



Texas Department *of* Motor Vehicles

HELPING TEXANS GO. HELPING TEXAS GROW.

**eLICENSING User Guide for  
Manufacturer and  
Manufacturer's Representative Licenses**

**September, 2017**



# About this Guide

This User Guide describes the Manufacturer licenses, how to apply for one using the eLICENSING system and how to manage the approved license as well as how to apply for an associated Representative license.

Your organization (business entity or yourself) must be registered for an eLICENSING account to get the appropriate credentials to log in and use eLICENSING. For this information refer to the eLICENSING Quick Start Guide and the Introduction to the eLICENSING System Guide that provides a description of the eLICENSING system at [www.txdmv.gov/dealership](http://www.txdmv.gov/dealership).

## Contents

- 1 MANUFACTURER LICENSES..... 1**
  - 1.1 License Term ..... 1
  - 1.2 Manufacturer License Fees ..... 1
  - 1.3 Manufacturer License Numbers..... 1
  - 1.4 Manufacturer Licensee Information ..... 1
  - 1.5 Gathering Appropriate Information for the Manufacturer License Application ..... 2
- 2 APPLYING FOR A MANUFACTURER LICENSE..... 4**
  - 2.1 Getting Started ..... 4
  - 2.2 Contact Information ..... 8
  - 2.3 Application Reason ..... 9
  - 2.4 Application Details.....11
    - 2.4.1 Business Information .....11
    - 2.4.2 Physical Address (“The Licensed Location”) .....12
    - 2.4.3 Assumed Names (DBAs) .....13
    - 2.4.4 Mailing Address .....14
    - 2.4.5 Dealer Plates .....15
    - 2.4.6 Line-Makes .....16
  - 2.5 Ownership Information .....17
    - 2.5.1 Individual Ownership.....17
    - 2.5.2 Business Ownership .....20
    - 2.5.3 Management Details .....21
    - 2.5.4 Ownership Questions.....22
    - 2.5.5 Criminal History .....23
  - 2.6 Questions.....25
    - 2.6.1 Military Service Questions.....26

2.6.2	Previously Held Texas Licenses Question .....	27
2.6.3	Previous Denial, Suspension, or Revocation Question .....	28
2.6.4	Same Proposed Location Question.....	29
2.6.5	Resources Question .....	29
2.6.6	Franchise Agreement.....	30
2.7	Required Attachments.....	30
2.7.1	Uploading Required Attachment Files .....	30
2.7.2	Attaching Additional Files.....	32
2.7.3	Problems with Your Application.....	33
2.8	Summary.....	34
2.9	Signature.....	35
2.9.1	Electronically Signing the Application.....	35
2.9.2	Printing and Manually Signing the Applications.....	38
2.10	Payments and Application Submission.....	42
<b>3</b>	<b>ACCESSING SAVED MANUFACTURER APPLICATIONS .....</b>	<b>48</b>
<b>4</b>	<b>WORKING WITH YOUR MANUFACTURER ACCOUNTS .....</b>	<b>50</b>
4.1	Viewing Account and User Information.....	50
4.2	Adding New Account Users.....	52
4.3	Adding an Account to Your Organization.....	56
<b>5</b>	<b>WORKING WITH MANUFACTURER LICENSES AND PLATES .....</b>	<b>58</b>
5.1	Viewing and Printing Your Licenses .....	58
5.2	Viewing Your Plates .....	60
5.3	Ordering New License Plates and Stickers.....	62
5.3.1	Applying for the New Plates .....	62
5.3.2	Signing the Application .....	70
5.3.3	Making the Application Payment and Submitting It.....	77
<b>6</b>	<b>AMENDING A MANUFACTURER’S LICENSE.....</b>	<b>83</b>
6.1	Amendment Fee.....	83
6.2	Gathering Information for this Application.....	83
6.3	Applying for the Amendment to a License .....	84
6.3.1	Getting Started.....	84
6.3.2	Accounts.....	85
6.3.3	Select License .....	85
6.3.4	Contact Information.....	86
6.3.5	Amend Reason .....	87
6.3.6	Questions .....	96
6.3.7	Required Attachments .....	97
6.3.8	Summary .....	99
6.3.9	Signature .....	100
6.3.10	Payment .....	107



<b>7</b>	<b>CHANGING GENERAL MANUFACTURER LICENSE INFO .....</b>	<b>112</b>
<b>8</b>	<b>RENEWING MANUFACTURER’S LICENSES.....</b>	<b>116</b>
8.1	Renewal Fees .....	116
8.2	Gathering Information.....	116
8.3	Renewal Application.....	117
8.3.1	Accounts.....	117
8.3.2	Select License .....	118
8.3.3	Contact Information.....	119
8.3.4	License Information.....	120
8.3.5	Ownership.....	123
8.3.6	Questions .....	128
8.3.7	Attachments.....	133
8.3.8	Summary .....	137
8.3.9	Signature .....	137
8.3.10	Payment .....	145
<b>9</b>	<b>CLOSING A MANUFACTURER’S LICENSE.....</b>	<b>150</b>
<b>10</b>	<b>MAKING MANUFACTURER LICENSE FEE PAYMENTS.....</b>	<b>152</b>
<b>11</b>	<b>MANUFACTURER’S REPRESENTATIVE LICENSES.....</b>	<b>158</b>
11.1	License Term .....	158
11.2	License Fees.....	158
11.3	Representative License Numbers.....	158
11.4	Representative License Information .....	158
11.5	Gathering Appropriate Information for the License Application .....	159
<b>12</b>	<b>APPLYING FOR A MANUFACTURER’S REPRESENTATIVE LICENSE.....</b>	<b>161</b>
12.1	Getting Started .....	161
12.2	Contact Information .....	164
12.3	Application Details.....	165
12.3.1	License Information.....	165
12.3.2	Representative Information .....	166
12.3.3	Physical Address (“The Licensed Location”) .....	167
12.3.4	Assumed Names (DBAs) (If Representative is not an individual only).....	168
12.3.5	Mailing Address .....	169
12.4	Ownership Information .....	169
12.4.1	Individual Ownership.....	169
12.4.2	Business Ownership .....	171
12.4.3	Management.....	172
12.4.4	Ownership Questions.....	173
12.4.5	Criminal History .....	174
12.5	Additional Questions .....	176



12.5.1 Military Service Questions.....	177
12.5.2 Previously Held Texas Licenses Question .....	178
12.5.3 Previous Denial, Suspension, or Revocation Question .....	179
12.5.4 Same Proposed Location Question.....	180
12.5.5 Manufacturer Common Ownership Question .....	180
12.5.6 Licensed as a Rep in Any Other State .....	181
12.6 Required Attachments.....	182
12.7 Summary.....	185
12.8 Signature.....	186
12.9 Payments and Application Submission.....	193
<b>13 RENEWING A MANUFACTURER REPRESENTATIVE LICENSE .....</b>	<b>198</b>

# 1 Manufacturer Licenses

A person or business entity must have a Manufacturer license to create or assemble new motor vehicles to be sold in Texas.

## 1.1 License Term

Manufacturer licenses are generally issued for terms of 2 years and can be renewed for subsequent 2-year terms.

## 1.2 Manufacturer License Fees

The fee for a manufacturer license is \$1,800.

The franchised dealer fee is \$40 for each sales/service location that carries the line-makes of a manufacturer.

The representative fee is \$200 for each licensed representative.

You can use a credit card or electronic check (eCheck) to pay your fees. 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.

## 1.3 Manufacturer License Numbers

The Manufacturer license numbers are strings of numbers.

## 1.4 Manufacturer Licensee Information

Manufacturers may not sell new motor vehicles directly to Texas consumers, including municipalities. Only franchised dealers that are licensed for the line-make and type code of the vehicle are allowed to sell new motor vehicles to Texas consumers. If a new motor vehicle is sold through a bid process, the franchised dealer for the specific line-make and type code must be listed on the bid as the seller.

Ownership interest in a dealership generally prohibited. Manufacturers cannot operate, control, or own an interest in a dealership, or act in the capacity of a dealer, directly or indirectly except in dealer development. Motor vehicle manufacturers may temporarily

own an interest in a dealership for dealer development purposes if they can demonstrate:

- That the dealer development candidate is part of a group that has historically been underrepresented in the manufacturer's or distributor's dealer body or who is otherwise qualified but lacks the resources to purchase a dealership outright;
- That the manufacturer or distributor is in a bona fide relationship with the dealer development candidate;
- That the dealer development candidate has made a significant investment in the dealership, subject to loss;
- That the dealer development candidate has an ownership interest in the dealership;
- That the dealer development candidate operates the dealership under a plan to acquire full ownership of the dealership within a reasonable time and under reasonable terms and conditions.

A manufacturer may own an interest in a franchised dealer, or otherwise control a dealership, for a period not to exceed 12 months from the date the manufacturer acquires the dealership if the person from whom the manufacturer acquired the dealership was a franchised dealer; and the dealership is for sale by the manufacturer at a reasonable price and on reasonable terms and conditions.

Throughout the application process, you must answer questions regarding these requirements and may be required or requested to provide an explanation or proof of the answer given (like uploading a copy of a photo driver's license of each owner).

## 1.5 Gathering Appropriate Information for the Manufacturer License Application

You must have the following information to complete your Manufacturer license application:

- Certificate of Incorporation, Registration, or Formation filed with the Texas Secretary of State or the State in which you incorporated if not physically located in Texas
- The employer identification number (EIN) of the business or the owner social security number
- The numbers of all previous licenses the individuals or business entity may possess or have possessed in the past

- Facts of the criminal history of anyone associated with the manufacturing plant (officer, partner, trustee, or other representative capacity) that were arrested, been convicted, received deferred adjudication, or been court martialled, or has any of these actions currently pending, to fill out certain information as shown below for each person and each offense.

\* Please state the exact crime for which the person was charged, convicted, or received a deferred adjudication

\* Date of Offense      Date of Conviction/Deferred Adjudication      \* Is the person currently on parole or probation?

\* County      \* State      \* Court

\* Sentence or Action imposed by court(example- six months in Travis County Jail):

\* Describe the events and circumstances that lead to the charge.

- Documentation setting out the preparation and delivery obligations of applicant's franchised dealers in Texas before delivery of a new motor vehicle to a retail purchaser (if none, state so).
  - Documentation setting out the schedule of compensation to be paid to applicant's franchised dealers in Texas for work and service performed in connection with the franchised dealer's preparation and delivery obligations. (If none, state so).
  - Brochures or photographs depicting your product(s), with a description of the product specifications or a web address with instructions as to where to find this information (description and specifications) for each line-make and vehicle type code sold.
- Files containing scanned copies of official documents containing the:
  - Assumed Name Certificate issued by the County Clerk (individual owners) or Secretary of State (all others)
  - Driver's licenses (or passport, official identification cards, and so on) of owners or officers of the corporation (if applicable)
  - Brochures and Product Specifications of products and services offered
  - Court papers that back up the adjudication, dismissal, or decision made in each criminal matter (if applicable)



## 2 Applying for a Manufacturer License

The Manufacturer license application has several web pages that require applicants to type in information and make selections. Depending on the information entered and the selections made, the applicant will be required to upload files containing the related documents when prompted or on Attachments page.

**IMPORTANT:** All of the answers and requirements to obtain the dealer license must be kept in place for the entire term of the license. For example, you cannot answer in the affirmative that the manufacturer has certain resources available and then let the resources go once the application is approved.

If you must exit the application process before completing the application, you can save all of the information to date and then access the saved application and pick up where you left off. Refer to the section about Accessing Saved Manufacturer Applications on page 48.

After you submit this application, remember to go back and apply for the Representative License.

### 2.1 Getting Started

Before you can begin, you must be registered in eLICENSING with an organization account and at least one user account who is referred to as the eLICENSING Administrator. For registration and account information, refer to the eLICENSING Quick Start Guide.

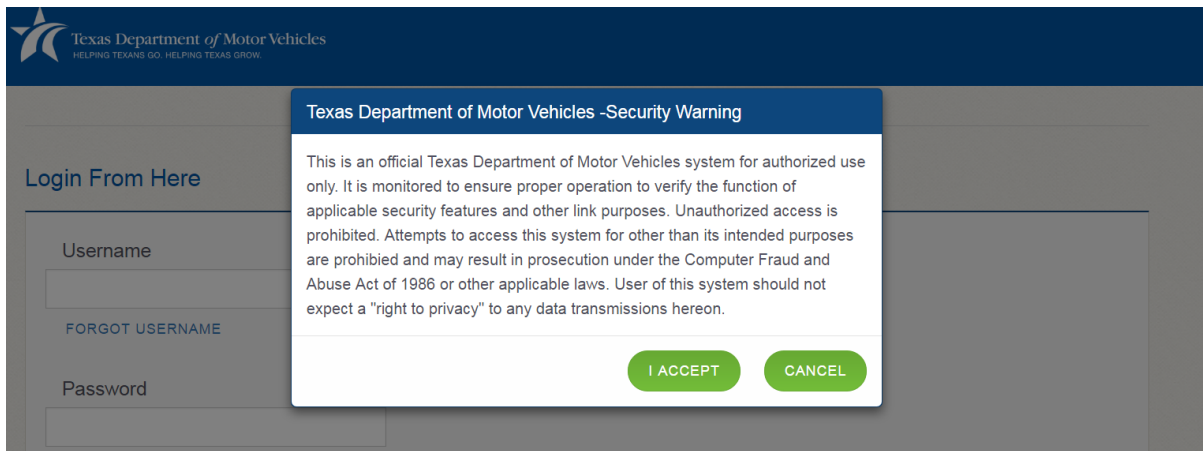
**Note:** If you/your company are existing TxDMV license holders and you are the eLICENSING administrator, you may already be registered. TxDMV eLICENSING will have sent you 3 emails with your user name, password, and link to the eLICENSING login page.

To get started, you must log into your account in eLICENSING and then select your intent to apply for a new license, and associate your company with the license as an organization.

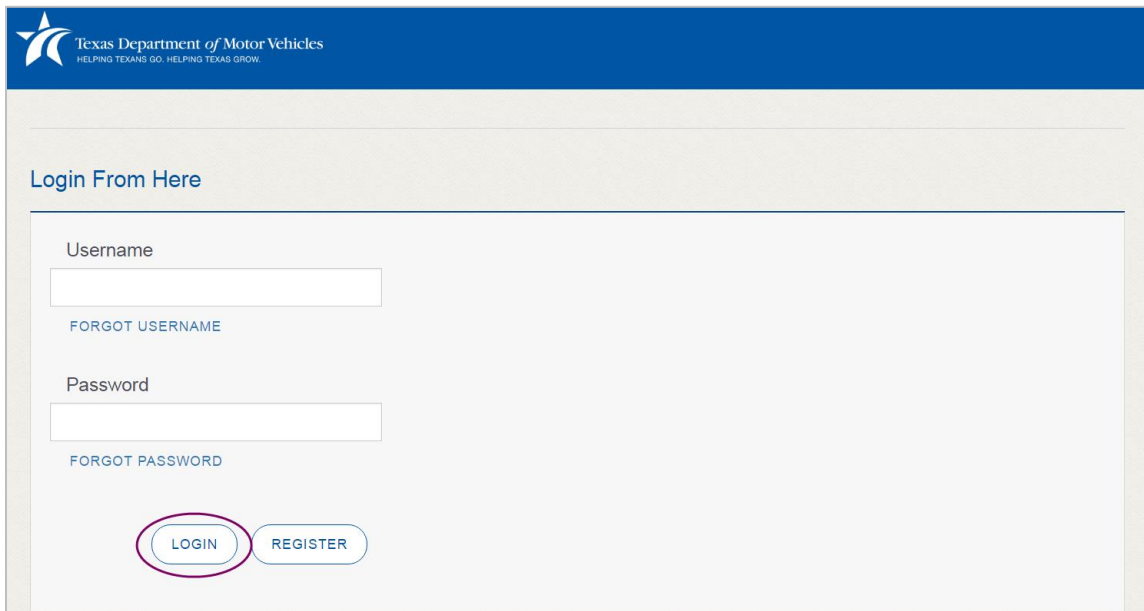
1. Access eLICENSING using the link from your emails from TxDMV with your eLICENSING login credentials and the link to the eLICENSING login page.

**Note:** You can also display the [www.txdmv.gov/dealers](http://www.txdmv.gov/dealers) page and click the  button to display the eLICENSING login page.

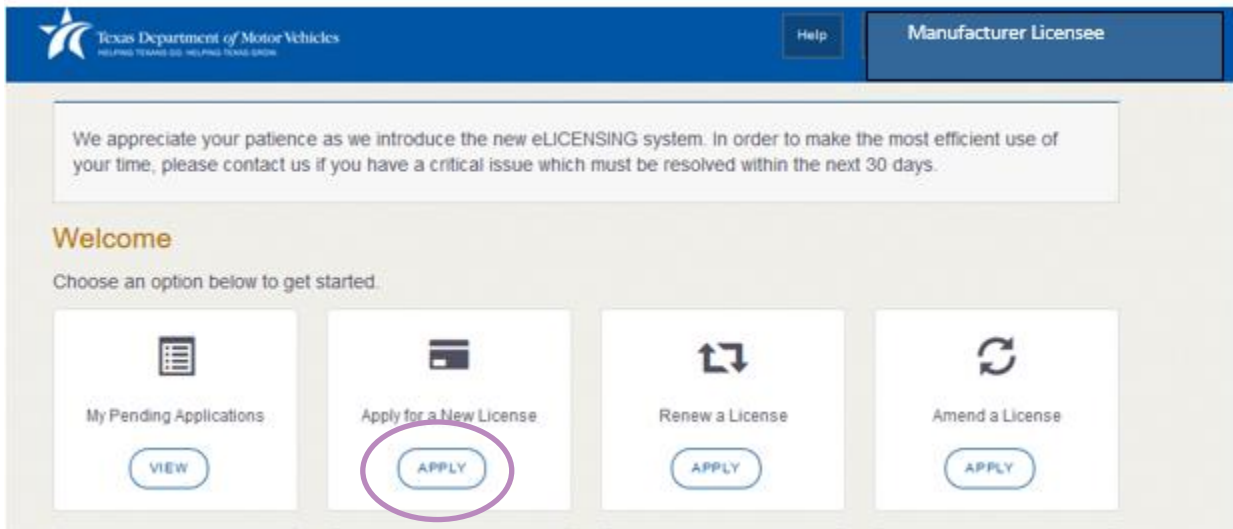
2. On the *Security Warning* popup, click the **I ACCEPT** button.



