Texas Department *of* Motor Vehicles

HELPING TEXANS GO. HELPING TEXAS GROW.

December 2021

Contents

Table of Figures

1. Amending an Independent GDN Dealers License

You can apply to amend your license if you need to:

- Change your business name if you convert from one entity to another or to update the name.

- Change ownership and management information.

- Change the 911 Address if the city or county changes the address of the office/dealership location.

- Manage locations and DBAs.

- Change GDN type to retail or wholesale.

1.1 Amendment Fee

The fee to amend a license is $25.

You can pay amendment fees via credit card or eCheck.

In addition to the application fees, different convenience processing fees are charged when paying by credit or debit card or when paying by electronic check (eCheck) transactions. These fees are based on the amount of purchase and are displayed on the *Payment* page in eLICENSING.

1.2 Gathering Information for This Amendment Application

You may be required to upload attachments to the application. You will need to scan the documents into files and save them to your local computer or a shared resource you can access. Depending on the reason for your amendment, you may need files containing scanned copies of the:

- DBA certificates that have changed.

- Amended Corporate papers filed with the Texas Secretary of State.

- Certificate of Filing issued by the Texas Secretary of State.

- Photo IDs for any new owners.

1.3 Applying for the Amendment to a License

After logging in and displaying the *Welcome* page, click **APPLY** on the **Amend a License** area.
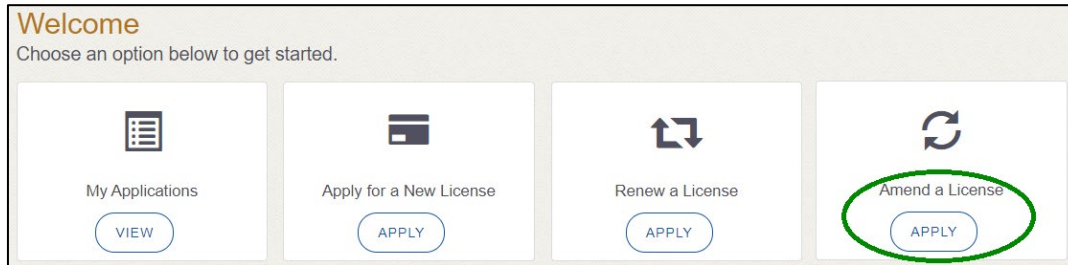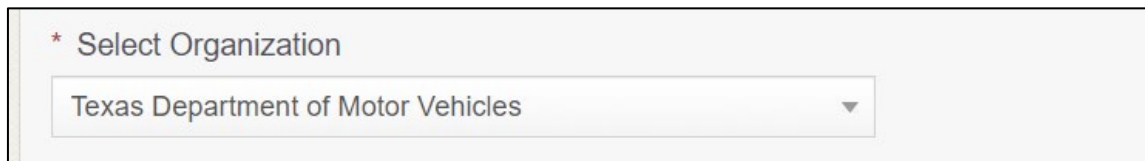
Figure 1: Welcome, Amend a License

1.3.1 Organizations List of Accounts

On the *Organizations* page, click the dropdown and select your organization and click **SAVE AND NEXT**.

Figure 2: Select Your Organization

1.3.2 Select License
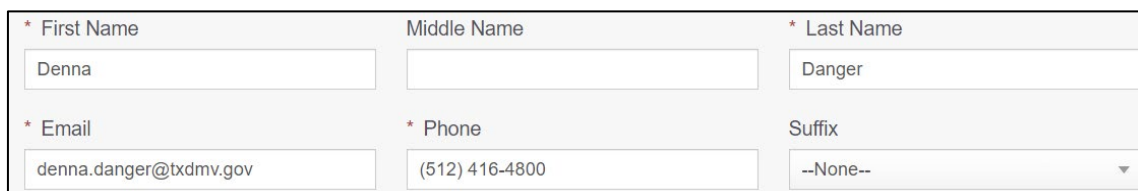
On the *Licenses* page, select the license and click **SAVE AND NEXT**.

Select	License Number	Business Name	License Type	GDN Type	Location	Status
●	P105150	Texas Department of Motor Vehicles	GDN	Motor Vehicle	4000 Jackson Ave, Austin, Texas, 79731,	Active

Figure 3: Select License to Amend

1.3.3 Contact Information

On the *Contact Information* page, make any changes that apply and click **SAVE AND NEXT**.

