Drops-offs ONLY

No Walk-ins/No Dealer Tickets or Appointments for Dealer and Title Service Company

Effective Monday, December 12, 2022.

(Drop-off locations: Richmond, Sugar Land, Missouri City, and Katy)

Dealer and Title Services will **only** be able to drop off to the specified locations for each Fort Bend County Tax Office. Follow the guidelines below:

* **Drop-off Instructions:**
	+ Must have one check per transaction
	+ No dealer/title services will be processed on Fridays.
	+ One (1) drop off location per day
	+ Seven (7) transactions per packet with a week for processing
	+ Drop-off locations: Richmond, Sugar Land, Missouri City, and Katy in the designated mailbox drop off at each location
	+ Pick up notifications will be sent via text, email or automated phone call with specified date, time and location for pick up. Tax Office staff will **not** be able to provide any status updates
	+ You will be required to show runner badge ID when picking up

Packages must include the following:

* Documents must be in an envelope with the name of the dealer/title service written on the outside
* Original Insurance Card (if the seller is a Texas licensed dealer, proof of insurance is not required at the Tax Office)
* Original Utility Bill in transferee name (for valid proof of residence)
* Cashier’s Check or Money Order with the correct fee amount and made out to “Carmen P. Turner - FBC County Tax Office”

\*\*If the title application is missing any necessary documents, it will be rejected and have to be resubmitted\*\*

The link provided below will redirect you to the DMV registration fee list.

<https://www.txdmv.gov/node/4864>

County Road and Bridge fee- $10.00

Process and Handling fee-$4.75

Reg DPS fee- $1.00

Automation fee- S0.50 (if new plates are needed for any reason other than a title transfer)

Child Safety-$1.50

Inspection fee- see below

| **INSPECTION TYPE** | **COUNTIES** | **STATE PORTION** |
| --- | --- | --- |
| One-Year Safety | Counties except the emission counties listed below and vehicles 25 years and older | $7.50 |
| Safety-only (vehicles 25 years or older) | Statewide | $7.50 |
| Two-Year Safety (new vehicles) | Statewide | $16.75 |
| Commercial | Statewide | $22.00 |
| Trailer/Motorcycle | Statewide | $7.50 |
| Safety Emissions (TSI/OBD) | El Paso | $8.25 |
| Safety Emissions (TSI/OBD) | Travis, Williamson | $10.25 |
| Emission (ASM) for vehicles model-year 1995 and older | Brazoria, Fort Bend, Galveston, Harris, Montgomery, Collin, Dallas, Denton, Ellis, Johnson, Kaufman, Parker, Rockwall and Tarrant | $8.25 |
| Emission-Test Only | El Paso | $2.75 |
| Emission-Test Only | Travis, Williamson | $2.75 |
| Emission-Test Only | Brazoria, Fort Bend, Galveston, Harris, Montgomery, Collin, Dallas, Denton, Ellis, Johnson, Kaufman, Parker, Rockwall and Tarrant | $2.75 |
| Emission (OBDNL) for vehicles model-year 1996 and newer | Brazoria, Fort Bend, Galveston, Harris, Montgomery, Collin, Dallas, Denton, Ellis, Johnson, Kaufman, Parker, Rockwall and Tarrant | $8.25 |
| Safety Emissions (NLTSI) | Travis, Williamson | $8.25 |