# New Online Licensing System (eLICENSING) Coming Soon

Texas Department *of* Motor Vehicles

HELPING TEXANS GO. HELPING TEXAS GROW.

**This message contains information applicable to all motor vehicle licensees and salvage dealers regulated by Texas Department of Motor Vehicles (TxDMV). Please review and distribute as appropriate.**

Coming soon, you will be able to apply for, renew, or amend licenses online. The Texas Department of Motor Vehicles (TxDMV) is replacing its current paper-based licensing system with eLICENSING, an online self-service hub for all motor vehicle and salvage licensees operating in Texas.

eLICENSING will provide many user benefits, including 24-hour access to licensing information, the elimination of paper processing, the ability to submit license applications and payments online, a guided application process facilitating faster approvals, and the ability to track the progress of submitted applications.

TxDMV will provide instructions and other support resources to help you access and use the system as the release date approaches. **Licensees must have an email address on file with TxDMV to receive important updates and use the new system.** Licensees can receive more information by emailing TxDMV at MVDLicensing@TxDMV.gov, calling 1-888-DMV-GOTX (368-4689), or visiting our website at www.TxDMV.gov/dealers.

Sincerely,

Daniel Avitia

Daniel Avitia, Director
Texas Department of Motor Vehicles
Motor Vehicle Division



(512) 465-3000
Toll-Free (888) 368-4689
Form available online at www.TxDMV.gov

Texas Department *of* Motor Vehicles

# Application to Amend Independent Motor Vehicle Dealer's License

Use this form if the information about your business has changed. See http://www.txdmv.gov/how-do-i-dealers/amend-my-license for more details on license changes. If there is a change in ownership, you may need a different form. Please call us at (888) 368-4689 to verify what you need.

**Instructions:** Provide all required documentation and the $25 amendment fee. If you are paying by check or money order, make it payable to the Texas Department of Motor Vehicles, and mail to: Motor Vehicle Division, PO Box 13044, Austin, TX 78711-3044. Be sure to write the business name or DBA on your payment. There is a fee of $30 for returned checks.

If you are paying by credit card, complete the Credit Card Form 2293, and submit it to: Motor Vehicle Division, PO Box 26487, Austin, TX 78755 or fax it to: (512) 465-4190. If you are faxing your application and payment, do not also mail your application. Additional fees for using a credit card may apply.

Missing, incomplete, or inaccurate information will delay processing of your amendment. If you have questions or concerns, please call us at (888) 368-4689 or visit www.TxDMV.gov.

Application Contact: State the name of the person TxDMV may contact if there are any questions on this application:

Name: _____ Phone Number: _____ Email: _____

| | |
|---|---|
| 1. Is the applicant a Military Service member, Military Veteran, or Military Spouse? | ☐ Yes ☐ No |
| 2. Does the applicant currently hold this type of license in another jurisdiction (state or country)? | ☐ Yes ☐ No |
| 3. Did the applicant at some time in the last five years hold this type of license in Texas? | ☐ Yes ☐ No |

If you answered YES to Question 1, and also *either* Question 2 or 3, by Texas law you are eligible for expedited processing of this application. Please provide:

- documentation such as you or your spouse's active duty orders or DD-214 to confirm your status, and
- either:
  - your Texas License Number _____ , or
  - a copy of your current license from another jurisdiction.

4. GDN License Number: _____

5. Information as it currently appears on your license(s):

Business Name: _____ Assumed Name/DBA: _____

Physical Address: _____

City: _____ Zip: _____ County: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax Number: _____ Email: _____

6. Select your purpose and, on the following pages, answer the yes/no questions relevant to the change(s) you are making. This amendment application is for (check all that apply):

A. New Business Name or Assumed Name (DBA): (*see Page 2*)

_____

B. Moved to new dealership address: (*see Page 2*) Note: If new location is in a different city than the current license, you must submit a new application.

_____

C. Added an additional dealership location: (Must be in same city as current license) (*see Page 2*)

_____

D. Mailing Address:

_____

E. New Phone Number, Fax Number, or Email Address:

Phone: _____ Fax: _____ Email: _____

F. Change from: ☐ Wholesale to Retail (*see Page 2*) ☐ Retail to Wholesale (*see Page 2*)

G. ☐ Ownership Change (*see Page 3*)

H. ☐ Conversion from one entity to another (*see Page 3*)

I. Other: (specify in detail) _____

7. Fees: **$25 RA**



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BUSINESS NAME: _____

## Required Attachments

**Business Name or Assumed Name Change:**

- ☐ If this change affects more than one license, you are required to complete Form LF604.
- ☐ A rider from your bond company showing the name change (identical to the name on file with the county/ Secretary of State).
- ☐ Assumed name certificate (from the Secretary of State for corporations, LPs, LLPs & LLCs, from the county for sole proprietors and general partnerships).
- ☐ Amended corporate papers from the Secretary of State if your corporate name has changed.