* First Name	Middle Name	* Last Name
Denna		Danger
* Email	* Phone	Suffix
denna.danger@txdmv.gov	(512) 416-4800	--None--

Figure 4: Contact Information

1.3.4 Amend Reason

On the *Amend Reason* page:

Select	Amendment Reason
☐	Change Business Name – use this reason for conversion from one entity to another, or to update name
☐	Change Ownership and Management– use this reason to document changes to the owners or officers
☐	Address and DBA Changes - use this reason to add, remove, or update address locations and assumed names (DBAs)
☐	911 Address Change - RARE - use this reason only for changes designated by your city or county. Do not use for physical location changes
☐	Change GDN type to retail or wholesale- NOTE: Wholesale and retail dealers cannot office within the same structure

- To **Change Business Name**, select Change Business Name.

- To **Change Ownership and Management**, select Change Ownership and Management.

- For **Address and DBA Changes**, select Address and DBA Changes.

- For **911 Address Changes**, select 911 Address Changes.

- To **Change GDN type to retail or wholesale,** select GDN type to retail or wholesale. NOTE: Wholesale and retail dealers cannot office within the same structure

Change Business Name

1. For **Effective Date**, type the mm/dd/yyyy (or select it from the calendar) on which the amendment goes into effect.

2. Click **SAVE AND NEXT**.

3. On the *Business Information* page, make your change and click **SAVE AND NEXT**.

Type of Business	Sole Proprietor	EIN	*****4545
Business Name	Texas Department of Mc	Secretary of State Filing Number	23423423423

Change Ownership and Management

1. For **Effective Date**, type the mm/dd/yyyy (or select it from the calendar) on which the amendment goes into effect.

2. Click **SAVE AND NEXT**.

3. On the *Ownership* page, locate the correct area and click **+ OWNER**, **+ADD BUSINESS**, or **+NEW MANAGEMENT/ REPRESENTATIVE**.

4. Make your changes.

5. Scroll to the **Ownership Questions** section and answer the questions.

6. Click **SAVE AND NEXT**.

If the *Criminal History* page displays, **VIEW/ADD CRIMINAL HISTORIES** for the person listed that has a criminal history. Then, to add criminal history information, click **ADD CRIMINAL HISTORY**.

1. On the *Criminal History* details pop-up:
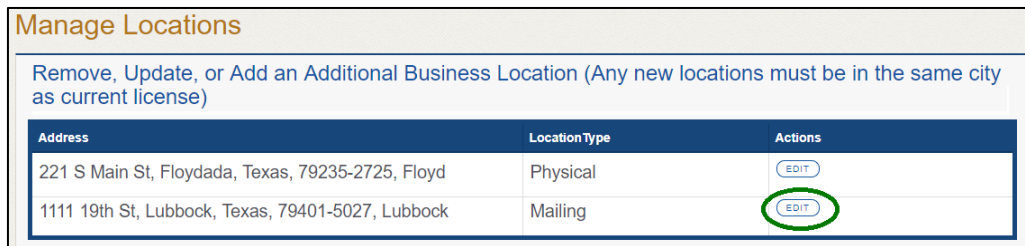
a. For **State the Exact Crime Section**, type in a short description of the charges, conviction, or deferred adjunction reason.

b. For **Date of Offense**, type in the mm/dd/yyyy (or select it from the calendar) when the crime occurred.

c. For **Date of Conviction/Deferred Adjudication**, type in the mm/dd/yyyy (or select it from the calendar).

d. For **Is the person currently on parole or probation**, select Yes or No.

e. For **County**, type in the name of the county in which the offense occurred.

f. For **State**, select the name of the state from the dropdown where the offense occurred.

g. For **Court**, type in the type of court in which the offense was adjudicated.

h. For **Sentence or Action Imposed by court**, type in a brief description of the court decision.

i. For **Describe the events**, type in a brief explanation of the incident leading up to the arrest for the offense.

2. Click **APPLY**.

3. After the pop-up closes, repeat the steps above for each entry in the table on the *Criminal History* page.

4. When you are finished, click **SAVE AND NEXT**.

   Note: On the *Attachments* page displayed later, you will be required to upload

documents related to the offenses and charges.

Address or DBA Changes

1. For **Effective Date**, type the mm/dd/yyyy (or select it from the calendar) on which the amendment goes into effect.

2. Click **SAVE AND NEXT**.

3. On the *Address and DBA Changes* page, click **EDIT** for the appropriate location.

Figure 10: Manage Location and DBA

Note: If you have an existing DBA and you are making changes to an existing location, you will need to edit the address under the **Requested Changes** Section to add the DBA. If you have a new DBA or need to remove a DBA, select edit next to the appropriate location.