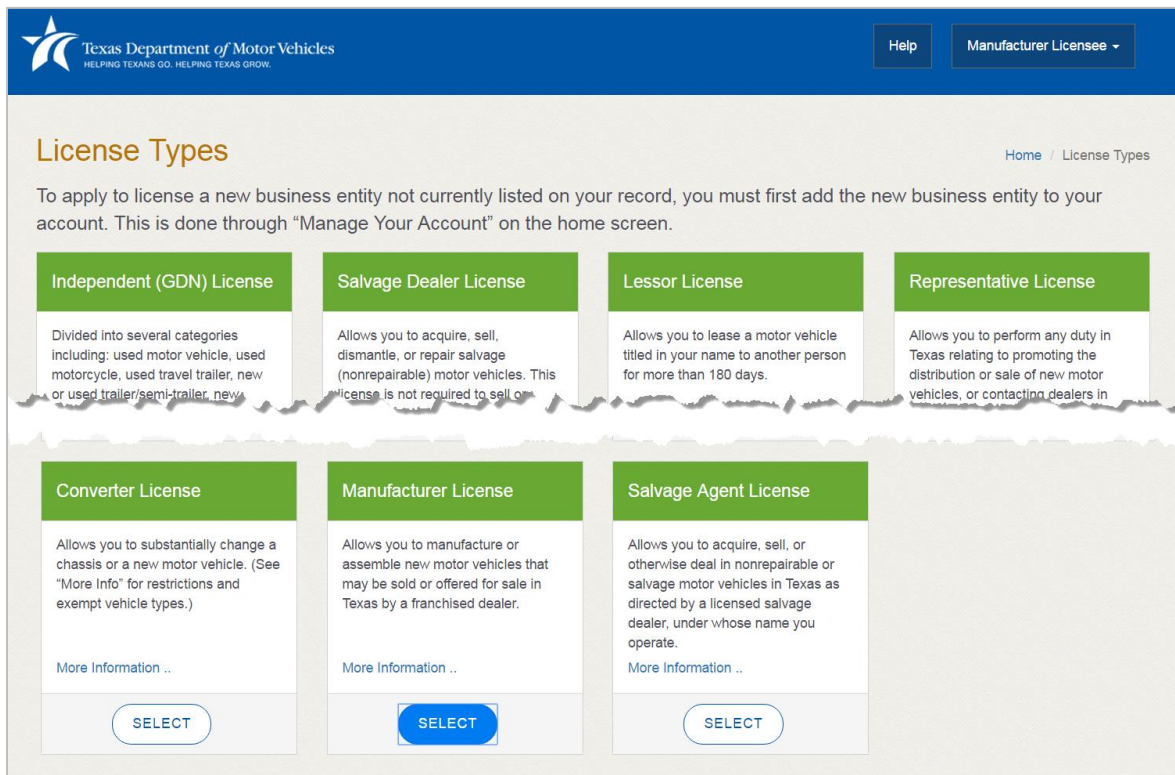
3. On the *Login* page:
  - a. Type in your **User Name**.
  - b. Type in your **Password**.
  - c. Click the **LOGIN** button.



- On the *Welcome* page displayed after logging into the account, locate the **Apply for a New License** area and click the **APPLY** button.



- On the *License Type* page, locate the **Manufacturer License** area and click its **SELECT** button.



- On the *Organizations* page, select the organization name used to register the company of this license holder and then click the **SAVE AND NEXT** button.

1 Accounts 2 Contact Information 3 Application Reason 4 Application Details 5 Ownership 6 Questions 7 Attachments 8 Summary 9 E-sign 10 Payments

### Organizations

Please select the organization linked to your account.

\* Select Organization

CANCEL SAVE AND NEXT

- If the *Possible Issues* popup displays warning you that you need to have an approved Representative license before this application can be approved, click **CONTINUE ANYWAY**.

Possible Issues

The following items should be corrected before proceeding. If you would like, you can still continue but your application might take longer to process.

- In order for your Manufacturer license to be approved, a separate license will be required for at least one Representative. Please submit your Manufacturer application. Once it is successfully submitted, return to the home screen to apply for a Representative license.

CONTINUE ANYWAY CLOSE AND CORRECT

## 2.2 Contact Information

On the *Contacts* page, you will identify the people that MVD can contact for information about the license information, status, and daily operations.

Texas Department of Motor Vehicles  
HELPING TEXANS GO. HELPING TEXAS GROW.

Help Manufacturer Licensee ▾

1 Accounts 2 **Contact Information** 3 Application Reason 4 Application Details 5 Ownership 6 Questions 7 Attachments 8 Summary 9 E-sign 10 Payments

### Contact Information

Enter the contact information for the person TxDMV may contact for questions regarding this application:

#### Application Contact

\* First Name: Manufacturer Middle Name: Last Name: Licensee

\* Email: manufacturerlicensee@gmail.com \* Phone: (414) 421-1298

#### License Contact

\* First Name: Middle Name: Last Name:

\* Email: \* Phone:

CANCEL PREVIOUS SAVE AND EXIT SAVE AND NEXT

1. For **Application Contact**, the system automatically enters the information for the user who is logged in as the person who can MVD can speak with about the details of the application and its status. Note that you can optionally change it.
2. For **License Contact**, type in the name, email address, and telephone number for the person who MVD and CRD can speak with about the licensing file and daily operations of the business. This person can also speak about the status of the application.

**Note:** The license contact may be a different person than the application contact who is handling the application details through the approval.

3. Click the **SAVE AND NEXT** button to continue.

**Note:** You can update this contact information during the license term using the Change General License Information function.

## 2.3 Application Reason

You are required to select a reason for this application from the following options:

- Apply for new license
- Entity change (such as changing from a sole proprietorship to a general partnership)
- Previous license was not renewed

1. On the *Application Reason* page, select the appropriate option from the dropdown.

2. If you selected the:

- **Apply for New License**, click the **SAVE AND NEXT** button and skip to the next section about the application details on page [11](#).

- **Relocation, Entity Change or Previous License Not Renewed** options, for **License Association**, type in the existing license number or if you do not know this number:

**Application Reason**

\* Application Reason  
 Relocation

License Association  
 Click on search button if you don't know license number

- Click the **SEARCH** button.
- On the *License Search* popup, fill in the information you know and click the **SEARCH** button.

**Application Reason**

Search for license

License #	Business Name	DBA Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address Line 1		Address Line 2
<input type="text"/>		<input type="text"/>
City	Zip Code	
<input type="text"/>	<input type="text"/>	

- From the search results displayed, select the appropriate license.
- Back on the *Application Reason* page, click the **SAVE AND NEXT** button.

## 2.4 Application Details

The Application Details information is spread across several web pages.

### 2.4.1 Business Information

On the top portion of the *Application Details* page:

The screenshot shows the Texas Department of Motor Vehicles website interface. At the top, there is a blue header with the logo and the text 'Texas Department of Motor Vehicles HELPING TEXANS GO. HELPING TEXAS GROW.' On the right side of the header, there are buttons for 'Help' and a dropdown menu for 'Manufacturer Licensee'. Below the header is a progress bar with 10 numbered steps. Step 4, 'Application Details', is highlighted with a purple circle. Below the progress bar is a section titled 'License Information' with several input fields: 'Business Website', '\* Business Email', '\* SOS Filing Number', '\* Business Phone', and 'Business Fax'.

1. For **Business Website**, optionally enter the web address (URL) of the conversion shop website that the public may view.
2. For **Business Phone Number**, type the business telephone at which telephone calls will be answered.
3. For **Business Email Address**, type the email address at which the business will receive emails.
4. For **Secretary of State Filing Number**, (also known as the SOS number) type in the filing number issued by the Secretary of State when the conversion shop was established.

**Note: If you do not know this information:**

1. Go to the bottom of the page and click the **PREVIOUS** button and then click the **SAVE AND EXIT** button to save all information entered to date.
2. After retrieving this information, display the *Welcome* page, locate the My Applications section, and click its **VIEW** button.
3. On the *My Accounts* page, locate this application in the list and click it open.
4. On the page displayed, click the **SAVE AND NEXT** button to display the page where you left off and then enter the appropriate information.



## 2.4.2 Physical Address (“The Licensed Location”)

On the next section of the page:

Address Information

---

Physical Address

\* Address Line 1 Address Line 2

\* City \* State \* Zip \* County

\* Country

[VALIDATE ADDRESS](#)

1. For **Address Line 1**, type in the street number and name where the conversion shop will be located.
2. For **Address Line 2**, optionally type in the additional street information, such as the suite number.
3. For **City**, type in the name of the city.
4. For **State**, select the name of the state from the dropdown list.
5. For **Zip**, type in the five number string representing the postal ZIP Code (or, the nine numbers of the extended code).
6. For **County**, select the name of the county from the dropdown list.
7. For **Country**, leave USA or select the appropriate option from the dropdown list.
8. Click the **VALIDATE ADDRESS** button.

If the system cannot validate the mailing address as one recognized by the United States Postal Service (USPS) capable of receiving postal mail, you will be prompted to upload a file of a scanned statement by the USPS confirming the address is deliverable later in the process. You may also be asked to provide a statement from the county or city 911 addressing if the physical address is also not validated.

## 2.4.3 Assumed Names (DBAs)


On the next section of the page, type in an assumed name under which the license holder does business, if any. After entering the first Assumed Name, you can click the **ADD ANOTHER DBA** button to type in the next one.

Assumed Name (DBA) Details

---

Please add all of the names that your business does business as.

Assumed Names (DBAs)



+ ADD ANOTHER DBA

The term **assumed name** is another name under which the business also operates (or has operated) in addition to the legal business name. An assumed name is also referred to as a DBA, which stands for “doing business as”. Not all business will have DBAs.

For Sole Proprietorships and General Partnerships that conduct business under an assumed name, you must provide proof of the Assumed Name Certificate by uploading (on the Attachments page) a file-stamped copy of each assumed name certificate filed with the **office of the county clerk** in the county where the license holder’s business will be located. The assumed names must exactly match the names on their certificates.

For other business entities (LP, LLP, LLC, and Inc.), you must provide proof of Assumed Name Certificates by uploading (on the Attachments page) a file-stamped copy of each assumed name certificate filed with the Texas Secretary of State (not the one filed with office of the county clerk). The assumed names must exactly match the names on the certificates.

**Reminder:** The words “Lease” or “Leasing” cannot be used in a DBA unless licensed as a Lessor or Lease Facilitator or applying for the leasing license.

## 2.4.4 Mailing Address

On the last section of the page:

1. To either:

- Use the same address as entered above, click the Same as Physical checkbox to have the system automatically fill in the information
- Type in a different address:

- For **Address Line 1**, type in the street number and name where mail can be delivered.
- For **Address Line 2**, optionally type in the additional street information, such as the suite number.
- For **City**, type in the name of the city.
- For **State**, select the name of the state from the dropdown list.
- For **Zip**, type in the five number string representing the postal ZIP Code (or, the nine numbers of the extended code).
- For **County**, select the name of the county from the dropdown list.
- For **Country**, leave USA or select the appropriate option from the dropdown list.
- Click the **VALIDATE ADDRESS** button.

If the system cannot validate the mailing address as one recognized by the United States Postal Service (USPS) capable of receiving postal mail, you will be prompted to upload a file of a scanned statement by the USPS confirming the address is

deliverable later in the process. You may also be asked to provide a statement from the county or city 911 addressing if the physical address is also not validated.

2. Click the **SAVE AND NEXT** button

## 2.4.5 Dealer Plates

On the *Dealer Plates* page, you can choose to order metal dealer plates and specify the number ordered.

The fee is \$80 per metal plate.

Texas Department of Motor Vehicles  
 HELPING TEXANS GO. HELPING TEXAS GROW.

Help    Manufacturer Licensee ▾

1 Accounts    2 Contact Information    3 Application Reason    4 Application Details    5 Ownership    6 Questions    7 Attachments    8 Summary    9 E-sign    10 Payments

### Dealer Plates

\* Do you want to order metal dealer plates?

Enter the number of plates you want to order:

License Type	Quantity Requested for Motor Vehicle Plates	Quantity Requested for Motorcycle Plates	Plate limit
Manufacturer	<input type="text" value="10"/>	<input type="text" value="0"/>	Unlimited

CANCEL    PREVIOUS    SAVE AND EXIT    **SAVE AND NEXT**

If you select the:

- **NO** response, click the **SAVE AND NEXT** button to continue.
- **YES** response, type in the number of plates in the area displayed and then click the **SAVE AND NEXT** button.

## 2.4.6 Line-Makes

1. On the *New Line-Makes* page, click the **NEW LINE-MAKE** button.

2. On the *Line-Makes Detail* popup:

- a. For Manufacturer's WMI, type in the numbers/letters assigned by NHTSA when you registered as a manufacturer (not required).
  - b. For Line-Make, type in the name of the line-make.
  - c. For Vehicle Type Code, select the appropriate option.
  - d. Click the **ADD** button.
3. Repeat these steps for each new line make.
  4. Back on the *New Line-Makes* page, click the **SAVE AND NEXT** button.

## 2.5 Ownership Information

The Ownership information is spread across several web pages.

### 2.5.1 Individual Ownership

If the license holder's business is owned by one person or a general partnership, provide personal information about the sole proprietor or for both partners in a general partnership.

1. On the *Ownership* page, click the **NEW OWNERSHIP** button under the **Individual Ownership** section.

Texas Department of Motor Vehicles  
HELPING TEXAS GO, HELPING TEXAS GROW.

Help Manufacturer Licensee ▾

1 Accounts 2 Contact Information 3 Application Reason 4 Application Details 5 Ownership 6 Questions 7 Attachments 8 Summary 9 E-sign 10 Payments

### Ownership

Enter the business ownership details below.

#### Individual Ownership

Name	Ownership % - Total must equal 100%	Actions
------	-------------------------------------	---------

+ NEW OWNERSHIP

2. On the *Individual Ownership* popup for a:

- Sole proprietorship:
  - a. For **First Name** and **Last Name**, type in the legal name of the proprietor.
  - b. For **Title**, select the job title the proprietor prefers from the drop-down.
  - c. For **Email**, type in the email address where the proprietor receives and responds to email messages.
  - d. For **SSN**, type in the 9 number Social Security Number issued to the proprietor.
  - e. For **Date of Birth**, select the date from the calendar or type in the mm/dd/yyyy (two-letter month designator/two numbers representing the day/four numbers of the year).
  - f. For **Driver License State**, select the appropriate state from the drop-down.
  - g. For **Driver License Number**, type in the string of letters and numbers of the driver license.
  - h. For **Driver License Expiration Date**, select the appropriate date from the calendar or type in the dd/mm/yyyy.

Note: A copy of the driver's license is requested on the Attachments page.

  - i. For **Ownership %**, type in 100%.
  - j. Click the **ADD** button and continue on to the **Ownership Questions** section on the page.

- General partnership:
  - a. Click the **NEW OWNERSHIP** button.
  - b. For the first partner, type in the information as described in steps a-h.
  - c. For **Ownership %**, type in the appropriate amount.
  - d. Click the **ADD** button.
  - e. Click the **NEW OWNERSHIP** button again (under the **Individual Ownership** section).
  - f. For the second partner, type in the information as described in the steps above.
  - g. For **Ownership %**, type in the appropriate amount.
  - h. Click the **ADD** button and continue on to the **Ownership Questions** section on the page.
  - i. Repeat steps a-d as needed, until you have added all partners and the **Ownership %** totals 100%.

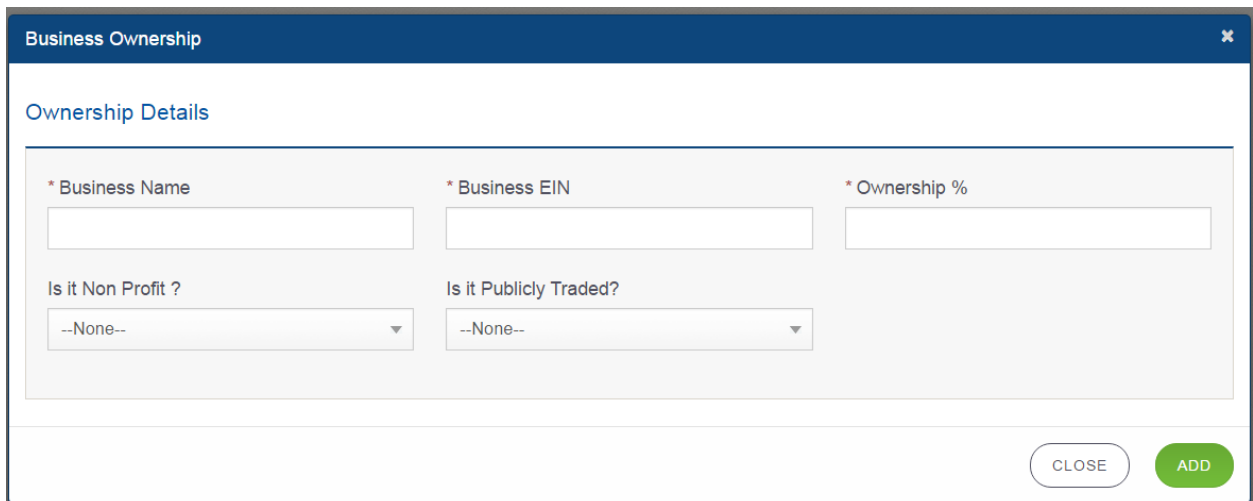


## 2.5.2 Business Ownership

If a business entity (LP, LLP, LLC, or Corporations) owns the license holder’s business, you must enter the legal business details and disclose whether the business is a non-profit or publicly traded entity. In addition, applications with only Business Ownership, the Management Details of the applicant entity will need to be entered.

Only direct ownership of the business entity is required. If direct ownership is held by another business entity, you do not need to list that other business entity’s ownership.

1. On the *Ownership* page, click the **NEW OWNERSHIP** button under the **Business Ownership** section.
2. On the *Business Ownership* popup:



- a. For **Business Name**, type in the legal name of the business entity.
  - b. For **Business EIN**, type in the employee identification number issued by the government for the business.
  - c. For **Ownership %**, type in the percentage that this company owns.
  - d. For **Is it Non Profit**, select the appropriate option.
  - e. For **Is it Publicly Traded**, select the appropriate option.
  - f. Click the **ADD** button.
  - g. To add another business entity, repeat step 1 and 2 above.
3. When finished, continue to the **Ownership Questions** section on the page.

