What assistance is available?
The program may provide assistance with repairing or replacing your vehicle. The 82nd Texas Legislature reduced funding for the program by 88% restricting the replacement component of the program and only available for a limited time. The repair component of the program is available year round. The replacement assistance is available for a limited time and the website will provide the most current funding status.

How long does it take to process an application?
Please allow 10 business days or less for processing repair applications and 45 business days or less for replacement applications. Processing times vary depending on the number of applications received. All applications will be processed in the order they are received. Visit our website at www.nctcoq.org/airchecktexas for the current processing dates.

How do I get an application?
The applications are available on our website www.nctcoq.org/airchecktexas under APPLICATIONS (How to Apply) and select Repair or Replacement (when funding is available). You may also obtain an application at local repair stations, vehicle inspection stations or by contacting us at 1-800-898-9103.

What do I need to send for determining eligibility?
You must submit:
- completed and signed application, and
- income documents of all adults in the household (unemployment statement for those not currently employed), and
- copy of the failing Vehicle Inspection Report (VIR)

NOTE: All documentation listed above must be received with online application as well.

What are the types of income documents accepted?
Submit copies (no originals) with your application
- 2012 or 2013 IRS Income Tax Return (best option)
  - After April 15, 2014, only 2013 IRS Income Tax Return
- most recent (2013) W-2
- paystubs with a year-to-date (YTD) amount
- paystubs for the last three months
- unemployment benefits letter
- documentation verifying Federal or State Assistance (Food Stamps, DHS, Lite-Up Texas, etc.)
- written, signed and dated statement of unemployment completed by the person(s) that is unemployed

What is the Vehicle Inspection Report (VIR)?
The Vehicle Inspection Report is provided to you from the state inspection station after your vehicle has been inspected. If your vehicle failed the emissions portion of the inspection, you must provide a copy of the VIR when applying for repair assistance.

Where should I submit my application, household income documents and VIR?
Mail: AirCheckTexas Program
      P.O. Box 5888
Fax: 817-608-2315
Where do I send questions about the program?
You may send questions to airchecktexas@nctcog.org. Please allow up to two business days for a response.

Will I be notified if my application is approved or not?
Yes, you will be notified by mail whether your application is approved or denied for assistance.

What will I receive if approved for assistance?
• For repair assistance:
  You will receive an approval letter, a voucher and list of approved participating repair facilities.

• For replacement assistance:
  You will receive an approval voucher letter, retired vehicle transfer manifest and list of approved participating dealerships.

Will I be notified if I need to send more information?
Yes, you will be notified by mail and asked to submit any additional information or documentation needed. Please act quickly when submitting the required documents to ensure that funds are still available for your voucher.

Can I use my voucher at any repair facility or auto dealership?
No, your voucher must be redeemed only at one of the approved repair facilities or auto dealerships on the lists provided with your voucher. No reimbursements are allowed if emissions repairs or vehicle purchase are made prior to receiving a valid voucher or if used at a non-participating facility.

Does my voucher expire?
Yes, the voucher contains an expiration date located at the top right corner of the voucher. It must be used on or before the date shown.

NOTE: Extensions will not be given on replacement vouchers due to limited funding.

What if my vehicle is registered in the Houston-Galveston area?
Applicants whose vehicles are registered in the Houston-Galveston area need to contact that area’s regional administrator at the following numbers: 866-237-9392 or 800-913-3321 and select the Houston-Galveston option.

How is the AirCheckTexas Drive a Clean Machine Program funded?
$6 is collected from owners of 1996 or newer model year vehicles in nonattainment counties who pay for vehicle emissions inspections.
QUESTIONS AND ANSWERS FOR REPLACEMENT VOUCHER RECIPIENTS

Where can I find information about the eligible Tier 2 Bin 5 or cleaner replacement vehicles?
You can visit www.nctcotg.org/airchecktexas or www.driveacleanmachine.com and find a list of eligible vehicles.

How long will replacement assistance be available?
Due to reduced program funding replacement assistance will be available for a limited time only, until funding has been exhausted. See website for most current funding status.

Does the replacement vehicle being purchased need to meet certain requirements?
Yes, the replacement vehicle being purchased using a replacement voucher must meet certain requirements that became effective September 1, 2011. More details are found at www.nctcotg.org/airchecktexas.

Can multiple vouchers be combined toward one replacement vehicle?
No, only one valid voucher is applied toward the purchase of one replacement vehicle.

Can an individual retire more than one vehicle through the program?
Yes, an individual can come back through the program but may only retire one vehicle (registered in their name) in a 12-month period. The individual may apply for replacement assistance 12 months after retiring an older vehicle and purchasing the replacement vehicle.

Can an individual lease the replacement vehicle?
No, lease agreements are not allowed. The vehicle must be purchased by the participant.

What is the dealer’s responsibility with the retired vehicle title?
The dealer must transfer a clear title along with the retired vehicle to the participating dismantler.

Does the AirCheckTexas participant need to be approved for financing before completing the sale?
Yes, the dealer should make sure that the AirCheckTexas participant has been approved for a loan before putting the participant into the replacement vehicle and transferring the retired vehicle to the dismantler. There have been a few cases where a participant was pulled from the replacement vehicle without qualifying for a loan but the retired vehicle was already scrapped. This ensures that we eliminate this from complicating the process for both parties.

Where does the voucher amount go on the title application?
The dealer must document the voucher amount ($3,000 or $3,500) on line 21(b), Less Trade-In Amount on the Application for Texas Certificate of Title.

Is a cosigner who doesn’t live in the same household allowed for the replacement vehicle?
Generally, no, but the State will allow a cosigner who doesn’t live in the same household as long as the lender will allow only the participant’s name on the replacement vehicle’s title – most lenders require the cosigner’s name on the title as well, but there may be an exception where a lender will allow this.
Is a cosigner allowed for the replacement vehicle?
Yes, the State will allow a cosigner as long as the person lives in the same household as the AirCheckTexas participant/vehicle owner and the Regional Administrator (North Central Texas Council of Governments) calculated the cosigner’s income when qualifying a participant for the program. Any eligible cosigner(s) will be listed on the voucher.

Example - A participant’s wife may be a cosigner on the new loan (including having her name on the application for title) even if the retired vehicle is just in the husband’s name because the wife lives in the same household. The household income had been verified to qualify for a voucher, which includes both the husband and wife’s incomes.

What if the participant moved since receiving the voucher?
That is fine, but the dealer will need to provide proof that the participant has moved since they received the voucher in order for the Regional Administrator (NCTCOG) to have the most current information. A new voucher will not need to be issued.

What if the participant recently got married or changed their name since receiving the voucher?
That is fine, but the dealer will need to provide a copy of the name change (copy of the marriage license, divorce decree, etc.) documenting the old and new names. A new voucher will not need to be issued.

What if the participant has a second vehicle (non-AirCheckTexas) they wish to trade in?
That is fine, but the dealer will need to document out to the side on the Application for Texas Certificate of Title (line 21(b), Less Trade-In Amount) that $3,000/$3,500 is for AirCheckTexas and $XX-amount is for an additional trade-in.