

# VTR DIRECTIVE

## 2011-01

**TO:** VTR Administration

**DATE:** March 11, 2011

**FROM:**  Randy Elliston

**SUBJECT:** Acceptable Evidence to Support a Certified Copy of Title (CCO) Application

---

This Directive supersedes Directive 2009-01 dated March 3, 2009.

The purpose of this Directive is to revise the list of photo identifications (IDs) that may be accepted in support of a CCO application. Our action is in response to an escalating trend of ID fraud/abuse.

Effective March 15, 2011, one of the following unexpired photo IDs must be provided to support a CCO application:

- (i) driver's license (DL) or ID card issued by a state or territory of the United States;
- (ii) original United States or foreign passport;
- (iii) photo ID issued by the Texas Department of Criminal Justice;
- (iv) United States military ID card; or
- (v) United States Department of Homeland Security or United States Citizenship and Immigration Services ID document.

Mexico Matricula Consular (ID), Mexico/Canadian DLs or Commercial DLs **are not** acceptable forms of ID for CCO processing.

These new requirements are consistent with the department's policy regarding valid government issued photo ID for Driver's Privacy Protection Act information requested with submission of a VTR-275 form. Mitigating circumstances may exist that require managers to apply discretionary judgment.

If you have any questions concerning this matter, please contact Bobby Johnson, Director of Regional Services, at (512) 465-7719. Thank you.