4. On the *business address* pop-up, make your changes and click **SAVE**.

Figure 11: Business Address Change Pop-up

911 Address Change

1. For **Effective Date**, type the mm/dd/yyyy (or select it from the calendar) on which the amendment goes into effect.

2. Click **SAVE AND NEXT**.

3. On the *911 Address Change* page, click **EDIT** from the Actions column of the item to change.

Manage Locations

Remove, Update, or Add an Additional Business Location (Any new locations must be in the same city as current license)

Address	Location Type	Actions
221 S Main St, Floydada, Texas, 79235-2725, Floyd	Physical	EDIT
1111 19th St, Lubbock, Texas, 79401-5027, Lubbock	Mailing	EDIT

Figure 12: Address Change

4. On the *Business Address* pop-up, make your changes and click **SAVE**.

Business Details

Address Type

Physical

*Address Line 1

222 HWY 35

Address Line 2

*City

KYLE

*State

Texas

*Zip

78640

*County

Travis

*Country

USA

Figure 13: Business Address Change Pop-up

5. Click **VALIDATE ADDRESS**. Select the correct address option and click **SAVE**.

6. On the *911 Address Change* page, verify that the corrected address displays in the **Requested Changes** section and click **SAVE AND NEXT**.

Manage Locations

Requested Changes
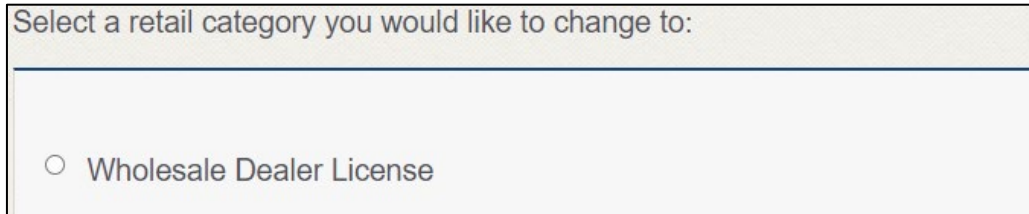
Address	Location Type	Action Type	Actions
123 Main St, Lubbock, Texas, 79406, Lubbock	Mailing	Location and/or DBA Updated	EDIT DELETE

Figure 14: 911 Address Change Verification

Change GDN Type to Retail or Wholesale

1. For **Effective Date**, type the mm/dd/yyyy (or click calendar and select the date) on which the amendment goes into effect.

2. Click **SAVE AND NEXT**.

3. On the *GDN Type to Retail or Wholesale* page:

    a. Select a retail category you would like to change to.
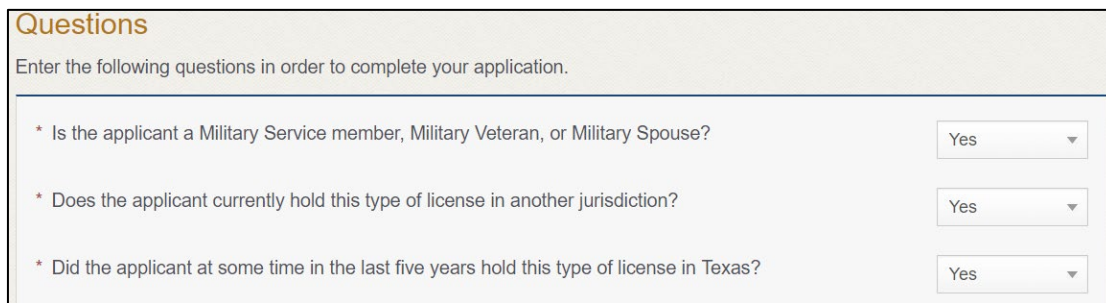
Figure 15: Select a Retail Category

4. Click **SAVE AND NEXT**.

1.3.5 Questions

Respond to the following questions presented.

Figure 16: Military Questions

If you select:

- **No,** continue to the next question.

- **Yes,** several more questions display and if you answer Yes to either condition, type in the **License Number** of the current license.

Note: On the *Attachments* page displayed later, you will be required to upload supporting documentation (such as active duty orders or DD-214) to confirm the status as well as either your Texas license number or a copy of the current license from the other jurisdiction.

5. Click **SAVE AND NEXT**.

1.3.6 Required Attachments

Depending on the amendment reason, different attachments may be required.

- DBA certificates that have changed.

- Amended Corporate papers filed with the Texas Secretary of State.