## 2.5.3 Management Details

You are required to fill out information in the Business Management section if the license holder is a corporate entity that is owned by another corporate entity or if the entity is publicly traded on the stock market (officer and director information).

1. On the Ownership page, click the **NEW MANAGEMENT** button under the **Management Ownership** section.
2. On the *Management Details* popup:

- a. For **First Name** and **Last Name**, type in the legal name of the manager or corporation officer.
  - b. For **Title**, select the job title of this management person.
  - c. For **Email**, type in the email address where the management person receives and responds to email messages.
  - d. For **SSN**, type in the string of 9 numbers of the Social Security Number issued to the management person.
  - e. For **Driver License State**, select the state where the license was issued.
  - f. For **Driver License Number**, type in the number string valid for the license.
  - g. For **Driver License Expiration Date**, type in the mm/dd/yyyy when the license will expire.
  - h. Click the **ADD** button.
  - i. Repeat the steps above for each management or director.
3. When you are finished, continue with the **Ownership Questions** section.

## 2.5.4 Ownership Questions

On the lower half of the *Ownership* page, answer a series of questions about past or present criminal history of anyone listed as an owner, officer, director, partner, trustee, or other person acting in a representative capacity for you or license holder.

A warning displays to alert you that submitting an application containing false, misleading, or incomplete information may be grounds for denial or license cancellation, revocation, or suspension, and that a person who knowingly makes a false statement in connection with applying for or renewing a license may be subject to criminal prosecution.

**Ownership Questions**

This is important:

- Submitting an application containing false, misleading, or incomplete information may be grounds for denial or license cancellation, revocation, or suspension.
- A person who knowingly makes a false statement in connection with applying for or renewing a license may be subject to criminal prosecution.

If you are in doubt as to how to respond to these questions, full and honest disclosure is highly recommended.

- \* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever been arrested for an offense that is currently pending? --None-- ▾
- \* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever been convicted of a felony or misdemeanor offense in any in-state, out-of-state, or federal jurisdiction? --None-- ▾
- \* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever received a deferred adjudication for a felony or misdemeanor offense in any in-state, out of state, or federal jurisdiction? --None-- ▾
- \* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever been convicted by a court martial or is currently the subject of a pending court martial under the Uniform Code of Military Justice? --None-- ▾

CANCEL PREVIOUS SAVE AND EXIT SAVE AND NEXT

If you answer:

- **No**, continue to the *Questions* page.
- **Yes** to any of the questions, the *Criminal History* page displays.

## 2.5.5 Criminal History

1. If the *Criminal History* page displays, for the first name shown, click the **ADD** button.

Texas Department of Motor Vehicles  
HELPING TEXANS GO. HELPING TEXAS GROW.

Help Manufacturer Licensee ▾

1 2 3 4 5 6 7 8 9 10  
 ✓ Accounts ✓ Contact Information ✓ Application Reason ✓ Application Details **Ownership** Questions Attachments Summary E-sign Payments

### Criminal History

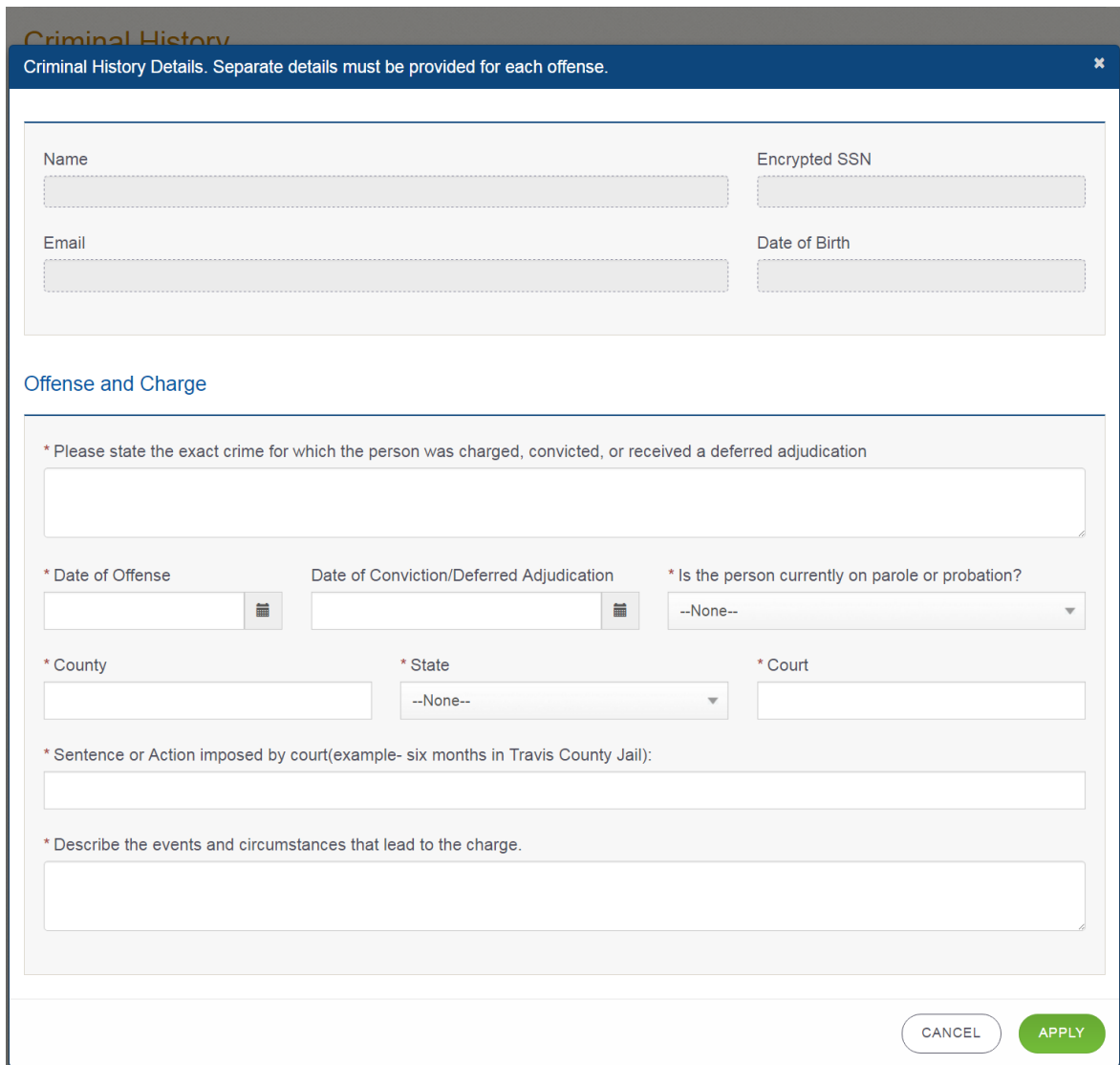
Select an individual to add the details of their criminal history. You may add details for more than one individual

#### Owners List

Name	Email Address	Date of Birth	Ownership type	Criminal History Details
Manufacturer Licensee	owner@manufacturer.com	10/01/1968	Individual	<a href="#">VIEW/ADD CRIMINAL HISTORIES</a>

CANCEL PREVIOUS SAVE AND EXIT **SAVE AND NEXT**

2. On the *Criminal History Details* popup:



**Criminal History**  
Criminal History Details. Separate details must be provided for each offense. [X]

Name  Encrypted SSN

Email  Date of Birth

**Offense and Charge**

\* Please state the exact crime for which the person was charged, convicted, or received a deferred adjudication

\* Date of Offense  Date of Conviction/Deferred Adjudication  \* Is the person currently on parole or probation? --None--

\* County  \* State --None-- \* Court

\* Sentence or Action imposed by court(example- six months in Travis County Jail):

\* Describe the events and circumstances that lead to the charge.

CANCEL APPLY

- a. In the first field in the **Offense and Charge** section, type in a short description of the charges/crime committed.
- b. For **Date of Offense**, type in the mm/dd/yyyy (or selects it from the calendar) when the crime occurred.
- c. For **Date of Conviction/Deferred Adjudication**, type in the mm/dd/yyyy (or selects it from the calendar)
- d. For **Is 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**, type in the name of the state in which 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.
  - j. Click the **UPDATE** button.
3. After the popup closes, repeat the steps above for each entry in the table on the *Criminal History* page.
- Note:** On the *Attachments* page displayed later, you will be required to upload documents related to the offense and charge.
4. When you are finished, click the **SAVE AND NEXT** button.

## 2.6 Questions

You must answer a series of questions pertaining to the license requirements and to be sure they are met.

If you do not know the answer or have to leave the application to find it:

1. Go to the bottom of the page and click the **PREVIOUS** button and then click the **SAVE AND EXIT** button on the *Ownership Details* page to save all information entered to date.
2. After retrieving this information, display the *Welcome* page, locate the **My Applications** section, and click its **VIEW** button.
3. On the *My Accounts* page, locate this application in the list and click it.
4. On the *Ownership Details* page displayed, click the **SAVE AND NEXT** button to display the Question page again.

## 2.6.1 Military Service Questions

On the *Questions* page, you must answer the question about your military service or if you are a spouse of a military service member to determine if you are eligible for expedited processing of the application.

\* Is the applicant a Military Service member, Military Veteran, or Military Spouse? Yes ▾

\* Does the applicant currently hold this type of license in another jurisdiction? Yes ▾

\* Did the applicant at some time in the last five years hold this type of license in Texas? Yes ▾

**Additional Details**

By Texas law your license fee is waived. Please note that the License Plate fees are not waived. Please provide documentation such as you or your spouse's active duty orders or DD-214 to confirm your status and a copy of your current license from another jurisdiction.

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.

License Number

If you select the:

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

## 2.6.2 Previously Held Texas Licenses Question

On the *Questions* page, you will be required to answer the question about if you (or any partners, LLC member or manager, director, officer or owner, not including stock holders of a publicly traded company) have ever been issued a license to act in any capacity in Texas by the TxDMV (which includes the TxDMV Board, department agency, or a predecessor).

\* Has the applicant previously applied for or received any license or other authorization that was denied, suspended, or revoked by a regulatory authority? "Applicant" includes the applicant's partner(s); any LLC member or manager; or any director, officer, or owner (except for stockholders of publicly-traded companies). "Authorization" includes, but is not limited to, any license, permit, registration, certification, credential, etc. issued by a regulatory authority. If you answered "yes," then please provide the applicant or licensed business name(s), license number(s), and the last effective date(s) of the license(s), along with the reason the license(s) was/were denied, suspended, or revoked.

Yes ▾

**Additional Details**

If Yes, how many License?

Business Name	License #
Reason For Denial/Suspended Or Revoked	Last Effective Date
License Status ▾	

ADD

If you select the:

- **No** response, continue to the next question.
- **Yes**, type in the number of licenses received and then for the first license:
  1. For the **Business Name**, type in the name of the business that is licensed.
  2. For the **License Type**, type in the appropriate type.
  3. For the **License #**, type in the number issued for the license.
  4. For **Last Effective Date**, type in the mm/dd/yyyy when the license expired or will expire.
  5. Click the **ADD** button for additional entries.
  6. Repeat the steps above for each license.



## 2.6.3 Previous Denial, Suspension, or Revocation Question

You will be required to answer a question about if you (or any partners, LLC member or manager, director, officer or owner, not including stock holders of a publicly traded company) have ever previously applied for or received any license or other authorization that was denied, suspended, or revoked by a regulatory authority.

\* Has the applicant previously applied for or received any license or other authorization that was denied, suspended, or revoked by a regulatory authority? "Applicant" includes the applicant's partner(s); any LLC member or manager; or any director, officer, or owner (except for stockholders of publicly-traded companies). "Authorization" includes, but is not limited to, any license, permit, registration, certification, credential, etc. issued by a regulatory authority. If you answered "yes," then please provide the applicant or licensed business name(s), license number(s), and the last effective date(s) of the license(s), along with the reason the license(s) was/were denied, suspended, or revoked.

Yes ▾

[Additional Details](#)

If Yes, how many License?

Business Name	License #
<input type="text" value="Autos of Texas"/>	<input type="text" value="P987654"/>
Reason For Denial/Suspended Or Revoked	Last Effective Date
<input type="text" value="Lied on application"/>	<input type="text" value="01/01/1982"/>
License Status	
<input type="text" value="Revoked"/> ▾	

[ADD](#)

If you select the:

- **No** response, continue to the next question.
- **Yes**, type in the number of licenses received and then for the first license:
  1. For **Business Name**, type in the name of the business licensed.
  2. For **License #**, type in the number issued for the license.
  3. For **Reason For Denial/Suspended/Revoke**, type in an appropriate response.
  4. For **Last Effective Date**, type in the mm/dd/yyyy when the license expired.
  5. For **License Status**, select the appropriate option from the dropdown list.
  6. Click the **ADD** button if you have additional licenses to provide.
  7. Repeat the steps above for each license.

## 2.6.4 Same Proposed Location Question

You will be required answer a question about if you (or any partners, LLC member or manager, director, officer or owner, not including stock holders of a publicly traded company) or any relative have ever applied for a license at the same proposed location that is the subject of this application.

\* Has the applicant or any partner, any LLC member or manager, or any director, officer, owner (except for stockholders of publicly-traded companies) or any relative of the applicant ever applied for a license at the same proposed location that is the subject of this application? Yes ▾

**Additional Details**

Please explain below.

At attempt was made to open dealership in 2000. But fell through.

If you select the:

- **No** response, continue to the next question.
- **Yes**, explain this occurrence in the **Additional Details** area that displays below the question.

## 2.6.5 Resources Question

You will be required to answer a question confirming your financial resources, business integrity, and experience for serving franchised dealers.

\* Does the applicant have financial resources, business integrity and experience, and facilities and personnel for serving franchised dealers, if applicable? --None-- ▾

1. Select your response and click the **SAVE AND NEXT** button.

**Note:** If you select No, the licensing specialist reviewing your application may contact you about your answer.

## 2.6.6 Franchise Agreement

You will be required to answer a question about a franchise agreement.

\* Does the applicant have a franchise agreement (dealer sales and service agreement) for each line-make being applied for, stating the obligations of Texas franchised dealers to you (the applicant) and the obligations of the applicant to its Texas franchised dealers? Yes ▾

1. Select your response and click the **SAVE AND NEXT** button.

**Note:** If you select No, the licensing specialist reviewing your application may contact you about your answer.

## 2.7 Required Attachments

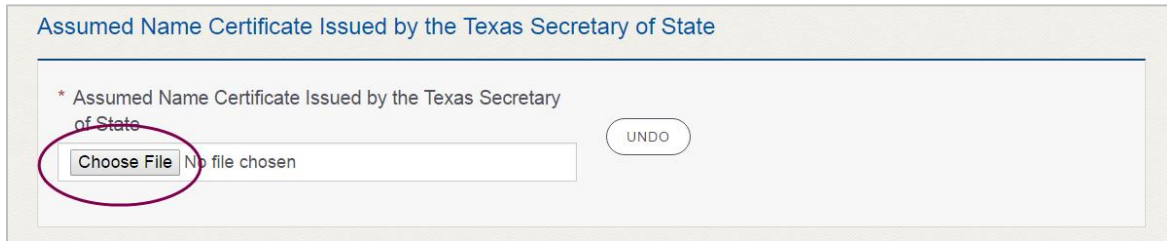
On the *Attachments* page, you will be required to upload files containing scanned copies of certain documents. Although the exact files requested depend on the answers and selections made during the application process, Proof of Owner Identity and Assumed Name Certificates for DBAs are typically requested. If any criminal history has been reported, the resolution, adjudication or court papers may also be requested.

You should be sure that the files to upload are on your computer or a shared network resource you can access.

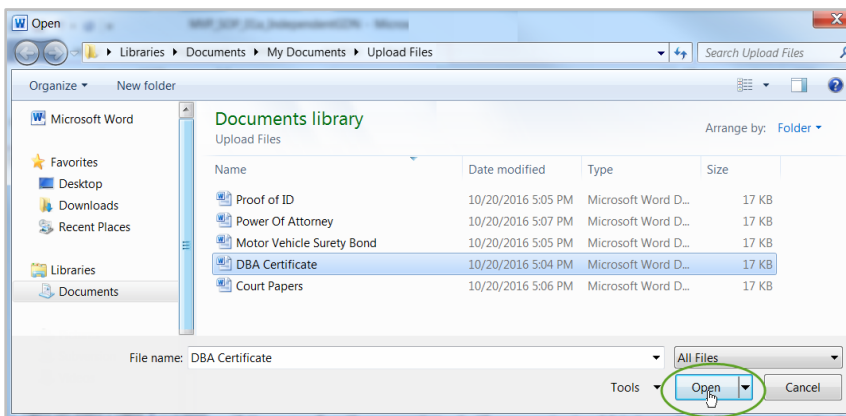
### 2.7.1 Uploading Required Attachment Files

The screenshot shows the Texas Department of Motor Vehicles application interface. At the top, there is a blue header with the logo and the text "Texas Department of Motor Vehicles HELPING TEXANS GO. HELPING TEXAS GROW." On the right side of the header, there are buttons for "Help" and "Manufacturer Licensee ▾". Below the header is a progress bar with 10 steps: 1. Accounts, 2. Contact Information, 3. Application Reason, 4. Application Details, 5. Ownership, 6. Questions, 7. Attachments (highlighted with a purple circle), 8. Summary, 9. E-sign, and 10. Payments. Below the progress bar, the heading "Required Attachments" is displayed. A yellow note box contains the text: "Note: All attachments must be reviewed by a licensing specialist. Incorrect attachments may delay processing."

