



***Duplicate Title:***  
**Mail-In Instructions**

Eligibility for mail-in options only: military personnel, former Hamilton County residents, and lienholder(s) making application by mail for a *Duplicate Title*.

All other applicants please call (423) 209-6525 and ask to speak to a supervisor for instructions regarding your situation.

1. To obtain a replacement Tennessee motor vehicle title, lienholder(s) or owners(s) (e.g., military personnel or former Hamilton County residents), please complete the bold outlined areas of this application. Application requires the owner(s), or appointed power of attorney, to sign their name in the box designated "SIGNATURE OF CERTIFIER/OWNER or POWER OF ATTORNEY". Lienholder(s) will need to sign and print the name of the lienholder(s) and sign their name as the individual representative(s).

2. Person(s) making application submit copy of driver license(s).

3. Lienholder(s) must make payment by check drawn on their financial institution's account; all others submit a cashier's check or money order in the amount of \$14.00.

4. Mail application to:

Hamilton County Clerk  
6135 Heritage Park Drive  
Chattanooga, TN 37416

If state record permits, and if the data system does not indicate a lien, owner(s) will be issued a replacement title at the time application is made and appropriate documents submitted.