- Certificate of Filing issued by the Texas Secretary of State.

- Assumed Name Certificates.

- Certificate of Incorporation, Registration, or Formation filed with the Texas Secretary of State.

- Driver licenses (or passport, official identification cards, etc.) for new owners or management staff.

- Criminal history of anyone associated with the dealership (officer, partner, trustee, or other representative capacity) that has ever been arrested, been convicted, received deferred adjudication, or been court martialed, or has any of these actions currently pending.

- Copies of court papers that back up the adjudication, dismissal, or decision made in each criminal matter.

1. For each file listed on the page, click **CHOOSE FILE**.
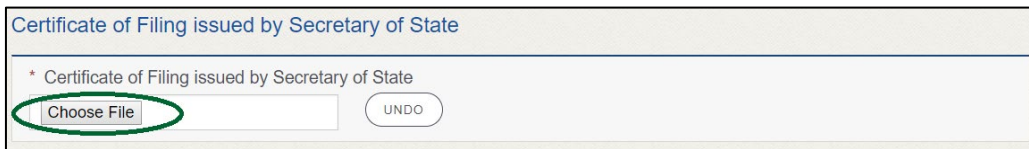
Figure 17: Choose Certificate of Filling Issued File

2. On the *Open* pop-up:

3. Navigate to the file.

4. Select the file and click **Open**.
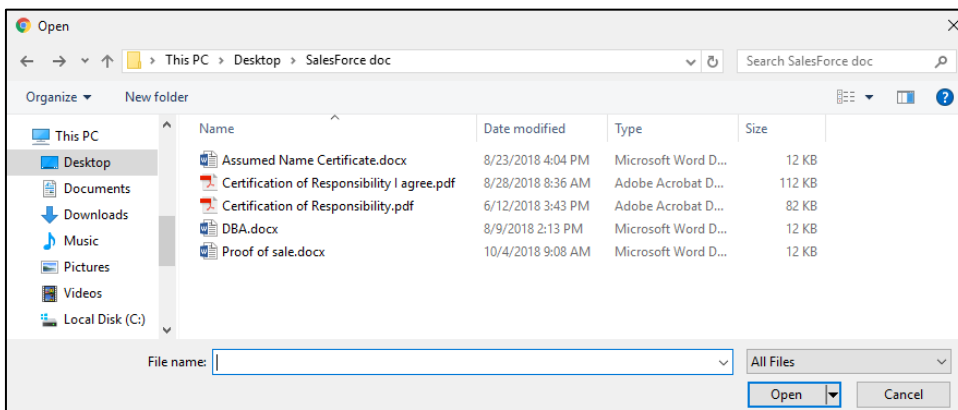
Figure 18: Browse for a File

5. When the name of the file displays on the appropriate *Attachments* page area,

scroll to the bottom of the page and click **UPLOAD**.

Note: The name of the file displays to the far right of the of the uploaded file field. To upload a replacement file, click **UNDO** or the red trash can.

1.3.7 Other Attachments

For files not required, but that you want to submit to explain elements of your application:

1. Click **+ADD MORE ATTACHMENTS**.
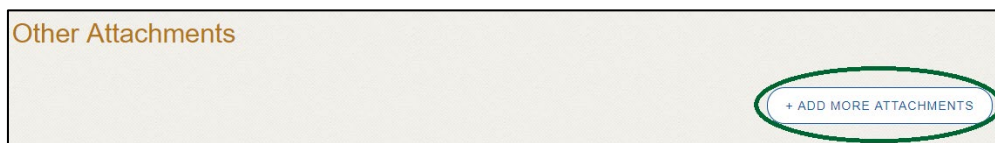
Figure 19: Add Other Attachments

2. For **Attachment Type**, type in a short phrase that identifies the content of the file before selecting and uploading it.
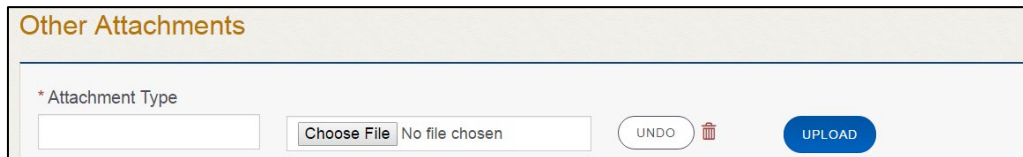
Figure 20: Upload Other Attachments

3. Click **Upload**.
4. Click **SAVE AND NEXT**.

1.3.8 Problems with Your Application

If the application has issues that need to be resolved, the *Problems with Your Application* page displays:

- **REVISIT** to return to the issue and make the correction, and then click **SAVE AND NEXT** as many times as it takes to return to this page.