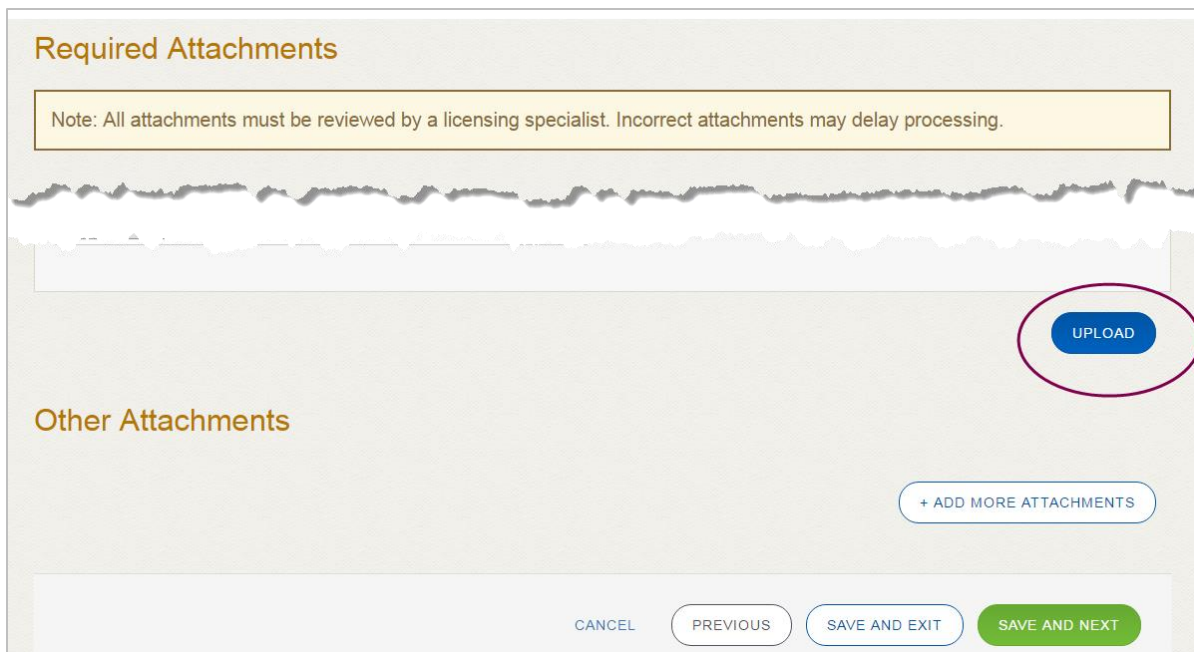
1. For each file listed on the page, click the **CHOOSE FILE** button (as shown below).



2. On the *Open* popup:
  - a. Navigate to the file (on the computer or a shared network resource).
  - b. Select the file and click the **Open** button.



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



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

## 2.7.2 Attaching Additional Files

You can add other files to explain other circumstances pertinent to the application.

1. Click the **ADD MORE ATTACHMENTS** button (at the bottom of the page).

2. For **Attachment Type**, type in a short phrase that identifies the content of the file before selecting and uploading it.

## 2.7.3 Problems with Your Application

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

1. Click the:

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

## 2.8 Summary

After entering all of the required information and resolving potential issues (or continuing without resolving them), the *Summary* page displays.

1. Review the entries and selections you have made.

Texas Department of Motor Vehicles  
 HELPING TEXANS GO. HELPING TEXAS GROW.

Help    Manufacturer Licensee ▾

1 Accounts    2 Contact Information    3 Application Reason    4 Application Details    5 Ownership    6 Questions    7 Attachments    8 **Summary**    9 E-sign    10 Payments

**Summary for Application Number 000061162**

**Application Information**

Organization Central Texas Buick	Application Type New
Business Name Central Texas Buick	License Type Manufacturer

**Payment List**

No Payment record found for this Application

CANCEL    PRINT    PREVIOUS    SAVE AND EXIT    **SAVE AND NEXT**

2. Click the:
  - **PRINT** button to send the summary to print on your local printer.
  - **PREVIOUS** button to return to the page where adjustments need to be made
  - **SAVE AND EXIT** button to store all of the information before beginning the submission process.
  - **SAVE AND NEXT** button to continue to the next page.

## 2.9 Signature

After saving the summary, you will be prompted for your social security number and driver’s license information in order to electronically verify who you are and then are enabled to electronically agree to the Certificate of Responsibility and submit your signature for this application.

If you cannot provide this information (for example, your driver’s license is from a state other than Texas, you do not currently hold a driver’s license and use alternate identification, or you prefer to submit a manual signature), then you need only provide your first and last name and then print the Certificate of Responsibility and sign it.

### 2.9.1 Electronically Signing the Application

1. On the *eSign* page displayed:

If you would like to e-sign this application, and you have a valid Texas driver license, fill out all the fields below and choose "Save and Next." If you would prefer to provide a physical signature, or you have a driver license from another state, provide your first and last name, and select "Other" for issuing state. You will be prompted to print, sign, and upload a Certification of Responsibility.

* First Name	* Last Name	SSN
<input type="text"/>	<input type="text"/>	<input type="text"/>
* Driver License Issuing State		
--None--		
Date of Birth	Driver License Number	
<input type="text"/>	<input type="text"/>	

[CANCEL](#)
[PREVIOUS](#)
[SAVE AND NEXT](#)

- a. For **First Name**, type it in exactly as it displays on your driver’s license or official identification.
- b. For **Last Name**, type it in exactly as it displays on your driver’s license or official identification.
- c. For **SSN**, type in the numbers and dashes of your social security number.
- d. From the **Driver License Issuing State** dropdown, select Texas.
- e. For **Date of Birth**, type in the mm/dd/yyyy that appears on your driver’s license
- f. For **Driver License Number**, type in the string of number and letters.



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

h. Click the **SAVE AND NEXT** button.

2. On the Certificate of Responsibility page:

If the system displays an error that it cannot verify your information, continue with the section about printing and signing the Certificate of Responsibility on page [38](#).

The screenshot shows a web form titled "Certificate of Responsibility" with the instruction "Please read carefully and accept terms and conditions". The form content includes:

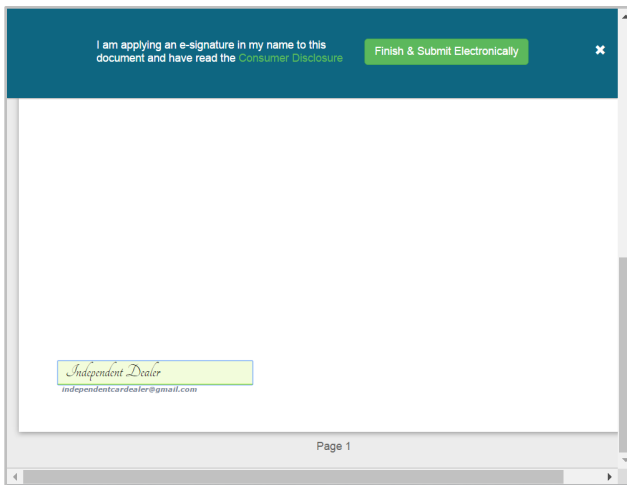
- Section: Applying for a GDN License
- List of terms and conditions:
  - Applicant acknowledges that the department may deny an application for a license or revoke or cancel a license if the applicant submits false or misleading information, makes a false statement, or refuses or fails to provide information 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.
  - The applicant or an authorized agent hereby certifies that statements made above and on attachments and documents submitted are true, complete and correct.
- Checkbox:  I Agree
- Instruction: Please read carefully and accept the terms and conditions by selecting 'I Agree', then selecting E-Signature.
- Buttons: CANCEL, PREVIOUS, E-SIGNATURE, SAVE AND NEXT.

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

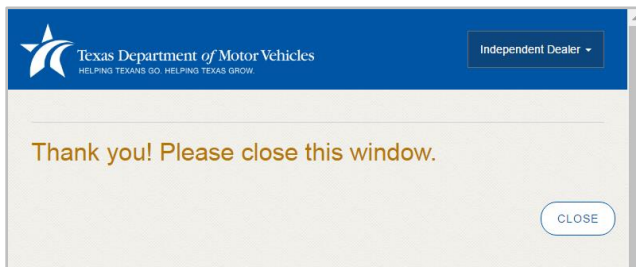
b. Click the **I Agree** option button.

c. Click the **E-SIGNATURE** button.

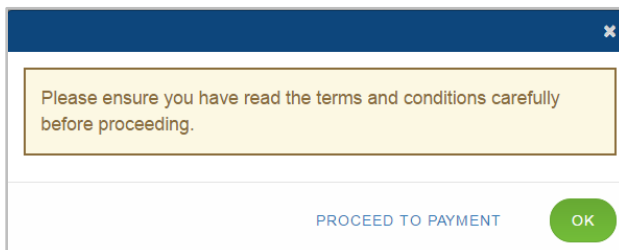
3. On the popup:
  - a. Scroll down to the **Sign Here** field and type in your full legal name.



- b. Scroll back up to the top of the popup and click the **Finish & Submit Electronically** button.
4. On the *Thank You* page of the popup, click the **CLOSE** button.



5. Back on the *Certificate of Responsibility* page, click the **SAVE AND NEXT** button.
6. On the *Please ensure you have the terms and conditions* popup, the **PROCEED TO PAYMENT** link to start the payment process.



7. Continue with the section about payment on page 70.

## 2.9.2 Printing and Manually Signing the Applications

1. On the *eSign* page displayed:

If you would like to e-sign this application, and you have a valid Texas driver license, fill out all the fields below and choose "Save and Next." If you would prefer to provide a physical signature, or you have a driver license from another state, provide your first and last name, and select "Other" for issuing state. You will be prompted to print, sign, and upload a Certification of Responsibility.

* First Name	* Last Name	SSN
<input type="text"/>	<input type="text"/>	<input type="text"/>
* Driver License Issuing State		
<input type="text" value="--None--"/>		
Date of Birth	Driver License Number	
<input type="text"/>	<input type="text"/>	

[CANCEL](#) [PREVIOUS](#) [SAVE AND NEXT](#)

- a. For **First Name**, type it in exactly as it displays on your driver's license or official identification.
- b. For **Last Name**, type it in exactly as it displays on your driver's license or official identification.
- c. From the **Driver License Issuing State** dropdown, select Other.
- d. The screen will automatically change to offer the print scan upload section.

2. Click [CERTIFICATE OF RESPONSIBILITY PDF](#) link.

If you would like to e-sign this application, and you have a valid Texas driver license, fill out all the fields below and choose "Save and Next." If you would prefer to provide a physical signature, or you have a driver license from another state, provide your first and last name, and select "Other" for issuing state. You will be prompted to print, sign, and upload a Certification of Responsibility.

* First Name	* Last Name	SSN
<input type="text" value="Steven"/>	<input type="text" value="McGarrett"/>	<input type="text"/>
* Driver License Issuing State		
<input type="text" value="Other"/>		
Date of Birth	Driver License Number	
<input type="text"/>	<input type="text"/>	

Certification of Responsibility: [CERTIFICATION OF RESPONSIBILITY.PDF](#)

No file selected.

3. On the PDF file, click the **Printer** icon (in the upper right) to send the PDF on your local printer.
4. Carefully read the document and sign and date it.



---

## Certification of Responsibility

- The applicant or an authorized agent hereby certifies that statements made above and on attachments and documents submitted are true and correct, and that all documents submitted with this application are complete, submitted in their entirety, and are accurately represented.
- 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.
- In accordance with Texas Occupations Code §2301.259(c) or §2301.260(b), applicant certifies it will comply with Texas Occupations Code §§2301.401-2301.406 and 2301.451 – 2301.476.

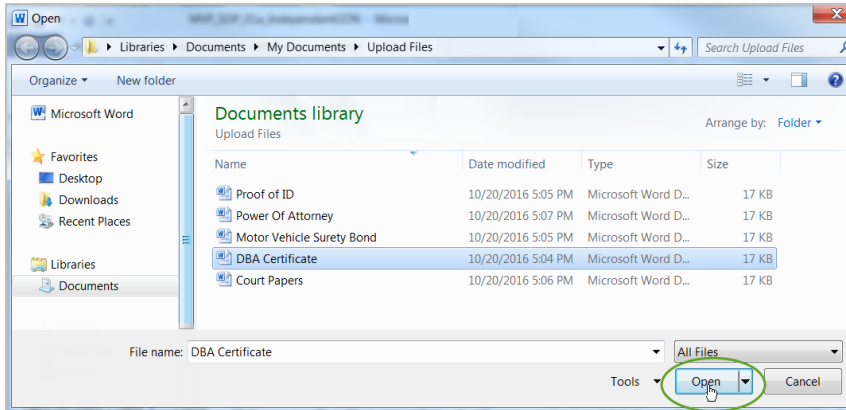
Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_

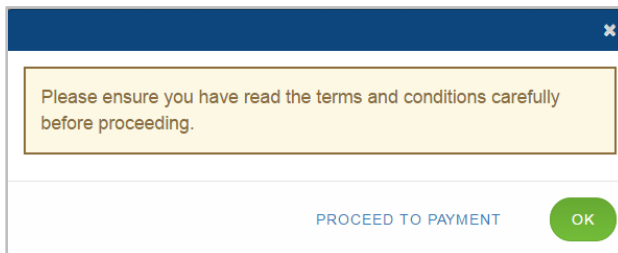
5. To upload and attach the signed document to this application:
  - a. Scan the document to a file and save it to your local computer (or a shared network resource).
  - b. Back on the eLICENSING page, click the **CHOOSE FILE** button.
  - c. In the Open Windows dialog, navigate to the file (on the computer or a shared network resource), select it and then click the **Open** button.



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

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

6. Click the **SAVE AND NEXT** button.
7. On the pop-up, click the **PROCEED TO PAYMENT** link.



## 2.10 Payments and Application Submission

You can either pay the fees associated with this application, all applications you are waiting to submit, or select to work on another license application and then combine the payments into one transaction.

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

1. On the *Payment Summary* page:

Accounts   
  Contact Information   
  Application Reason   
  Application Details   
  Ownership   
  Questions   
  Attachments   
  Summary   
  E-sign   
 **10 Payments**

### Payment Summary

Please select the application(s) you wish to pay for at this time. Once payment is confirmed, your application will be submitted to TxDMV for processing. Select 'Add Application' if you are filing multiple applications and want to make one consolidated payment when all applications are completed.

Do you want to complete another application and process as one consolidated payment? [ADD APPLICATION +](#)

**Applications for Payment :**

Select All

000061162 New Manufacturer Application

Physical Address : 45 MAIN STREET, Hays, KYLE, 78640, Texas, USA

Fee Description	Total / Prorated Fees/ Penalty %	Unit	Quantity	Total Term	Sub Total
Manufacturer New Application Fee	\$1800.00	per application	1		\$1800.00
Manufacturer New Plate/Renewal Plate/Sticker Fee	\$80.00	per plate	10		\$800.00
				Total	\$2600.00

Subtotal : \$0.00

2. Click the option button of the application or click the **Select All** option button.
3. On the bottom of the page, for **Method of Payment**, select the appropriate option button.
4. Click the **PROCEED TO PAY** button.

Method of Payment :

Credit Card    ACH/eCheck

Grand Total : \$0.00\*

\*Payment processing for this service will be included in the total transaction amount when payment is made by credit card or Automated Clearing House (ACH)

Payment Status : Pending Payment

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.

Once you submit the payment, that subsystem turns control back to the eLICENSING system to update the payment status.



5. In the **Customer Information** section on the *Payment* page:

**Payment**

Payment Type ✔

**Credit Card**

**Customer Information**

Complete all required fields [ \* ]

Country

First Name \*  Last Name \*

Address \*

Address 2

City \*  State \*

ZIP/Postal Code \*

Phone \*

[Next >](#)

**Payment Info**

© NIC 2016 Privacy Policy

**Transaction Summary**

TXDMV eLicensing	\$1,012.53
Texas.gov Price	\$1012.53

**Need Help?**  
Please complete the Customer Information Section

- a. For **First Name**, type in your first name as it appears on the credit card being used.
- b. For **Last Name**, type in your last name as it appears on the credit card being used.
- c. For **Address**, type in the street number and name of the street used to bill the credit being used.

- d. For **Address 2**, optionally 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 list.
- g. For **ZIP/Postal Code**, type in the five number string representing the postal ZIP Code (or, the nine numbers of the extended code).
- h. For **Phone**, type in the telephone associated with the credit card holder.
- i. Click the **Next** button.

6. In the **Payment Info** section:

- a. For **Credit Card Number**, type in the numbers of the 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 string from the back of the card.
- e. For **Name on Card**, type in the full name printed on the card.
- f. Click the **Next** button



- In the **Verification** section, enter the characters from the image displayed and then click the **Submit Payment** button.

**Payment Info** ✓ Edit

**Credit Card**  
 Visa \*\*\*\*2690  
 Exp. 03/2018

**Name on Credit Card**  
 Converter Licensee

**Verification**

8NC59  

Enter the characters from the above image:

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

**Subtotal :** \$990.00

**Method of Payment :**

Credit Card  ACH/eCheck

**Grand Total :** \$1012.53\*

\*Payment processing for this service will be included in the total transaction amount when payment is made by credit card or Automated Clearing House (ACH)

**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.

EXIT NEXT

9. On the *Application Submitted* page, click the **GO TO HOME** button to return to the eLICENSING home page or click your name in the upper right corner to display the drop-down and click **Log out**.

