONE PART CORRECTION AFFIDAVIT

8. REPLACEMENT TITLE:

TAG RECEIPT

INDIVIDUALS ON TITLE (ONLY ONE, IF NAMES ARE JOINED BY "OR")

VALID ID

LIEN RELEASE (IF YOU HAVE NOT REMOVED THE LIEN FROM THE STATE SYSTEM OR IF THE VEHICLE IS NOT OVER 12 YEARS OLD WITH A LIEN DATE OVER 4 YRS OLD

9. UTILITY TRAILERS:

*MUST BE BUMPER PULLED, NOT A 5TH WHEEL OR GOOSENECK TO BE CLASSIFIED AS AN UTILITY TRAILOR

BILL OF SALE

VALID ID FOR EACH (BUYER) NAMED ON BILL OF SALE

WE DO NOT TITLE UTILITY TRAILERS, THEY WILL BE TAGGED AND REGISTERED

10. OBTAINING A TITLE FROM A DECEASED OWNER:

TITLE

LETTERS OF TESTAMENTARY (IF A WILL WAS PROBATED)

DEATH CERTIFICATE (IF NO WILL OR WILL WAS NOT PROBATED) AND NEXT OF KIN AFFIDAVIT

BOTH BUYERS LISTED ON TITLE MUST BE PRESENT (ONLY ONE, IF NAMES ARE JOINED BY "OR")

VALID ID FOR EACH NAME ON TITLE

VEHICLE MUST BE HERE FOR AN INSPECTION IF THE TITLE IS NOT AN ALABAMA TITLE.

*MUST HAVE BILL OF SALE OR TOTAL LOSS LETTER FROM INSURANCE CO. ETC TO TRANSFER A TAG

* (WE ARE UNABLE TO INSPECT VEHICLES IN INCLEMENTAL WEATHER) *