Does the applicant have a sign that is clearly visible to the public, permanently posted, with letters at least 6 inches high?
☐ Yes ☐ No

**New Business Location (in same city) or Supplemental Location(s):**

- ☐ A rider from your bond company showing the new location, or all locations if adding a supplemental location.

Does the applicant have a current lease or ownership document for the property and agree to submit documentation, if requested by TxDMV, demonstrating the applicant owns or leases the property on which the business is situated that meets all TxDMV licensing requirements, including a term of two years? (*If leasing the property, the lease cannot expire before the license.*)
☐ Yes ☐ No

Does the applicant have a sign that is clearly visible to the public, permanently posted, with letters at least 6 inches high?
☐ Yes ☐ No
Does the applicant (except wholesale) have adequate display space to display at least five vehicles?
☐ Yes ☐ No
Does the applicant have an office area with desk, at least two chairs, internet access, and phone with a listed number?
☐ Yes ☐ No
Does the applicant have appropriate business hours posted that meet all TxDMV licensing requirements?
☐ Yes ☐ No

Does the applicant's proposed place of business comply with all applicable state and local government occupancy laws, ordinances, and deed restrictions?
☐ Yes ☐ No
Has the applicant obtained all mandatory certificate(s) of occupancy or similar authority to operate a business at the proposed location?
☐ Yes ☐ No
Is the applicant's proposed place of business located within a residence, apartment house, hotel, motel, or rooming house?
☐ Yes ☐ No

**Changing from Wholesale to Retail:**

**NOTE: Wholesale and retail dealers cannot office within the same structure.**

Does the applicant (except wholesale) have adequate display space to display at least five vehicles?
☐ Yes ☐ No
Does the applicant have appropriate business hours posted that meet all TxDMV licensing requirements?
☐ Yes ☐ No

**Changing from Retail to Wholesale:**

Does the applicant have appropriate business hours posted that meet all TxDMV licensing requirements?
☐ Yes ☐ No



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BUSINESS NAME: _____

## Required Attachments

**Ownership Changes:**

- ☐ If this change affects more than one license, you are required to complete *Application to Amend Business Entity* (Form LF604).
- ☐ Replacement of a partner:
  - ☐ Assumed name certificate with new names.
  - ☐ Complete *Ownership Information* (Form LF601).
  - ☐ Attach photocopies of proof of identity for new partner(s) (driver's license).
  - ☐ A rider from your bond company showing the name change.
- ☐ Other ownership changes – call MVD for instructions. You may have to submit a new application.

**Giving up a Franchise License (New Motor Vehicle/Motorcycle/Travel Trailer Sales):**

- ☐ Attach an original bond, with an expiration date matching the current expiration date of your GDN (P-number) **(NOT REQUIRED FOR TRAVEL TRAILER DEALERS)**. Also attach the original power of attorney that accompanied the bond**.**
- ☐ If your assumed name has changed, follow instructions above for a Name or Assumed Name/DBA Change.

**Conversion from one entity to another:**

- ☐ If this change affects more than one license, you are required to complete *Application to Amend Business Entity* (Form LF604).
- ☐ Attach a copy of the certificate of conversion issued by the Secretary of State.
- ☐ New certificate for the entity (corporation, LP, LLP, or LLC).
- ☐ Documentation issued by the appropriate Secretary of State stating that the entity change was a result of a conversion.
- ☐ Complete *Ownership Information* (Form LF601). The form must be signed by an individual authorized to act for the licensee.

## CERTIFICATION OF RESPONSIBILITY

- The applicant or an authorized agent hereby certifies that statements made above and on attachments and documents submitted are true, complete, and correct.
- Applicant acknowledges that the department may deny an application for a license or revoke or cancel a license if the applicant submits false or misleading information, makes a false statement, or refuses or fails to provide information requested by the department.
- Applicant further acknowledges that making a false statement in an application for a license may subject applicant to criminal prosecution. See Texas Occupations Code §2301.651, Texas Transportation Code §503.034 and §503.038, Texas Government Code §2005.052 and §2005.053, Texas Penal Code §37.10, and department rules.
- Applicant agrees to allow the Department to examine during working hours the ownership papers for each registered or unregistered vehicle in the applicant's possession or control.
- Applicant swears they are not at this time delinquent in any court-ordered obligation to pay child support.
- Applicant has complied with all applicable state laws and municipal ordinances.

Date: _____

_____
Printed Name

_____
Authorized Signature

_____
Title

Privacy Statement

The Texas Department of Motor Vehicles maintains information collected through this form. With few exceptions, Texas Government Code Chapter 559 entitles you to: (a) request to be informed about this information, and (b) have TxDMV correct information about you that is incorrect. Chapter 552 of the Government Code entitles you to receive and review this information. You must submit requests for information in writing. Requests may be submitted via email to OGCOpenRecords@TxDMV.gov; by fax to (512) 465-4112; or by mail or in person to: TxDMV, OGC Open Records, 4000 Jackson Ave., Austin, TX 78731. For more information, please call TxDMV at (888) 368-4689.