The screenshot shows the top navigation bar with the Texas Department of Motor Vehicles logo, the slogan "HELPING TEXANS GO. HELPING TEXAS GROW.", a "Help" button, a "Manufacturer Licensee" dropdown menu, and the eLICENSING logo. Below the navigation bar, a message states: "Your application has been submitted. A confirmation email has been sent to your email manufacturerlicensee@gmail.com". Below the message is a table with the following data:

Application Name	License Type	Status	Business Name
000061259	Manufacturer	Received	Central Texas Buick

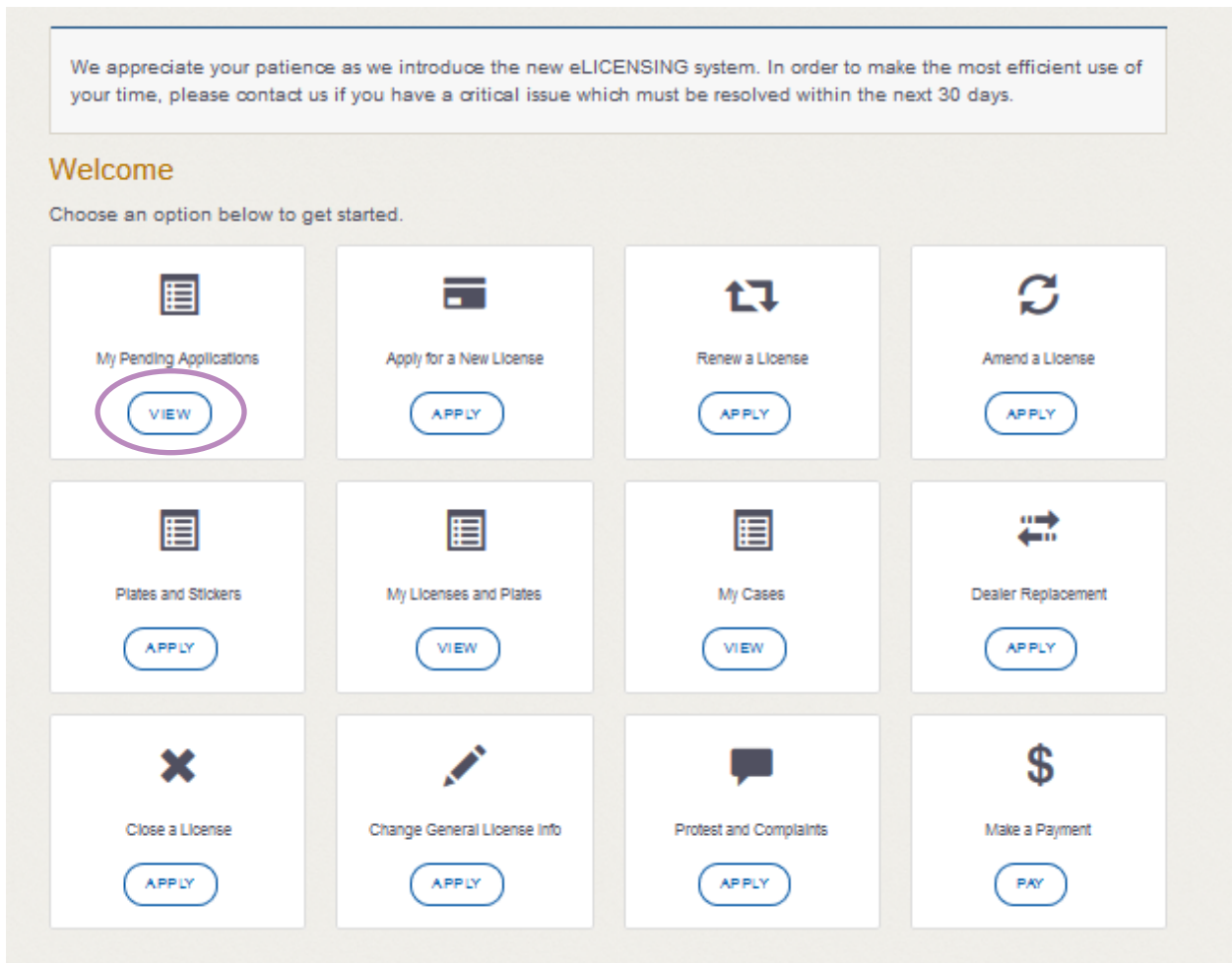
A "CLOSE" button is located in the bottom right corner of the confirmation message area.

### 3 Accessing Saved Manufacturer Applications

If you have started an application (such as a new license, a renewal, or an amendment) but have not finished it or were waiting to submit it, you can access it from a saved applications list. The application will open to the last page you have completed. You can use the **PREVIOUS** button to return to another page if necessary.

**Note:** If you only need to pay the application fees, you can use **Make a Payment**.

1. After logging in and displaying the *Welcome* page, click the **VIEW** button on the **My Pending Applications** area.



2. From the list of pending applications, click the name of the application to work with.

### My Pending Applications

Below is the list of all the applications you have created:

Application Name	License Type	Type	Status	Business Name	Delete
000064444	Converter	New	Approved	Superstar Motors	
000064445	Representative	New	Approved	Superstar Motors	
000064442	Manufacturer	New	Pending	Superstar Motors	
000063710	GON	Plate/Sticker	Pending	Superstar Motors	
000064219	GON	Plate/Sticker	Pending	Superstar Motors	
000064199	GON	Plate/Sticker	Pending	Superstar Motors	
000063843	Lessor	Amendment	Approved	Superstar Motors	
000062880	GON	Amendment	Withdrawn	Superstar Motors	
000062883	GON	Amendment	Approved	Superstar Motors	
000061624	GON	Amendment	Approved	Superstar Motors	

< 1 2 >

GO TO HOME

3. On the open page of the application:

- Complete the information and click the **SAVE AND NEXT** button on each page until you submit the application.
- Click the **PREVIOUS** button to return to a specific page to add or verify information.

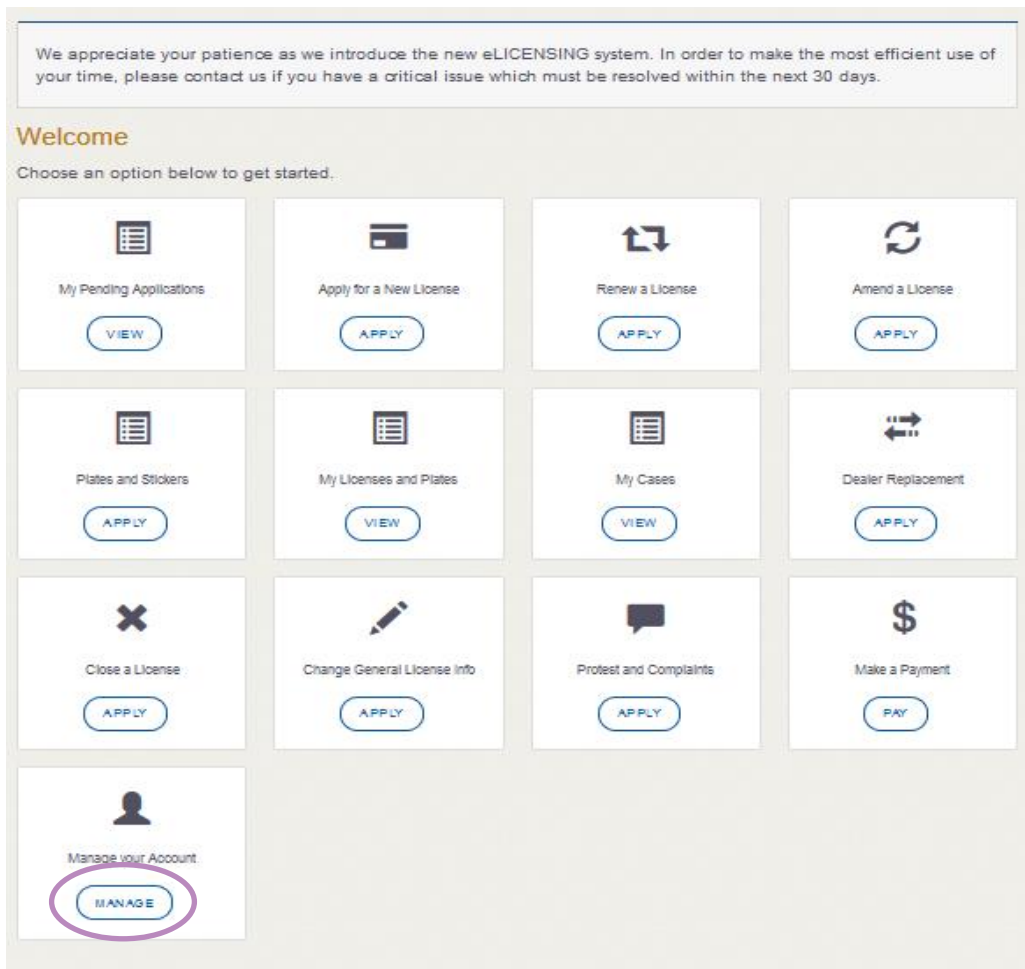
## 4 Working with Your Manufacturer Accounts

You can view the information submitted for your account when it was registered (like the organization name) and the user accounts created in it. You can also add dealers and attorneys from your staff personnel as new users and new business entities to your account if you are the eLICENSING Administrator.

### 4.1 Viewing Account and User Information

You can view your account to display the type of business associated with it and the users who have accounts.

1. After logging in and displaying the *Welcome* page, click the **MANAGE** button on the **Manage Account** area.



2. On the *My Accounts* page, to:

My Accounts

Select the account name to view account details.

To grant or remove an individual's eLICENSING access, select "View & Create Contacts".  
To add a new business you intend to license, select "Create Business Entity".

Account Name	Business Type	View Contacts
CENTRAL TEXAS BUICK	Corporation	<a href="#">VIEW &amp; CREATE CONTACTS</a>

[GO TO HOME](#) [CREATE BUSINESS ENTITY](#)

- View the details submitted when the account was registered with TxDMV, click the name of the account.

Contact Details

Name: Manufacturer Licensee      Email: manufacturerlicensee@gmail.com      Phone: (414) 421-1298

Associated Organizations :

Add or Remove the organizations you want to associate this contact with and save your changes

Select	Organization
<input checked="" type="checkbox"/>	Central Texas Buick

[BACK](#) [GO TO HOME](#) [SAVE CHANGES](#)



- View the users in your account, click the **VIEW & CREATE CONTACTS** button.

My Contacts

Select any contact to view user details or to change their access

To grant a new individual access to your eLICENSING account, select "Associate New User".

Contact First Name	Contact Last Name	Role	Email	Phone
MANUFACTURER	Licensee	Administrator	manufacturerlicensee@gmail.com	(414) 421-1298

VIEW MY ACCOUNTS ASSOCIATE NEW USER

## 4.2 Adding New Account Users

If you are the eLICENSING Administrator, you can create new users in your account and assign them to the Dealer role, which dictates how they can access and use the eLICENSING system.

- After logging in and displaying the *Welcome* page, click the **MANAGE** button on the **Manage My Accounts** area.

We appreciate your patience as we introduce the new eLICENSING system. In order to make the most efficient use of your time, please contact us if you have a critical issue which must be resolved within the next 30 days.

### Welcome

Choose an option below to get started.

 My Pending Applications <a href="#">VIEW</a>	 Apply for a New License <a href="#">APPLY</a>	 Renew a License <a href="#">APPLY</a>	 Amend a License <a href="#">APPLY</a>
 Plates and Stickers <a href="#">APPLY</a>	 My Licenses and Plates <a href="#">VIEW</a>	 My Cases <a href="#">VIEW</a>	 Dealer Replacement <a href="#">APPLY</a>
 Close a License <a href="#">APPLY</a>	 Change General License Info <a href="#">APPLY</a>	 Protest and Complaints <a href="#">APPLY</a>	 Make a Payment <a href="#">PAY</a>
 Manage your Account <a href="#">MANAGE</a>			

2. On the *My Accounts* page, click the **VIEW & CREATE CONTACTS** button.

Texas Department of Motor Vehicles  
 HELPING TEXANS GO. HELPING TEXAS GROW.

Help    Manufacturer Licensee ▾    eLICENSING

### My Accounts

Select the account name to view account details.

To grant or remove an individual's eLICENSING access, select "View & Create Contacts".  
 To add a new business you intend to license, select "Create Business Entity".

Account Name	Business Type	View Contacts
CENTRAL TEXAS BUICK	Corporation	VIEW & CREATE CONTACTS

GO TO HOME    CREATE BUSINESS ENTITY

3. On the *My Contacts* page, click the **ASSOCIATE NEW USER** button.

Texas Department of Motor Vehicles  
 HELPING TEXANS GO. HELPING TEXAS GROW.

Help    Manufacturer Licensee ▾    eLICENSING

### Create Account

Please provide required details to create an account

\* Business Name      \* Business Type      EIN

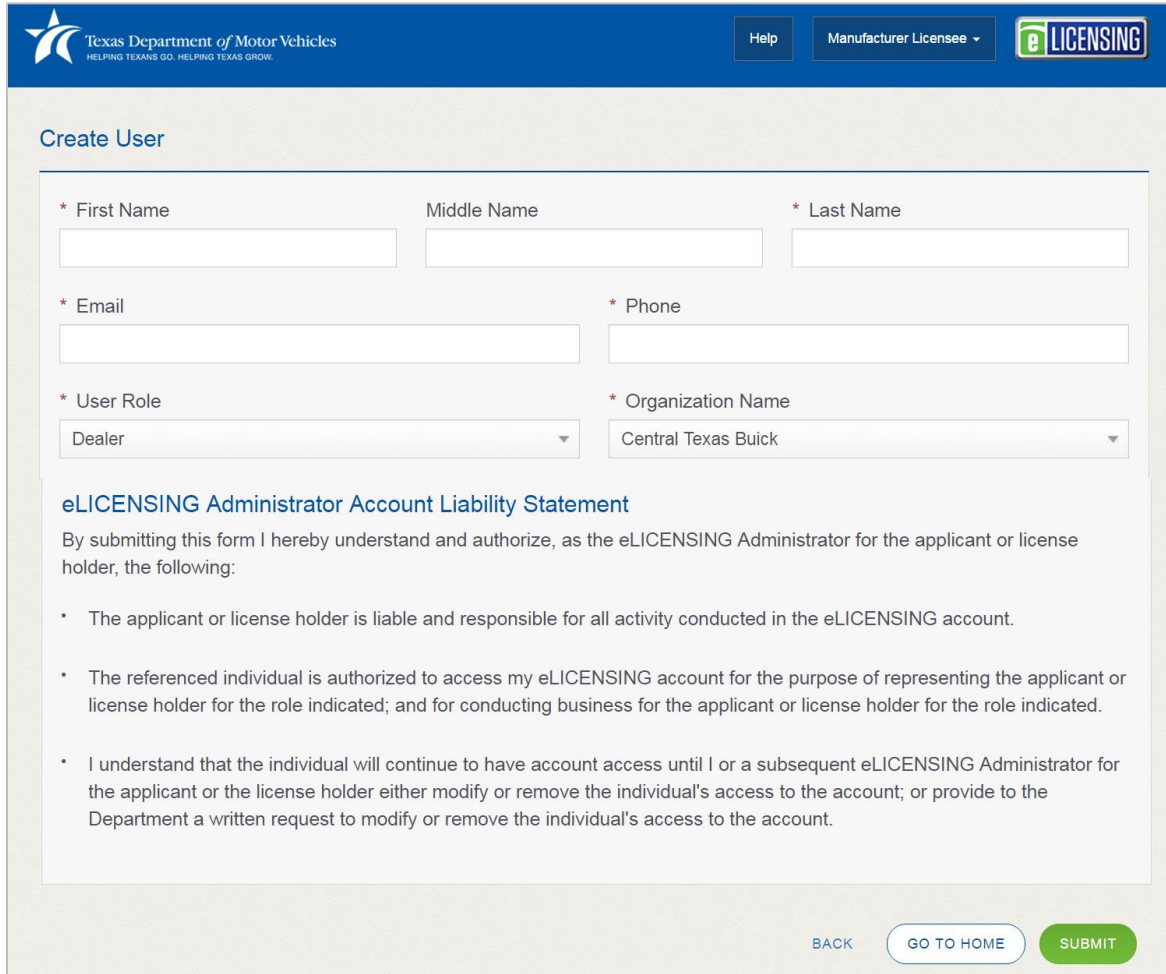
     None ▾     

\* Is it Non Profit?      \* Is it Publicly Traded?

     None ▾

BACK    SUBMIT

4. On the *Create User* page:



**Create User**

\* First Name  Middle Name  \* Last Name

\* Email  \* Phone

\* User Role  \* Organization Name

**eLICENSING Administrator Account Liability Statement**

By submitting this form I hereby understand and authorize, as the eLICENSING Administrator for the applicant or license holder, the following:

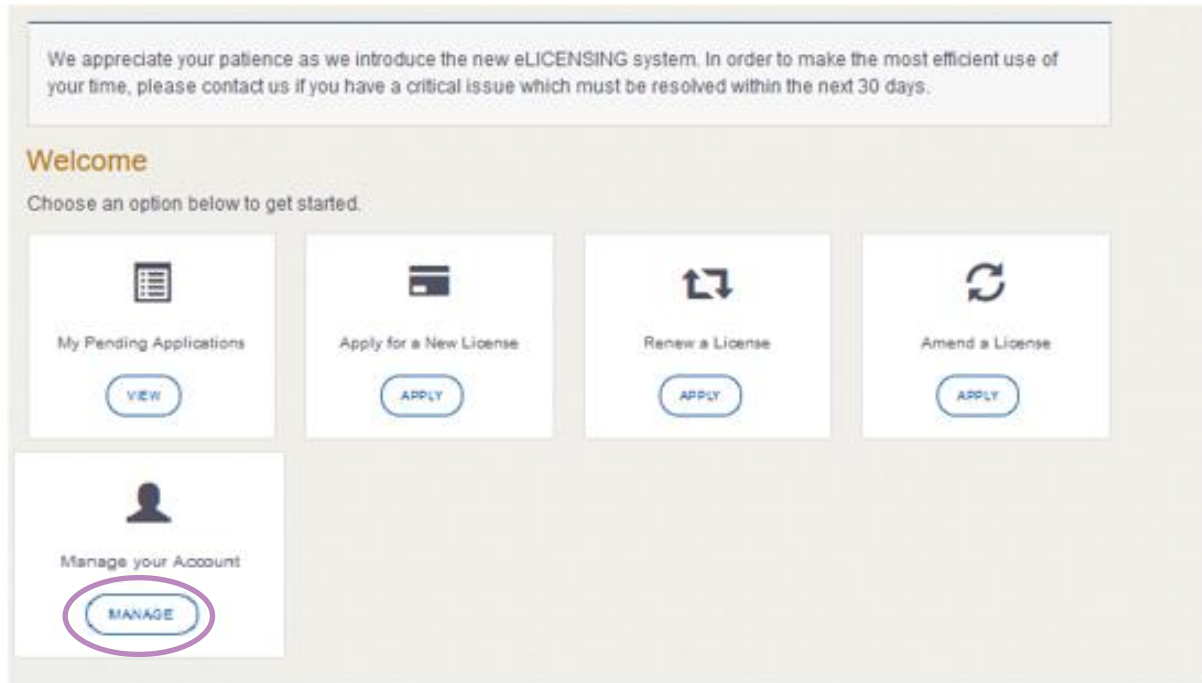
- The applicant or license holder is liable and responsible for all activity conducted in the eLICENSING account.
- The referenced individual is authorized to access my eLICENSING account for the purpose of representing the applicant or license holder for the role indicated; and for conducting business for the applicant or license holder for the role indicated.
- I understand that the individual will continue to have account access until I or a subsequent eLICENSING Administrator for the applicant or the license holder either modify or remove the individual's access to the account; or provide to the Department a written request to modify or remove the individual's access to the account.

