

OPERATIONAL CHANGES DUE TO COVID 19

In the interest of public health, we have provided the following alternative options in lieu of face-to-face transactions in the Dallas County Tax Office.

January 11, 2022

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>
 - Select “REGISTER a Vehicle Online”
 - Neighborhood Locations
 - Find a location near you at
<https://www.dallascounty.org/departments/tax/neighborhood-locations.php>

- **30 Day Permit**
 - These transactions will need to be submitted in person once our locations reopen.

- **72 hour and 144 hour Permit for Commercial Vehicles**
 - Online
 - <https://permit.txdmv.gov/Permit/Eligibility#nbb>

- **Specialty License Plate**
 - Select and Order online at <https://www.txdmv.gov>
 - Once ordered and notified of arrival at the Tax Office:
 - Email specialplates.togo@dallascounty.org for instructions on how to obtain your plate and link your new plate to your vehicle.

- **Permanent Handicap Placard**

- New Placard
 - <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: Operations
500 Elm Street, Suite 1200
Dallas, TX 75202
- Renew a Placard
 - <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: Operations
500 Elm Street, Suite 1200
Dallas, TX 75202

- **Vehicle Titles**

- Transferring a Title
 - Please email titles.togo@dallascounty.org for assistance with paperwork and fee requirements.
 - For processing, mail transactions and fees to:
Dallas County Tax Office
Attn: Operations
500 Elm Street, Suite 1200
Dallas, TX 75202
 - Dealer Transfers – Please see below for Dealer Transaction instructions
 - Gifts - Vehicles received as a gift cannot be processed through the mail. These transactions will need to be submitted in person once our locations reopen.
 - Salvage Titles – Vehicles being titled and registered to a purchaser's name cannot be processed through the mail. These transactions will need to be submitted in person once our locations reopen.
 - Recording a Lien
 - <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: Operations
500 Elm Street, Suite 1200
Dallas, TX 75202
 - Clearing a Title Rejection
 - Email titlerejectionstogo@dallascounty.org for assistance with required documentation, fees and mailing address information
 - Filing a Mechanic's Lien
 - Mail all applicable documentation with a \$25.00 filing fee, to
 - Dallas County Tax Office
Attn: Mechanic Lien Desk
500 Elm Street, Suite 1200
Dallas, TX 75202

- **Dealer Transactions**

- Mail: Transactions can be mailed to:
 - Dallas County Tax Office
Attn: Operations
500 Elm Street, Suite 1200
Dallas, TX 75202
- Drop-off: As of 6/24/20, and until further notice, transactions may be dropped off at all seven of our branch locations, Monday-Friday, from 9:30 am to 10:00 am. Additional information on this process is included on the attached [Cover Form](#) which must be included with each drop-off packet.
- 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>
 - 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

- **Written Statements**

- To obtain a Written Statements, please complete the [Written Statements 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
Records Building
500 Elm Street, Suite 3300
Dallas, TX 75202

- **Tax Certificates**
 - 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**
 - Mail statement and check made payable to John R. Ames, CTA, Tax Assessor/Collector to:
 - Dallas County Tax Office
Attn: Special Inventory
Records Building
500 Elm Street, Suite 3300
Dallas, TX 75202
 - To request a statement, please email Special.Inventory@dallascounty.org.

- **Installment Payment Plans (Over 65/Disabled or Disaster)**
 - Include account number and property address and mail your payment to the address below:
 - Dallas County Tax Office
Attn: Special Inventory
Records Building
500 Elm Street, Suite 3300
Dallas, TX 75202
 - If you have additional questions, please email Special.Inventory@dallascounty.org.

- **Coin Operated Decals (Occupational Tax)**
 - 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
Records Building
500 Elm Street, Suite 3300
Dallas, TX 75202
 - 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 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
Records Building
500 Elm Street, Suite 3300
Dallas, TX 75202
- 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 <https://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 and include your account number.
- For additional Refund questions, please click on the link below to be redirected to our [FAQ page](#).