New Online Licensing System (eLICENSING) Coming Soon

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 Motor Vehicle Lessor 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. License Number(s): _____

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):

☐ New Business Name or Assumed Name (DBA): (*If more than one license, complete Form LF604*)

_____

☐ New physical address: Note: If new location is in a different city than the current license, you must submit a new application.

_____

☐ Ownership or management change (*If more than one license, complete Form LF604*)
☐ Conversion from one entity to another (*If more than one license, complete Form LF604*)
☐ Adding or deleting lease facilitators
☐ Adding or deleting satellite locations
☐ Other (Specify on separate sheet)

7. Fees: **$25 RA**

BUSINESS NAME: _____

REQUIRED ATTACHMENTS

BUSINESS NAME OR ASSUMED NAME (DBA) CHANGE:

- ☐ If this change affects more than one license, you are required to complete Form LF604.
- ☐ 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 PHYSICAL ADDRESS IN SAME CITY:

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 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

OWNERSHIP OR MANAGEMENT CHANGE:

- ☐ If this change affects more than one license, you are required to complete Form LF604.
- ☐ Complete Ownership Information (Form LF601). The form must be signed by an individual authorized to act for the licensee.

CONVERSION FROM ONE ENTITY TO ANOTHER:

- ☐ 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 the Ownership Information Form (LF601). The form must be signed by an individual authorized to act for the licensee.

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BUSINESS NAME: _____

ADDING OR DELETING LEASE FACILITATORS:

- ☐ A list of new Lease Facilitator(s), including name and address, with whom applicant conducts or intends to conduct business.
- ☐ Disclosure of fees paid to applicant by new Lease Facilitator(s).
- ☐ Copy of each signed agreement between applicant and new Lease Facilitator(s), disclosing its terms.
- ☐ Name of Lease Facilitator(s) with whom applicant no longer conducts business.

ADDING OR DELETING SATELLITE LOCATIONS:

- ☐ A list of new satellite locations from which applicant does business. Include the address, phone number and a name of a contact person for each new location.
- ☐ A list of all satellite locations from which applicant no longer conducts business.

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 agrees to notify the TxDMV of a material change (including but not limited to a change in criminal history) within a reasonable time.
- 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.