BACK GO TO HOME **SUBMIT**

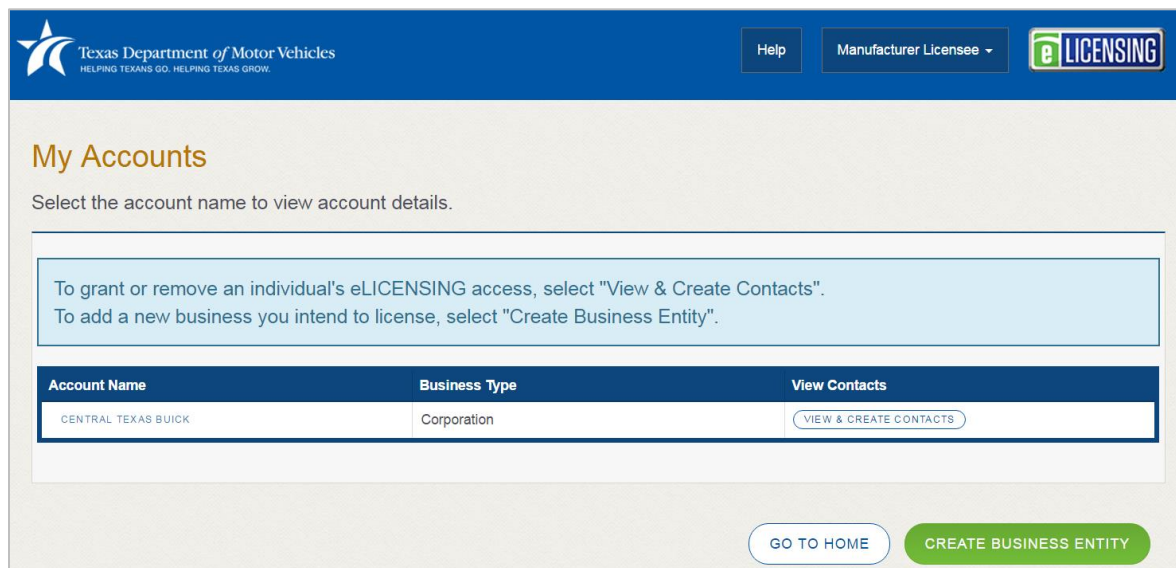
- For **First Name** and **Last Name**, type in the appropriate information.
  - For **Email**, type in the email address where this user can receive email messages.
  - For **Phone**, type in the telephone number where this user can be contacted.
  - For **User Role**, select **Dealer** (for a member of the staff).
  - Carefully read the Liability statement and then click the **SUBMIT** button.
5. On the *My Accounts* page, be sure the new user name, role, email, and telephone number display correctly in the list.

## 4.3 Adding an Account to Your Organization

1. After logging in and displaying the *Welcome* page, click the **MANAGE** button on the **Manage My Accounts** area.



2. On the *My Accounts* page, click the **CREATE BUSINESS ENTITY** button.



3. On the *Create Account* page, fill in the information and click the **SUBMIT** button.

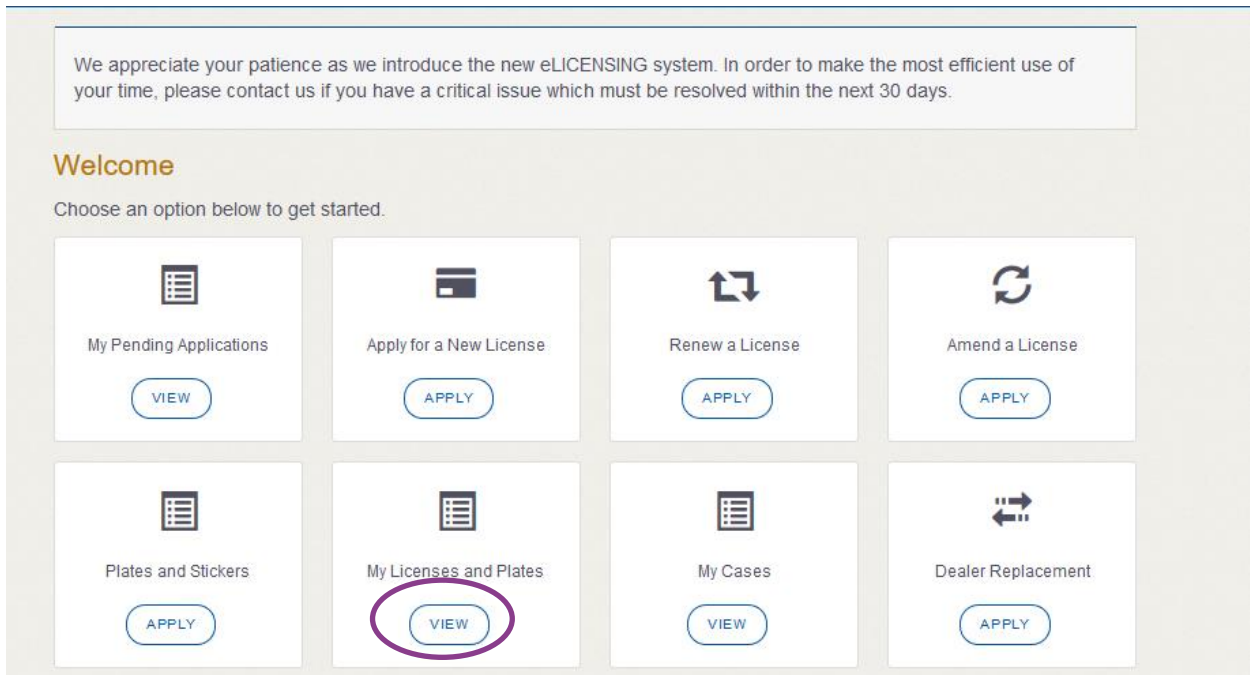
4. On the *My Accounts* page, be sure the new account name displays in the list.

## 5 Working with Manufacturer Licenses and Plates

You can view the licenses associated with your account and print them if necessary. You can also view the plates associated with your account and order new plates and windshield stickers.

### 5.1 Viewing and Printing Your Licenses









1. After logging in and displaying the *Welcome* page, click the **VIEW** button on the **My Licenses and Plates** area.



We appreciate your patience as we introduce the new eLICENSING system. In order to make the most efficient use of your time, please contact us if you have a critical issue which must be resolved within the next 30 days.

#### Welcome

Choose an option below to get started.

 My Pending Applications <a href="#">VIEW</a>	 Apply for a New License <a href="#">APPLY</a>	 Renew a License <a href="#">APPLY</a>	 Amend a License <a href="#">APPLY</a>
 Plates and Stickers <a href="#">APPLY</a>	 My Licenses and Plates <a href="#">VIEW</a>	 My Cases <a href="#">VIEW</a>	 Dealer Replacement <a href="#">APPLY</a>

2. On the *Organizations* page, click the dropdown list and select your organization.
3. From the list of licenses displayed, click the appropriate license number.

The screenshot shows the 'Organizations' page. At the top, there is a navigation bar with the Texas Department of Motor Vehicles logo, a 'Help' button, a 'Manufacturer Licensee' dropdown menu, and the 'e LICENSING' logo. Below the navigation bar, the page title 'Organizations' is displayed in orange. A message reads: 'Please select the organization linked to your account.' Below this message is a dropdown menu labeled '\* Select Organization' with 'Central Texas Buick' selected. Underneath the dropdown is a section titled 'Licenses' containing a table with the following data:

License Number	Business Name	Type	Expiration Date	DBAs	Contact Name	Contact Email
002321	Central Texas Buick	Manufacturer	01/31/2019		Manufacturer Licensee	manufacturerlicensee@gmail.com
002322	Central Texas Buick	Representative	01/31/2019		Manufacturer Licensee	manufacturerlicensee@gmail.com

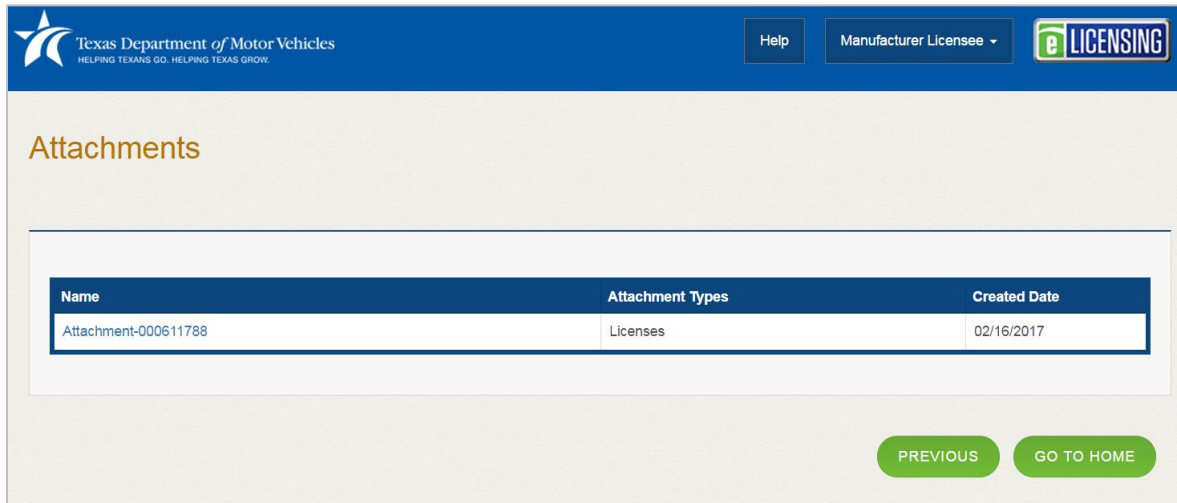
At the bottom right of the table, there are pagination controls showing '<< 1 >>'. A green 'GO TO HOME' button is located at the bottom right of the page.

4. On the *License Detail* page, click the **VIEW PRINTABLE LICENSE** button.

The screenshot shows the 'License Detail' page. At the top, there is a navigation bar with the Texas Department of Motor Vehicles logo, a 'Help' button, a 'Manufacturer Licensee' dropdown menu, and the 'e LICENSING' logo. Below the navigation bar, the page title 'License Detail' is displayed in orange. Two green buttons are visible: 'VIEW PRINTABLE LICENSE' and 'VIEW PLATES'. The 'VIEW PRINTABLE LICENSE' button is circled in red. Below the buttons, a note reads: 'Note: The Mailing Address shown on the printable license may not current. Current contact information is found in "Change General License Info" on the Home page.' At the bottom of the page, there is a link for 'Individual Ownership/Business Ownership'.



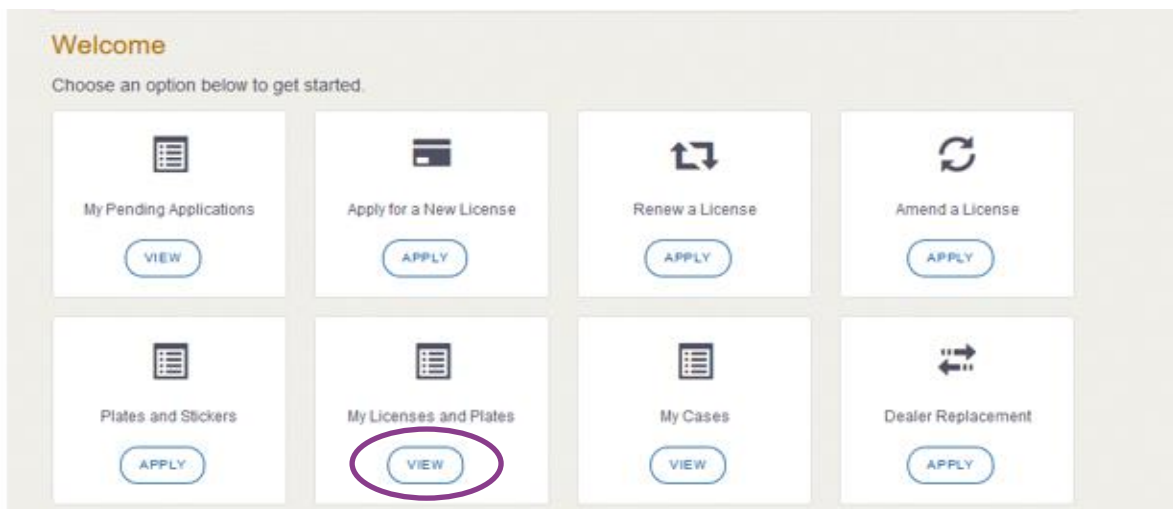
5. On the *Attachments* page, click on the name of the license.



6. To print the license, send the PDF file displayed to your printer.

## 5.2 Viewing Your Plates

1. After logging in and displaying the *Welcome* page, click the **VIEW** button on the **My Licenses and Plates** area.



2. On the *Organizations* page, click the drop-down list and select your organization.
3. From the list of licenses displayed, click the appropriate license number.

Organizations

Please select the organization linked to your account.

\* Select Organization

Central Texas Buick

Licenses

License Number	Business Name	Type	Expiration Date	DBAs	Contact Name	Contact Email
002321	Central Texas Buick	Manufacturer	01/31/2019		Manufacturer Licensee	manufacturerlicensee@gmail.com
002322	Central Texas Buick	Representative	01/31/2019		Manufacturer Licensee	manufacturerlicensee@gmail.com

« 1 »

GO TO HOME

4. On the *License Detail* page, click the **VIEW PLATES** button.

License Detail

VIEW PRINTABLE LICENSE VIEW PLATES

Note: The Mailing Address shown on the printable license may not current. Current contact information is found in "Change General License Info" on the Home page.

[Individual Ownership/Business Ownership](#)

5. On the *Current Plates* page, review the information.

Current Plates

License Expiration Date: 01/31/2019      Status: Active

Plate Numbers:

OBE022	OBE089	OBE090	OBE091	OBE092	OBE093
OBE094	OBE095	OBE096	OBE097		

Previous Page      Next Page

PREVIOUS      GO TO HOME

6. Click the **GO TO HOME** button

## 5.3 Ordering New License Plates and Stickers

To order new plates, you must submit an application. During the application process, you will be asked about the amount of sales that requires you to purchase additional plates and must upload and attach a file containing proof of the sales.

### 5.3.1 Applying for the New Plates

1. After logging in and displaying the *Welcome* page, click the **APPLY** button on the **Plates and Stickers** area.

Welcome

Choose an option below to get started.

<p>My Pending Applications</p> <p>VIEW</p>	<p>Apply for a New License</p> <p>APPLY</p>	<p>Renew a License</p> <p>APPLY</p>	<p>Amend a License</p> <p>APPLY</p>
<p>Plates and Stickers</p> <p>APPLY</p>	<p>My Licenses and Plates</p> <p>VIEW</p>	<p>My Cases</p> <p>VIEW</p>	<p>Dealer Replacement</p> <p>APPLY</p>

- On the *Organizations* page, click the drop-down list and select your organization.

- On the *Licenses* page, click the option button for appropriate license for the plate application and click the **SAVE AND NEXT** button.

Select	License Number	Business Name	License Type	GDN Type	Location	Status
<input type="radio"/>	002321	Central Texas Buick	Manufacturer		45 MAIN STREET, KYLE, Texas, 78640, Hays	Active

- On the *Contact Information* page, type in a new contact if necessary and then click the **SAVE AND NEXT** button

[Help](#)
Manufacturer Licensee ▾

1
2
3
4
5
6
7
8

✓ Accounts
✓ Select License
✓ Contact Information
Process Plates
Attachments
Summary
E-sign
Payments

Confirm your contact information is correct or make changes as necessary:

### License Contact Information

First Name <input type="text" value="Manufacturer"/>	Middle Name <input type="text"/>	Last Name <input type="text" value="Licensee"/>
* Email <input type="text" value="manufacturerlicensee@gmail.com"/>	Phone <input type="text" value="(414) 421-1298"/>	

### License Information

Business Website <input type="text" value="www.centraltxbuick.com"/>	Business Phone <input type="text" value="(512) 778-9900"/>
Business Email <input type="text" value="staff@centraltxbuick.com"/>	Business Fax <input type="text"/>

Mailing Address

---

* Address Line 1 <input type="text" value="45 MAIN STREET"/>	Address Line 2 <input type="text"/>		
* City <input type="text" value="KYLE"/>	* State <input style="background-color: #eee; border: 1px solid #ccc; border-radius: 3px; width: 100%;" type="text" value="Texas"/>	* Zip <input type="text" value="78640"/>	* County <input style="background-color: #eee; border: 1px solid #ccc; border-radius: 3px; width: 100%;" type="text" value="Hays"/>
* Country <input style="background-color: #eee; border: 1px solid #ccc; border-radius: 3px; width: 100%;" type="text" value="USA"/>			

VALIDATE ADDRESS

CANCEL
PREVIOUS
SAVE AND EXIT
SAVE AND NEXT

5. On the *Select Application Reason* page, click **Purchase additional plates**.

Select the Application Reason

- Purchase additional plates or order a replacement for a lost, stolen or damaged sticker
- Cancel active plates that were lost, damaged or no longer needed
- Request for replacement plates/stickers order that was never received

CANCEL PREVIOUS SAVE AND EXIT SAVE AND NEXT

6. On the *Purchase Additional Plates* page:

Enter the number of plates you want to order:

License	Expiration Date	Current Active Plate Count	Quantity Requested of Motorcycle Plates	Quantity Requested of Motor Vehicle Plates	New Plate Count	Plate Limit Without Waiver	Current Plate Limit
002321	01/31/2019	10	<input type="text" value="0"/>	<input type="text" value="0"/>	10	Unlimited	Unlimited

Lost, stolen, or damaged sticker replacement

IMPORTANT NOTE: If you wish to also purchase additional plates you must do so on a separate application.

[Click here to order replacement stickers](#)

License	Expiration Date	Number of Stickers
002321	01/31/2019	<input type="text" value="0"/>

CANCEL PREVIOUS SAVE AND EXIT SAVE AND NEXT

- a. For **Quantity Requested**, type the number of plates to order.
  - b. Click the **SAVE AND NEXT** button.
7. On the *License Contact* page, verify the information is correct (or make any necessary changes) and click the **SAVE AND NEXT** button.