- **NEXT** to skip making fixes at this time and display the *Summary* page. In many instances, the problems may cause the application approval to be delayed.

1.3.9 Summary

1. When the *Summary* page displays, review the information.

Application Information

Organization	**Application Type**
Franchise Dealer, LLC	Amendment
Business Name	**License Type**
Franchise Dealer, LLC	Franchise
Type of Business	**EIN**
Limited Liability Company	51-2405202
Application Status	**Amend Reason**
Pending	Change General Manager, Dealer Principal
Created Date	**Associated License**
10/08/2018	N/A
Submitted Date	

Figure 21: Summary of Amendments

2. At the bottom of the page, choose one of the following:

   a. **PRINT** to send the summary to print on your local printer.

   b. **PREVIOUS** to return to the page where corrections need to be made.

   c. **SAVE AND EXIT** to store all of the information without submitting the application.

   d. **SAVE AND NEXT** to continue to the next page.

Figure 22: Options for Summary Complete Actions

1.3.10 Signature

If you are not going to be making a payment immediately, you can save and exit the application on the *Summary* page. Otherwise, you can submit your signature and continue to the **Payments** section.

If you have a valid Texas driver license, you can electronically sign the application, which includes a Certification of Responsibility that you must agree to.

If you do not have a Texas driver license or your license cannot be verified by the system, you must download a file containing the Certification of Responsibility that you must agree to and manually sign. Then you must scan the file and upload it.

1.3.10.1 Electronic Signature Submission

1. On the *eSign* page:

Figure 23: eSign Information

a. For **First Name**, type it in exactly as it appears on your driver license.

b. For **Last Name**, type it in exactly as it appears on your driver license.

c. For **SSN**, type in the numbers of your social security number.

d. From the **Driver License Issuing State** select Texas from the dropdown.

e. For **Date of Birth**, type in the mm/dd/yyyy (or select it from the calendar) that appears on your driver license.

f. For **Driver License Number**, type in the numbers.

g. If the **Audit Number** field displays, type in the numbers that display on the side of your license (or along the bottom).

h. Click **SAVE AND NEXT**.

2. On the *Certification of Responsibility* page:

Figure 24: Certification of Responsibility

3. Carefully read the terms and conditions for the license.

4. Click **I Agree**.

5. Scroll down to the **Sign Here** field and type in your full legal name.
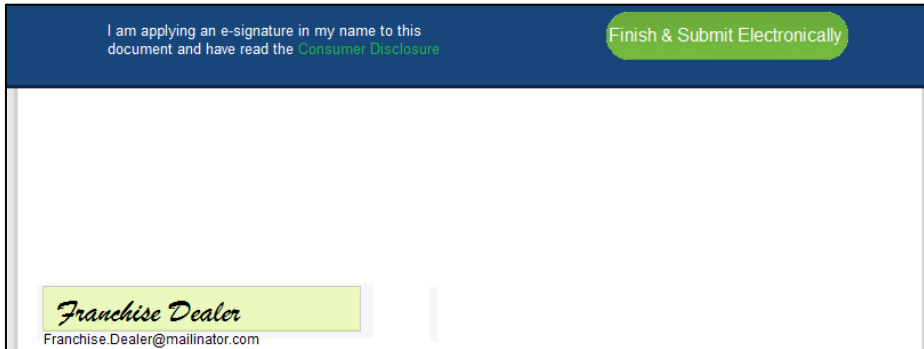
Figure 25: Electronic Signature Page

