OPERATIONAL CHANGES DUE TO COVID 19

In the interest of public health and in compliance with the County’s Shelter in Place Order, all Dallas County Tax Office locations are CLOSED until further notice. We have limited access to assist our customers by telephone and email.

April 27, 2020

Motor Vehicle Services

- **Registration Sticker Renewal**
  - By Mail – payable to John R. Ames, CTA
    - Dallas County Tax Office
      - P O Box 139033
      - Dallas, TX  75313-9033
  - Online
    - [https://www.dallascounty.org/tax/](https://www.dallascounty.org/tax/)
    - Select “REGISTER a Vehicle Online”

- **30 Day Permit**
  - 30-day permits are unavailable at this time.

- **72 hour and 144 hour Permit for Commercial Vehicles**
  - Online
    - [https://permit.txdmv.gov/Permit/Eligibility#nbb](https://permit.txdmv.gov/Permit/Eligibility#nbb)

- **Specialty License Plate**
  - Select and Order online at [https://www.txdmv.gov](https://www.txdmv.gov)
  - Once ordered and notified of arrival at the Tax Office:
    - Email [specialplates.togo@dallascounty.org](mailto:specialplates.togo@dallascounty.org) for instructions on how to obtain your plate and link your new plate to your vehicle.
• **Permanent Handicap Placard**
  o New Placard
    - [https://www.txdmv.gov/forms](https://www.txdmv.gov/forms) - Download VTR 214, complete the form, include a copy of your Texas Driver’s License and mail to:
      - Dallas County Tax Office
        Attn: Special Operations
        1201 Elm Street, Suite 2600
        Dallas, TX 75270
  o Renew a Placard
    - [https://www.txdmv.gov/forms](https://www.txdmv.gov/forms) - Download VTR 214, complete the form, include a copy of your Texas Driver’s License and a copy of your existing placard, and mail to:
      - Dallas County Tax Office
        Attn: Special Operations
        1201 Elm Street, Suite 2600
        Dallas, TX 75270

• **Vehicle Titles**
  o Transferring a Title
    - Please email [titles.togo@dallascounty.org](mailto:titles.togo@dallascounty.org) for assistance with paperwork and fee requirements.
    - For processing, mail transactions and fees to:
      - Dallas County Tax Office
        Attn: Special Operations
        1201 Elm St, Ste 2600
        Dallas, TX 75270
  o Dealer Transfers – Please see below for Dealer Transaction instructions
  o Recording a Lien
    - [https://www.txdmv.gov/forms](https://www.txdmv.gov/forms) - Download and complete form 130-U, and include your vehicle title, and a check or money order for $33.00, to:
      - Dallas County Tax Office
        Attn: Special Operations
        1201 Elm Street, Suite 2600
        Dallas, TX 75270
  o Clearing a Title Rejection
    - Email [titlerejectionstogo@dallascounty.org](mailto:titlerejectionstogo@dallascounty.org) for assistance with required documentation, fees and mailing address information
  o Filing a Mechanic’s Lien
    - Mail all applicable documentation with a $25.00 filing fee, to:
      - Dallas County Tax Office
        Attn: Mechanic Lien Desk
        1201 Elm Street, Suite 2600
        Dallas, TX 75270
**Dealer Transactions**
- Mail: Transactions can be mailed to:
  - Dallas County Tax Office
    Attn: Special Operations
    1201 Elm St, Ste 2600
    Dallas, TX  75270
- Drop-off: Transactions may be dropped off at the Garland branch location (140 N. Garland) on Thursdays between 10 am – 2 pm. For more information on this process, please click on the [Cover Form](#).
- Permit Renewal
  - Email runnerpermits.togo@dallascounty.org for information on replacing or renewing permits.

### Property Tax Services

**Property Tax Payment Options**
- By Mail – payable to John R. Ames, CTA
  - Dallas County Tax Office
    P.O. Box 139066
    Dallas, TX 75313-9066
- By Telephone
  - 866.863.8323 (English)
  - 866.361.1741 (Espanol)
- Online
  - [https://www.dallascounty.org/tax/](https://www.dallascounty.org/tax/)
  - Select “PAY a Property Tax Bill”

**Mobile Home Certificates**
- To obtain a Mobile Home Certificate, please email your request to Special.Inventory@dallascounty.org and include the following information in the request.
  - Account number
  - Serial number
  - Label number
  - Address

**Bidder Certificates**
- To obtain a Bidders Certificate, please complete the [Bidders Certificate Application](#), have it notarized, and mail with a check in the amount of $10.00, made payable to John R. Ames, CTA, Tax Assessor/Collector.
  - Dallas County Tax Office
    Attn: Special Inventory
    Renaissance Tower
    1201 Elm Street, Suite 2600
    Dallas, TX 75270
• **Tax Certificates**
  o To obtain a Tax Certificate, please email your request to Special.Inventory@dallascounty.org and include the account number in your request.

• **Permit (Beer/Liquor/Wine) Payments and Renewals**
  o Mail statement and check made payable to John R. Ames, CTA, Tax Assessor/Collector to:
    - Dallas County Tax Office
      Attn: Special Inventory
      Renaissance Tower
      1201 Elm Street, Suite 2600
      Dallas, TX 75270
  o To request a statement, please email Special.Inventory@dallascounty.org.

• **Installment Payment Plans (Over 65/Disabled or Disaster)**
  o Include account number and property address and mail your payment to the address below:
    - Dallas County Tax Office
      Attn: Special Inventory
      Renaissance Tower
      1201 Elm Street, Suite 2600
      Dallas, TX 75270
  o If you have additional questions, please email Special.Inventory@dallascounty.org.

• **Coin Operated Decals (Occupational Tax)**
  o To obtain a Coin Operated Decal, please complete the Decal Application and mail application with your check ($15 fee for EACH decal) made payable to John R. Ames, CTA, Tax Assessor/Collector to:
    - Dallas County Tax Office
      Attn: Special Inventory
      Renaissance Tower
      1201 Elm Street, Suite 2600
      Dallas, TX 75270
  o If you have additional questions, please email Special.Inventory@dallascounty.org.
• **Special Inventory Tax (SIT)**
  - SIT Annual Declarations, Monthly Statements and payments can be submitted online and by mail:
    - **SIT Portal (Online Option)**
      - Please email: [Special.Inventory@dallascounty.org](mailto:Special.Inventory@dallascounty.org) to request a login. Please include the following in your request:
        - Dealer number (P Number)
        - Person of contact
        - Email address to be associated with the portal
        - Phone number
    - **By Mail**
      - All checks should be payable to John R. Ames, CTA, Tax Assessor/Collector
      - Payments, Annual Declarations and Monthly Statements can be mailed to:
        - Dallas County Tax Office
          - Attn: Special Inventory
          - Renaissance Tower
          - 1201 Elm Street, Suite 2600
          - Dallas, TX 75270
        - If you have additional questions, please email Special.Inventory@dallascounty.org.
  
• **Exemption & Property Value Questions**
  - If you have questions about your property tax exemptions or values, please contact the Dallas Central Appraisal District at [http://www.dallascad.org/](http://www.dallascad.org/).

• **Refund Checks**
  - Refunds for more than $5, are automatically issued by the Dallas County Tax Office.
  - There is a $20 fee to re-issue a refund check.
  - Email [Refunds.refunds@dallascounty.org](mailto:Refunds.refunds@dallascounty.org) and include your account number.
  - For additional Refund questions, please click on the link below to be redirected to our [FAQ page](http://www.dallascad.org/).