HELPING TEXANS GO. HELPING TEXAS GROW.
Help
Manufacturer Licensee ▾

1  
✓ Accounts

2  
✓ Select License

3  
✓ Contact Information

4  
Process Plates

5  
Attachments

6  
Summary

7  
E-sign

8  
Payments

Confirm your contact information is correct or make changes as necessary:

### License Contact Information

First Name Manufacturer	Middle Name	Last Name Licensee
* Email manufacturerlicensee@gmail.com	Phone (414) 421-1298	

### License Information

Business Website www.centraltxbuick.com	Business Phone (512) 778-9900
Business Email staff@centraltxbuick.com	Business Fax

Mailing Address

* Address Line 1 45 MAIN STREET	Address Line 2		
* City KYLE	* State Texas ▾	* Zip 78640	* County Hays ▾
* Country USA ▾			

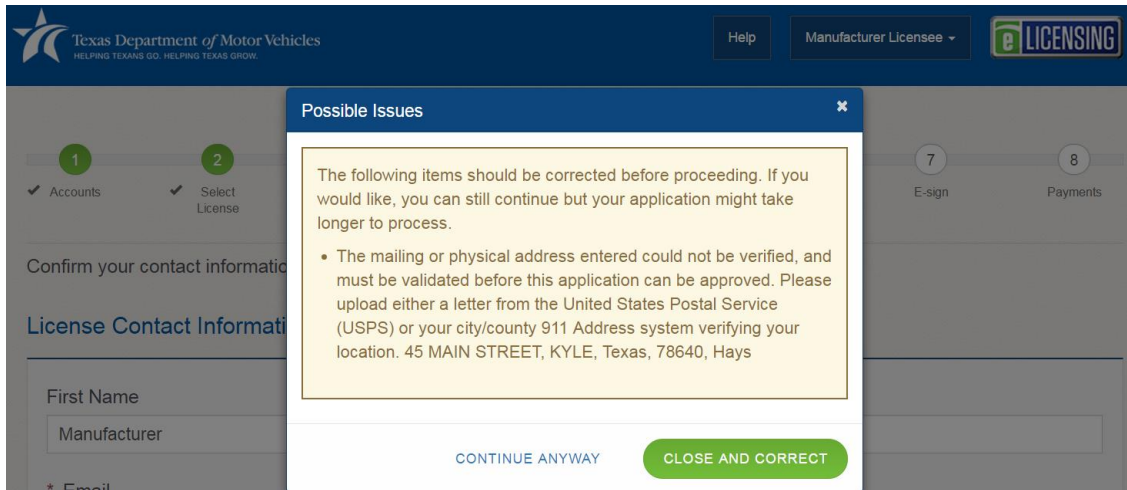
VALIDATE ADDRESS

CANCEL
PREVIOUS
SAVE AND EXIT
SAVE AND NEXT

Working with Manufacturer Licenses and Plates

9.19.2017 ♦ 66

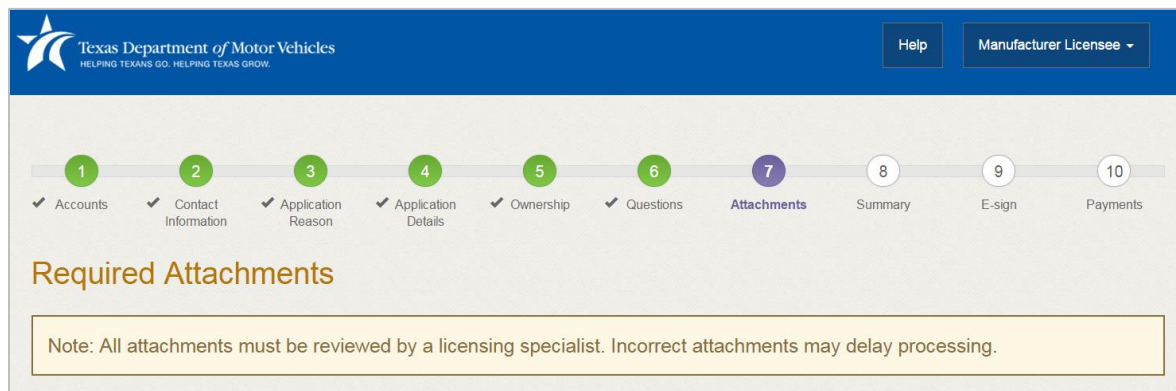
8. If the application has issues that need to be resolved, the *Possible Issues* popup displays.



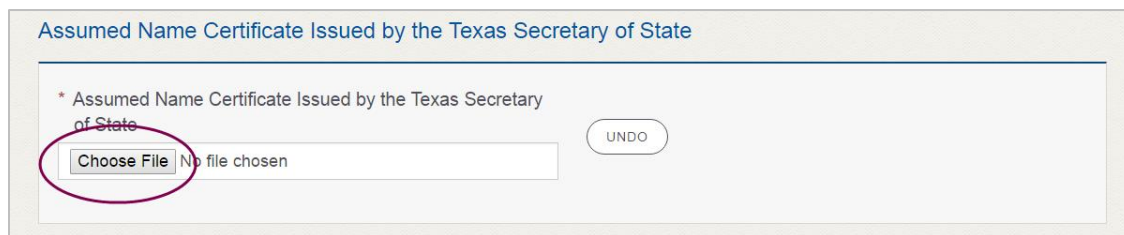
9. To:

- Resolve issues, click the **CLOSE AND CORRECT** button to get to the page and make the correction, and then click **SAVE AND NEXT** button as many times as it takes to return to this page.
- Skip making fixes at this time, click the **CONTINUE ANYWAY** button.

10. On the *Attachments* page:



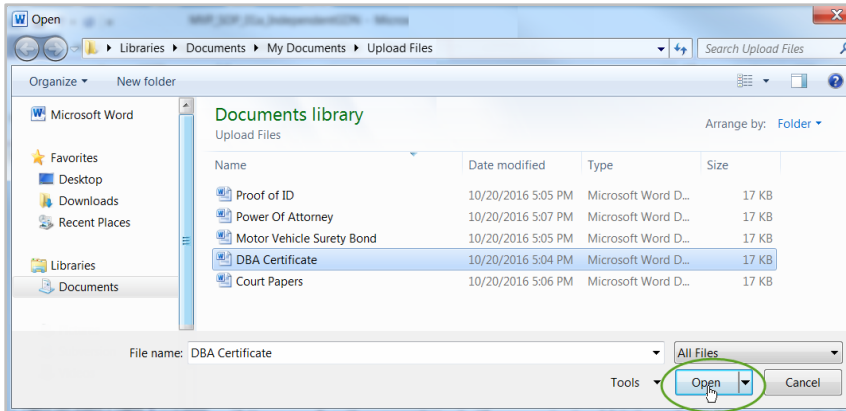
a. For each required file listed on the page, click the **CHOOSE FILE** button (as shown below).



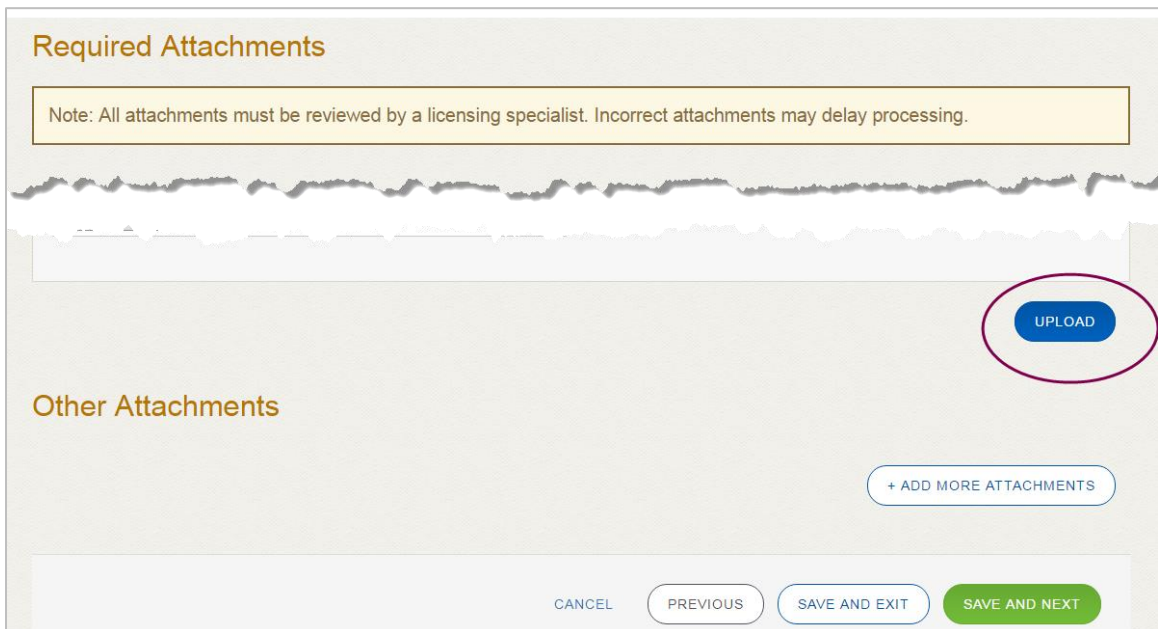


b. On the *Open* popup:

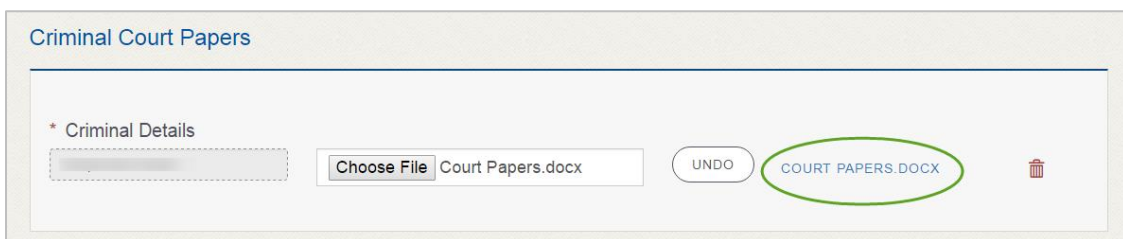
- 1) Navigate to the file (on the computer or a shared network resource).
- 2) Select the file and click the **Open** button.



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



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



d. To add other files to your application that are not shown as required:

- 1) Click the **ADD MORE ATTACHMENTS** button (at the bottom of the page).

- 2) For **Attachment Type**, type in a short phrase that identifies the content of the file.

- 3) Click the **UPLOAD** button.

11. If the *Problems with Your Application* page displays:

- a. Click the **REVISIT** button to return to the page with error, make the correction and then click the **SAVE AND NEXT** button.

- b. Click the **NEXT** button.

12. On the *Summary* page, verify the information is correct and then click the:
- **SAVE AND NEXT** button to continue on to sign and pay for this application.
  - **SAVE AND EXIT** button to place this application in your Saved Applications list with a Pending Status. You can retrieve it from the Saved Applications and finish it when you are ready.

## 5.3.2 Signing the Application

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's license, you can electronically sign the application, which includes a Certificate of Responsibility that you must agree to.

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

### 5.3.2.1 Signing with a Valid Texas Driver's License

1. On the *eSign* page displayed:

If you would like to e-sign this application, and you have a valid Texas driver license, fill out all the fields below and choose "Save and Next." If you would prefer to provide a physical signature, or you have a driver license from another state, provide your first and last name, and select "Other" for issuing state. You will be prompted to print, sign, and upload a Certification of Responsibility.

* First Name	* Last Name	SSN
<input type="text"/>	<input type="text"/>	<input type="text"/>
* Driver License Issuing State		
<input type="text" value="--None--"/>		
Date of Birth	Driver License Number	
<input type="text"/>	<input type="text"/>	

[CANCEL](#) [PREVIOUS](#) [SAVE AND NEXT](#)

- a. For **First Name**, type it in exactly as it displays on your driver's license or official identification.

b. For **Last Name**, type it in exactly as it displays on your driver’s license or official identification.

**Note:** If you do not have a valid Texas driver’s license or prefer to manually sign a printed version of the certificate of Responsibility, skip to step 1.

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

d. From the **Driver License Issuing State** dropdown, select the appropriate option.

e. For **Date of Birth**, type in the mm/dd/yyyy that appears on your driver’s license

f. For **Driver License Number**, type in the string of number and letters.

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

h. Click the **SAVE AND NEXT** button.

2. On the *Certificate of Responsibility* page:

**Certificate of Responsibility**  
Please read carefully and accept terms and conditions

Applying for a GDN License

- 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
- The applicant or an authorized agent hereby certifies that statements made above and on attachments and documents submitted are true, complete and correct.

I Agree

Please read carefully and accept the terms and conditions by selecting 'I Agree', then selecting E-Signature.

E-SIGNATURE

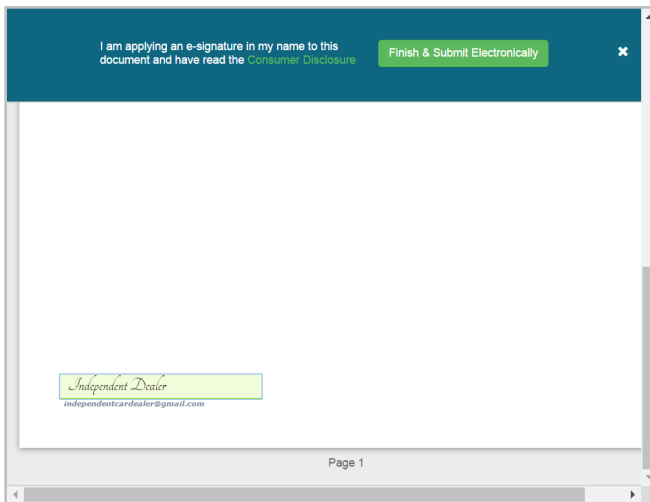
CANCEL PREVIOUS SAVE AND NEXT

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

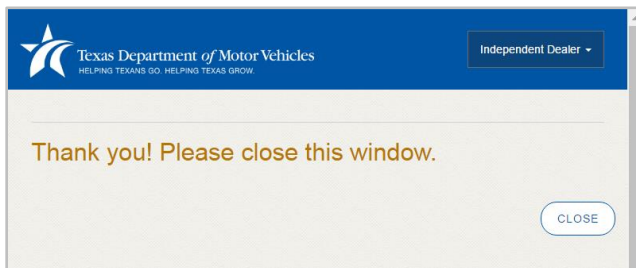
b. Click the **I Agree** checkbox.

c. Click the **E-SIGNATURE** button.

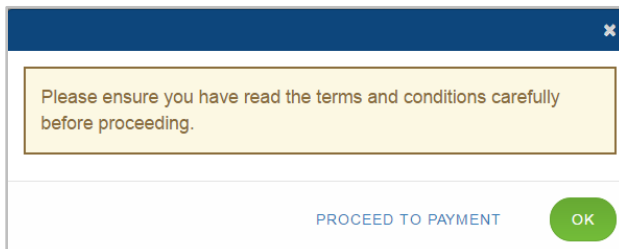
3. On the popup:
  - a. Scroll down to the **Sign Here** field and type in your full legal name.



- b. Scroll back up to the top of the popup and click the **Finish & Submit Electronically** button.
4. On the *Thank You* page of the popup, click the **CLOSE** button.



5. Back on the *Certificate of Responsibility* page, click the **SAVE AND NEXT** button.
6. On the *Please ensure you have the terms and conditions* popup, the **PROCEED TO PAYMENT** link to start the payment process.



7. Continue with the section about payment on page 70.

### 5.3.2.2 Signing without a Valid Texas Driver's License

1. On the *eSign* page displayed:

- a. For **First Name**, type it in exactly as it displays on your driver's license or official identification.
- b. For **Last Name**, type it in exactly as it displays on your driver's license or official identification.
- c. For Driver License Issuing State select other the screen automatically updates to include the Certificate of Responsibility.

2. Scroll to the bottom of the page and click the [CERTIFICATE OF RESPONSIBILITY PDF](#) link.

If you would like to e-sign this application, and you have a valid Texas driver license, fill out all the fields below and choose "Save and Next." If you would prefer to provide a physical signature, or you have a driver license from another state, provide your first and last name, and select "Other" for issuing state. You will be prompted to print, sign, and upload a Certification of Responsibility.

* First Name	* Last Name	SSN
<input type="text" value="Steven"/>	<input type="text" value="McGarrett"/>	<input type="text"/>
* Driver License Issuing State		
<input type="text" value="Other"/>		
Date of Birth	Driver License Number	
<input type="text"/>	<input type="text"/>	

Certification of Responsibility: [CERTIFICATION OF RESPONSIBILITY.PDF](#)

No file selected.

3. On the PDF file, click the **Printer** icon (in the upper right) to send the PDF on your local printer.
4. Carefully read the document and sign and date it.



## Certification of Responsibility

- The applicant or an authorized agent hereby certifies that statements made above and on attachments and documents submitted are true and correct, and that all documents submitted with this application are complete, submitted in their entirety, and are accurately represented.
- 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.
- In accordance with Texas Occupations Code §2301.259(c) or §2301.260(b), applicant certifies it will comply with Texas Occupations Code §§2301.401-2301.406 and 2301.451 – 2301.476.

Date: \_\_\_\_\_

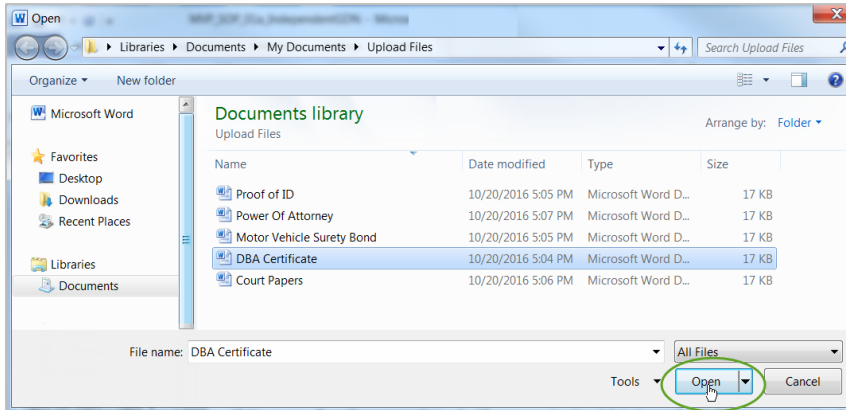
Printed Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

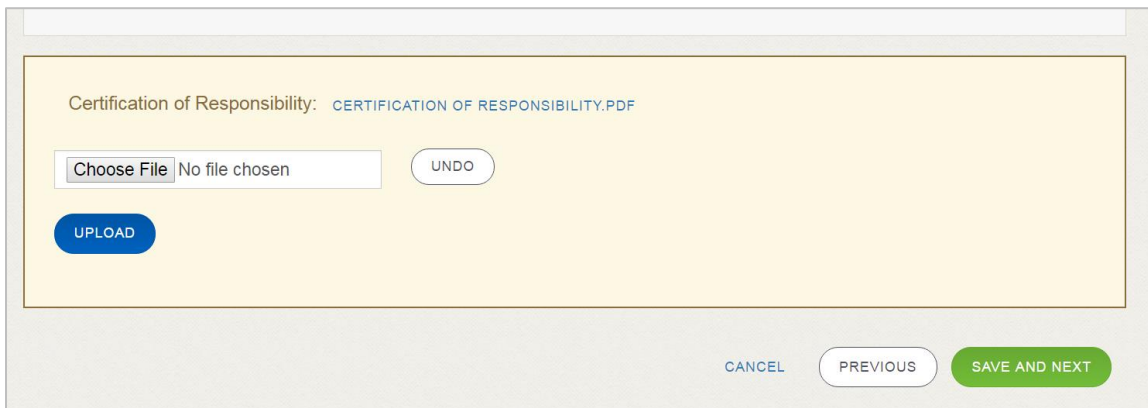
Title: \_\_\_\_\_

5. To upload and attach the signed document to this application:
  - a. Scan the document to a file and save it to your local computer (or a shared network resource).
  - b. Back on the eLICENSING page, click the **CHOOSE FILE** button.
  - c. In the Open Windows dialog, navigate to the file (on the computer or a shared network resource), select it and then click the **Open** button.