6. Scroll back up to the top of the pop-up and click **Finish & Submit Electronically**.

7. On the *Thank You* pop-up, click **CLOSE**.

8. Back on the *Certification of Responsibility* page, click **SAVE AND NEXT**.

1.3.10.2 Manual Signature Submission

1. On the *eSign* page displayed:
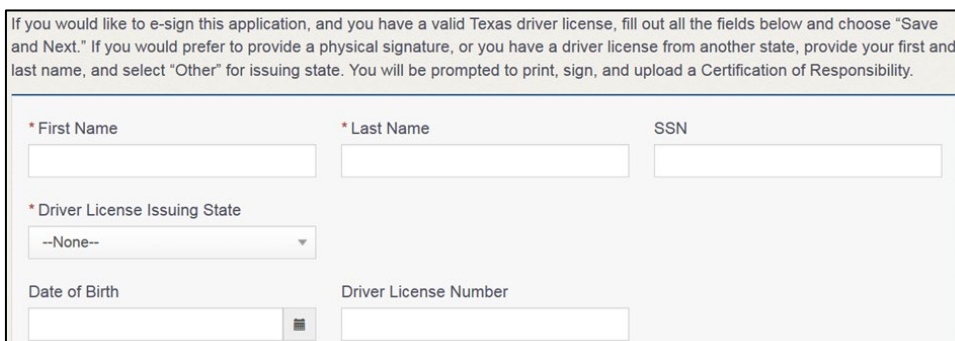
Figure 26: Manual eSign Information

a. For **First Name**, type it in exactly as it appears on your driver license/ID.

b. For **Last Name**, type it in exactly as it appears on your driver license/ID.

c. From the **Driver License Issuing State** dropdown, select Other.

d. Click **SAVE AND NEXT**.

2. Click **CERTIFICATION OF RESPONSIBILITY PDF** link.

Figure 27: Certification of Responsibility PDF

3. On the PDF file, click **Printer** icon (in the upper right) to send the PDF to your local printer.

4. Carefully read the document and sign and date it.

5. To upload and attach the signed document to this application:

6. Scan the document to a file and save it.

7. Back on the eLICENSING page, click **CHOOSE FILE**.

8. In the *Open* Windows pop-up, navigate to the file, select it and then click **Open**.

9. When the name of the file displays on the appropriate *Attachments* page area, scroll to the bottom of the page and click **UPLOAD**.

Note: The name of the file displays to the far right of the of the uploaded file field. To upload a different file, click **UNDO** or the red trash can.

10. Click **SAVE AND NEXT**.

11. On the pop-up, click **PROCEED TO PAYMENT** link.
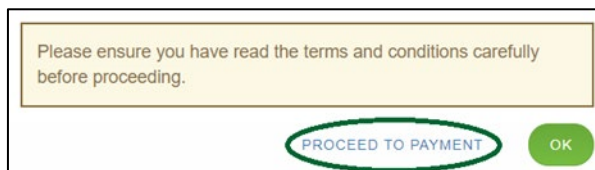
Figure 28: Proceed to Payment

1.3.11 Payments and Application Submission

You can either pay the fees associated with this application, pay all applications (if you have multiple), or work on another license application and then combine the payments into one transaction later.

To return to the *Welcome* page and work through another application to submit, click **ADD APPLICATION**.

To make a payment:

1. On the *Payment Summary* page:

   a. Click the checkbox of the application or click **Select All**.

Figure 29: Select Application for Payment

2. On the bottom of the page, for **Method of Payment**, select the appropriate option.

   - **Credit Card**

   - **ACH/eCheck**

Figure 30: Method of Payment

3. Click **PROCEED TO PAY.**

To Pay by Credit Card

1. To pay by Credit Card, in the **Customer Information** section on the *Payment* page (to pay by eCheck, skip to ACH/eCheck):
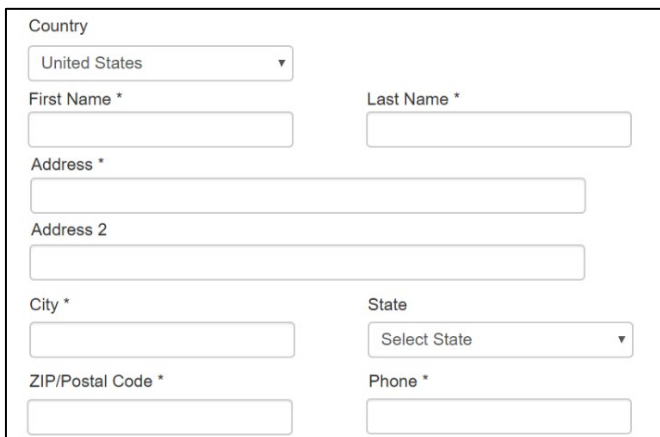
Figure 31: Customer Information

   a. For **First Name**, type in your first name as it appears on the credit card used.

   b. For **Last Name**, type in your last name as it appears on the credit card used.

   c. For **Address**, type in the number and name of the street used to bill the credit card.

   d. For **Address 2** (optional), type in the additional street information, such as the suite number.

   e. For **City**, type in the name of the city.

f. For **State**, select the name of the state from the dropdown.

g. For **ZIP/Postal Code**, type in the five number ZIP code (or the nine numbers of the extended code).

h. For **Phone**, type in the phone number associated with the credit card holder.

2. Click **Next**.

3. In the **Payment Info** section:
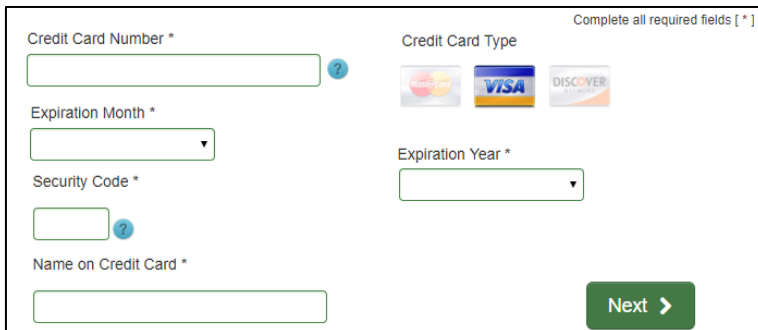
Figure 32: Credit Card Information

a. For **Credit Card Number**, type in the numbers from the credit card.

b. For **Expiration Month**, select the appropriate month from the dropdown.

c. For **Expiration Year**, select the appropriate year from the dropdown.

d. For **Security Code**, type in the 3-digit number from the back of the card.

e. For **Name on Card**, type in the name as it appears on the credit card.

f. Click **Next**.

4. In the **Verification** section, click **I'm not a robot**.
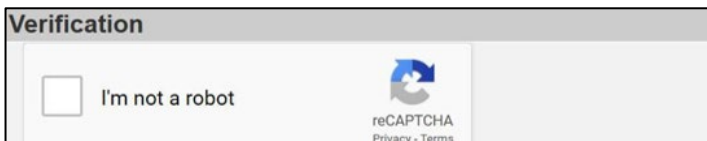

Figure 33: Verification "I'm not a robot"

5. In the *Verification* pop-up, select all the images that the verification is asking for, then click **Verify**.

Figure 34: Verification Page

6. Click **Submit Payment**.

7. After the *Please Wait* pop-up closes, be sure the **Payment Status** on the *Payment Summary* page displays as **Payment Successful**.

Payment Status :   Payment Successful

You should receive an email with your Application Summary and receipt for payment after the application and payment is received by TxDMV. If you have not received this email at your contact email address within 2 hours of submission, please check the status of your payment under the "Make a Payment" menu option.
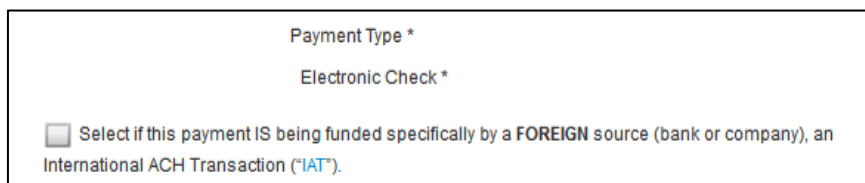
Figure 35: Payment Successful Status

8. Click **NEXT**.

To Pay by ACH/eCheck

1. To pay fees with a ACH/eCheck, in the **Customer Information** section on the *Payment* page:

2. Select the check box if the payment is being funded by a foreign source. Otherwise, click **NEXT**.

Payment Type *

Electronic Check *

☐ Select if this payment IS being funded specifically by a **FOREIGN** source (bank or company), an International ACH Transaction ("IAT").

Figure 36: Foreign Source Payment

3. On the *Customer Information* page:

Figure 37: eCheck Customer Information

   a. For **First Name**, type in your first name as it appears on the account.

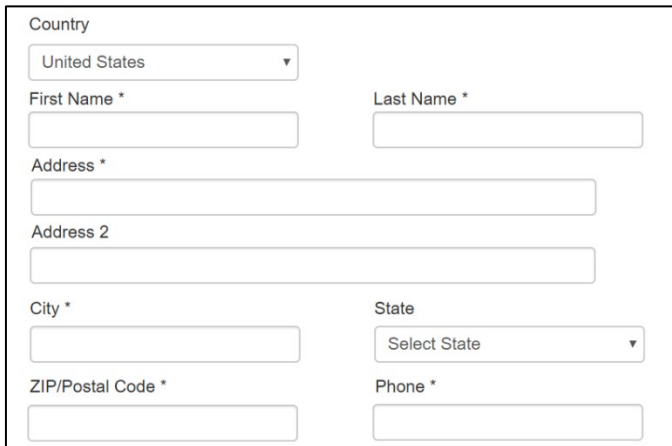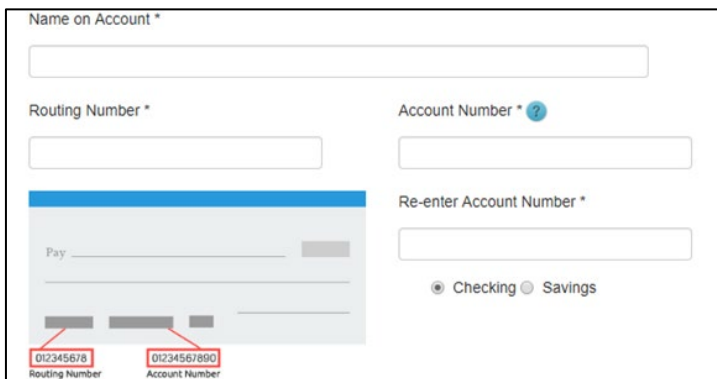   b. For **Last Name**, type in your last name as it appears on the account.

   c. For **Address**, type in the number and name of the street for the account.

   d. For **Address 2** (optional), type in the additional street information, such as the suite number.

   e. For **City**, type in the name of the city.

   f. For **State**, select the name of the state from the dropdown.

   g. For **ZIP/Postal Code**, type in the five number ZIP code (or the nine numbers of the extended code).

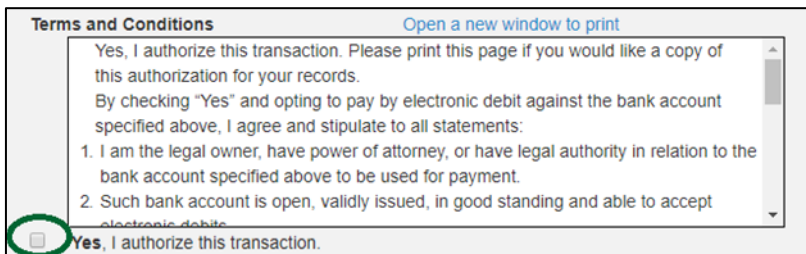   h. For **Phone**, type in the phone number associated with the account holder.
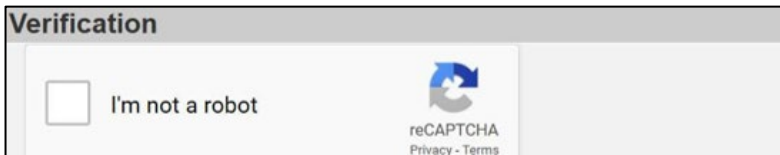
4. Click **NEXT**.

5. On the *Payment Info* page:

Figure 38: Checking Account Information

a. Enter the **Name on the Account**.

b. Enter the **Routing Number**.

c. Enter the **Account Number**.

d. Re-enter the **Account Number**.

e. Select whether the account is a **Checking** or **Savings** account.

6. Click **Next**.

7. Carefully read the Terms and Conditions. After reading the Terms and Conditions, check the **Yes** box to authorize.

Figure 39: Terms and Conditions Page

8. In the **Verification** section, click **I'm not a robot**.

Figure 40: Verification "I'm not a robot"

9. In the *Verification* pop-up, select all the images that the verification is asking for, then click **Verify**.

Figure 41: Verification Page

10. Click **Submit Payment**.

11. After the *Please Wait* pop-up closes and the *Payment Summary* page displays again, verify that the **Payment Status** is **Payment Successful** and click **NEXT**.

Payment Status :   Payment Successful

You should receive an email with your Application Summary and receipt for payment after the application and payment is received by TxDMV. If you have not received this email at your contact email address within 2 hours of submission, please check the status of your payment under the "Make a Payment" menu option.
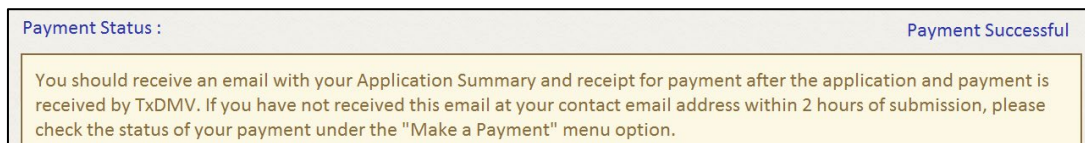
Figure 42: Payment Status

12. On the *Application Submitted* page, click **GO TO HOME** to return to the *eLICENSING* home page or click your name in the upper right corner to display the dropdown and click **Log Out**.