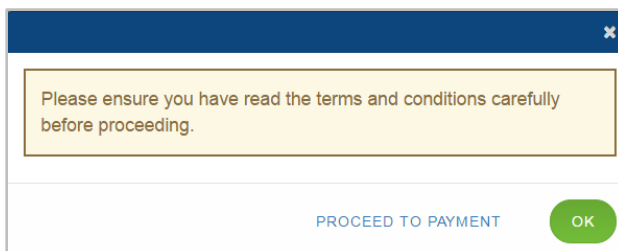


d. When the name of the file displays on the appropriate *Attachments* page area, scroll to the bottom of the page and click the **UPLOAD** button.



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

6. Click the **SAVE AND NEXT** button.
7. On the pop-up, click the **PROCEED TO PAYMENT** link.



### 5.3.3 Making the Application Payment and Submitting It

You can continue on and make the application payment now, which submits the application to MVD for review. Or you can choose to

1. On the top portion of the *Payment Summary* page, to :

1 Accounts 2 Select License 3 Contact Information 4 Process Plates 5 Attachments 6 Summary 7 E-sign 8 Payments

#### Payment Summary

Please select the application(s) you wish to pay for at this time. Once payment is confirmed, your application will be submitted to TxDMV for processing. Select 'Add Application' if you are filing multiple applications and want to make one consolidated payment when all applications are completed.

Do you want to complete another application and process as one consolidated payment? [ADD APPLICATION +](#)

**Applications for Payment :**

Select All

000061242 Plate/Sticker Manufacturer Application 002321  
Physical Address : 45 MAIN STREET, Hays, KYLE, Texas, 78640

Fee Description	Total / Prorated Fees/ Penalty %	Unit	Quantity	Total Term	Sub Total
Manufacturer New Plate/Renewal Plate/Sticker Fee	\$80.00	per plate	6		\$480.00
				Total	\$480.00

Subtotal : \$0.00

- Prepare another application to finish and submit with this one, click the **ADD APPLICATION** button,
- Pay for all items displayed on this page, click the **Select All** option.
- Pay for this item only, click its option button.

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

Method of Payment :

Credit Card    ACH/eCheck

Grand Total : \$491.06\*

\*Payment processing for this service will be included in the total transaction amount when payment is made by credit card or Automated Clearing House (ACH)

Payment Status : Pending Payment

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.

3. Read the payment processing note and then click the **PROCEED TO PAY** button.

4. In the **Customer Information** section on the *Payment* page:

**Payment**

Payment Type ✔

**Credit Card**

**Customer Information**

Country Complete all required fields [ \* ]

United States ▼

First Name \*

Last Name \*

Address \*

Address 2

City \*

State \*

ZIP/Postal Code \*

Phone \*

**Next** >

**Payment Info**

**Transaction Summary**

TXDMV eLicensing	\$491.06
<b>Texas.gov Price</b>	<b>\$491.06</b>

**Need Help?**

Please complete the Customer Information Section

- 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 street number and name of the street used to bill the credit being used.
- d. For **Address 2**, optionally 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 list.
  - g. For **ZIP/Postal Code**, type in the five number string representing the postal ZIP Code (or, the nine numbers of the extended code).
  - h. For **Phone**, type in the telephone associated with the credit card holder.
  - i. Click the **Next** button.
5. the **Payment Info** section:

**Payment Info**

Credit Card Number \* Complete all required fields [ \* ]

Expiration Month \* Credit Card Type

Expiration Year \*

Security Code \* 

Transaction Summary	
TXDMV eLicensing	\$491.06
<b>Texas.gov Price</b>	<b>\$491.06</b>

Name on Credit Card \*

**Next** >

**Need Help?**

You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card Information.

- a. For **Credit Card Number**, type in the numbers of the 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 string from the back of the card.
- e. For **Name on Card**, type in the full name printed on the card.
- f. Click the **Next** button


6. In the **Verification** section, enter the characters from the image displayed and click the **Submit Payment** button.

**Payment Info** ✓ [Edit](#)

**Credit Card**  
Visa \*\*\*\*2690  
Exp. 03/2018

**Name on Credit Card**  
Manufacturer License

**Verification**



Enter the characters from the above image:

[Cancel](#) [Submit Payment](#)

**Transaction Summary**

TXDMV eLicensing	\$491.06
<b>Texas.gov Price</b>	<b>\$491.06</b>

**Need Help?**  
Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Submit Payment.

7. After the *Please Wait* popup closes and the *Payment Summary* page displays again, click the **NEXT** button.

**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.

[EXIT](#) [NEXT](#)

8. On the *Applications Submitted* page, click the **GO TO HOME** button.

Applications Submitted

Payment for following applications was successfully submitted:

Application Name	Business Name	License Type	Status
000061242	Central Texas Buick	Manufacturer	Received

GO TO HOME

## 6 Amending a Manufacturer's 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 make an update to it (for example, from Smith and Son to Smith Family)
- Change ownership and management information
- Change the 911 Address if the city or county changes the address of the office/dealership location
- Add, remove, or update address locations (including supplemental locations) and assumed names (DBAs)
- Add, delete, or make changes to Line Makes
- Make changes to Preparation and Delivery Info

**Note:** To make changes to general information, like the license contact, refer to the section about changing the general license information on page 112.

### 6.1 Amendment Fee

The fee to amend a license is \$25.

### 6.2 Gathering Information for this Application

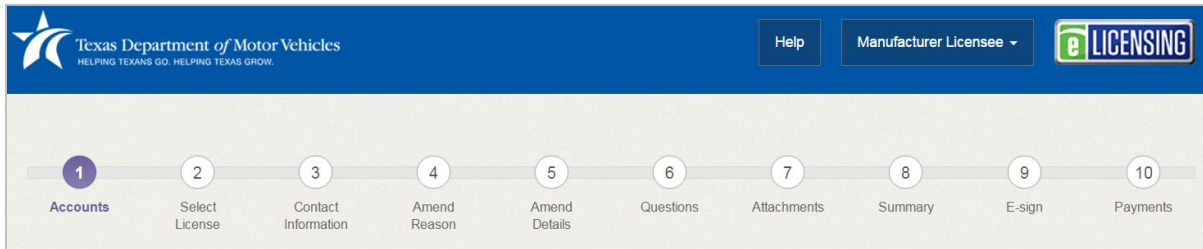
You may need to scan information into files and save them to your local computer or a shared resource you can access. Depending on the reason for your amendment, you may need files containing scanned copies of the:

- DBA certificates that have changed
- Certificate of Conversion filed with the Texas Secretary of State or the State in which you incorporated if not physically located in Texas
- Amended Corporate papers filed with the Texas Secretary of State or the State in which you incorporated if not physically located in Texas
- Certificate of Filing issued by the Texas Secretary of State or the State in which you incorporated if not physically located in Texas
- Compensating Dealer Document if you change delivery preparations
- Dealer list and service-only dealer list



## 6.3 Applying for the Amendment to a License

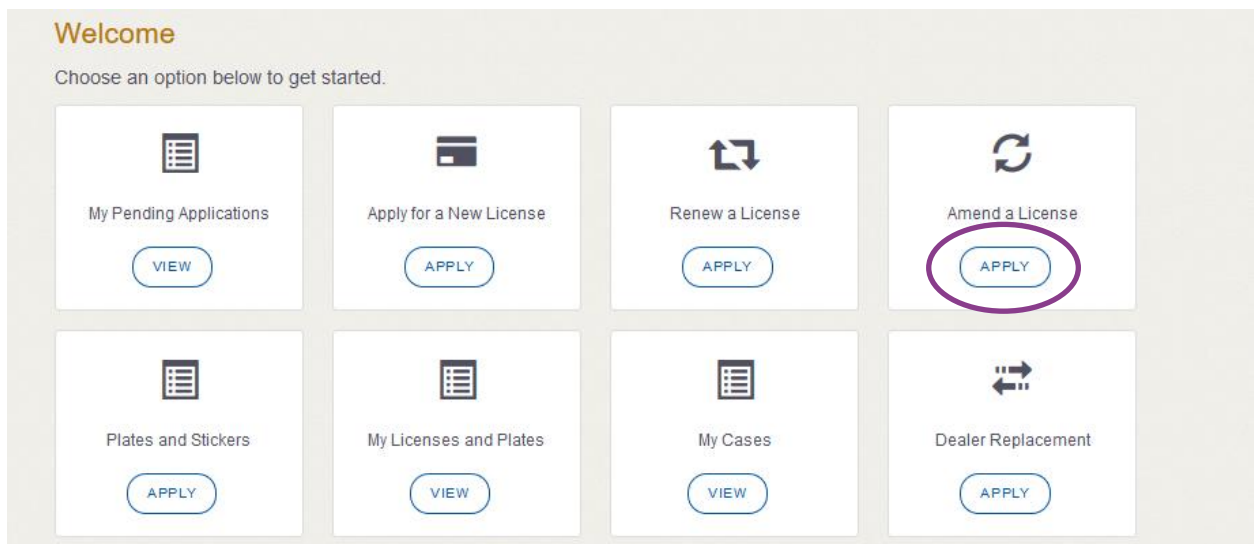
The steps for amending your license depend on the reason you are amending it.



- The Accounts, Select License, and Contact Information steps are the same for each reason.
- The Amend Reason, Amend Details, Questions, and Attachments steps are different depending on the reason selected.
- The Summary, Sign, and Payments steps are the same for each reason.

### 6.3.1 Getting Started

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



## 6.3.2 Accounts

1. On the *Organizations* page, click the drop-down list and select your organization and click the **SAVE AND NEXT** button.

## 6.3.3 Select License

1. On the *Licenses* page, click the license and click the **SAVE AND NEXT** button.

Select	License Number	Business Name	License Type	GDN Type	Location	Status
<input checked="" type="radio"/>	002321	Central Texas Buick	Manufacturer		45 MAIN STREET, KYLE, Texas, 78640, Hays	Active
<input type="radio"/>	002322	Central Texas Buick	Representative		123 MAIN STREET, KYLE, Texas, 78640, Hays	Active

## 6.3.4 Contact Information

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

Texas Department of Motor Vehicles  
HELPING TEXANS GO. HELPING TEXAS GROW.

Help Manufacturer Licensee - e LICENSING

1 Accounts 2 Select License 3 Contact Information 4 Amend Reason 5 Amend Details 6 Questions 7 Attachments 8 Summary 9 E-sign 10 Payments

### Contact Information

Enter the contact information for the person TxDMV may contact for questions regarding this application:

#### Application Contact

* First Name	Middle Name	* Last Name
<input type="text" value="Manufacturer"/>	<input type="text"/>	<input type="text" value="Licensee"/>
* Email	* Phone	
<input type="text" value="manufacturerlicensee@gmail.com"/>	<input type="text" value="(414) 421-1298"/>	

CANCEL PREVIOUS SAVE AND EXIT SAVE AND NEXT

## 6.3.5 Amend Reason

1. On the *Amend Reason* page, select the:

Select	Amendment Reason
<input checked="" type="checkbox"/>	Change Business Name – use this reason for conversion from one entity to another, or to update name
<input type="checkbox"/>	Change Ownership and Management– use this reason to documents changes to the owners or officers
<input type="checkbox"/>	911 Address Change– use this reason for address changes designated by your city or county. Do not use for physical location changes
<input type="checkbox"/>	Manage Locations and DBAs- use this reason to add, remove, or update address locations and assumed names (DBAs)
<input type="checkbox"/>	Manage Line Make
<input type="checkbox"/>	Change Preparation and Delivery Info

\* Effective Date:

- **Change Business Name** checkbox.
  - a. For **Effective Date**, type the mm/dd/yyyy (or click the calendar and select the date) on which the amendment goes into effect).
  - b. Click the **SAVE AND NEXT** button.
  - c. On the *Business Info* page, make your change and click **SAVE AND NEXT**.

**Business Information**

Type of Business:  EIN:

Business Name:  Secretary of State Filing Number:

- **Change Ownership and Management** checkbox.
  - a. For **Effective Date**, type the mm/dd/yyyy (or click the calendar and select the date) on which the amendment goes into effect).
  - b. Click the **SAVE AND NEXT** button.
  - c. On the *Ownership* page, locate the correct Ownership/Management area and click the **NEW OWNERSHIP** button.

The screenshot shows the 'Ownership' page in the e LICENSING system. At the top, there is a progress bar with 10 steps: 1. Accounts, 2. Select License, 3. Contact Information, 4. Amend Reason, 5. Amend Details (highlighted), 6. Questions, 7. Attachments, 8. Summary, 9. E-sign, and 10. Payments. Below the progress bar, the 'Ownership' section is titled 'Enter the business ownership details below.' It contains three sub-sections: 'Individual Ownership', 'Business Ownership', and 'Management Changes'. Each sub-section has a table with columns for Name, Date of Birth, and Ownership %, and an 'Actions' column. The 'Business Ownership' table shows 'Central Texas New Car Corporation' with 100.00% ownership. The 'Management Changes' table shows 'Manufacturer Licensee' with the title 'CEO' and date of birth '10/01/1968'. Each sub-section also has a '+ NEW OWNERSHIP' button.

- d. Make your changes. (For example, you can split the ownership between 2 owners or change to business ownership.)

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

### Ownership Questions

This is important:

- Submitting an application containing false, misleading, or incomplete information may be grounds for denial or license cancellation, revocation, or suspension.
- A person who knowingly makes a false statement in connection with applying for or renewing a license may be subject to criminal prosecution.

If you are in doubt as to how to respond to these questions, full and honest disclosure is highly recommended.

\* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever been arrested for an offense that is currently pending? --None-- ▾

\* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever been convicted of a felony or misdemeanor offense in any in-state, out-of-state, or federal jurisdiction? --None-- ▾

\* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever received a deferred adjudication for a felony or misdemeanor offense in any in-state, out-of-state, or federal jurisdiction? --None-- ▾

\* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever been convicted by a court martial or is any person currently the subject of a pending court martial under the Uniform Code of Military Justice? --None-- ▾

CANCEL PREVIOUS SAVE AND EXIT SAVE AND NEXT

f. Click the **SAVE AND NEXT** button.

g. If the *Criminal History* page displays, click the **ADD** button for the first owner listed.

Help
Manufacturer Licensee ▾

1

2

3

4

5

6

7

8

9

10

✓ Accounts

✓ Select License

✓ Contact Information

✓ Amend Reason

**Amend Details**

Questions

Attachments

Summary

E-sign

Payments

### Criminal History

Select an individual to add the details of their criminal history. You may add details for more than one individual

#### Owners List

Name	Email Address	Date of Birth	Ownership type	Criminal History Details
Manufacturer Licensee	manufacturerlicensee@gmail.com	10/01/1968	Management	<a href="#" style="color: white; text-decoration: none;">VIEW/ADD CRIMINAL HISTORIES</a>

CANCEL PREVIOUS SAVE AND EXIT SAVE AND NEXT

h. On the *Criminal History Details* popup:

- 1) In the first field in the **Offense and Charge** section, type in a short description of the charges/crime committed.
- 2) For **Date of Offense**, type in the mm/dd/yyyy (or selects it from the calendar) when the crime occurred.
- 3) For **Date of Conviction/Deferred Adjudication**, type in the mm/dd/yyyy (or selects it from the calendar).
- 4) For **Is person currently on parole or probation**, select Yes or No.
- 5) For **County**, type in the name of the county in which the offense occurred.
- 6) For **State**, type in the name of the state in which the offense occurred.
- 7) For **Court**, type in the type of court in which the offense was adjudicated.

- 8) For **Sentence or Action Imposed by court**, type in a brief description of the court decision.
  - 9) For **Describe the events**, type in a brief explanation of the incident leading up to the arrest for the offense.
  - 10) Click the **UPDATE** button.
- i. After the popup closes, repeat the steps above for each entry in the table on the *Criminal History* page.
  - j. When you are finished, click the **SAVE AND NEXT** button.
- Note:** On the *Attachments* page displayed later, you will be required to upload documents related to the offenses and charges for each criminal offense.
- Click the **911 Address** checkbox.
    - a. For **Effective Date**, type the mm/dd/yyyy (or click the calendar and select the date) on which the amendment goes into effect.
    - b. Click the **SAVE AND NEXT** button.
    - c. On the *911 Address Change* page, click the **EDIT** button from the **Actions** column of the item to change.

10 Steps Progress Bar:

- Accounts
- Select License
- Contact Information
- Amend Reason
- Amend Details**
- Questions
- Attachments
- Summary
- E-sign
- Payments

### 911 Address Change

Address	Location Type	Actions
45 MAIN STREET, KYLE, Texas, 78640, Hays	Physical	<a href="#">EDIT</a>
45 MAIN STREET, KYLE, Texas, 78640, Hays	Mailing	<a href="#">EDIT</a>

**Requested Changes**  
No changes requested

Buttons: CANCEL, PREVIOUS, SAVE AND EXIT, **SAVE AND NEXT**



d. . On the *Address* popup, make your changes and click the **SAVE** button.

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

Address	LocationType	Actions
45 MAIN STREET, KYLE, Texas, 78640, Hays	Physical	<a href="#">EDIT</a>
45 MAIN STREET, KYLE, Texas, 78640, Hays	Mailing	<a href="#">EDIT</a>

Address	LocationType	Action Type	Actions
45 MAIN STREET, Building 1, KYLE, Texas, 78640, Hays	Physical	911 Address Changed	<a href="#">EDIT</a> <a href="#">DELETE</a>

- **Manage Locations and DBAs** checkbox:
  - a. For **Effective Date**, type the mm/dd/yyyy (or click the calendar and select the date) on which the amendment goes into effect.
  - b. Click the **SAVE AND NEXT** button.
  - c. On the *Manage Locations* page, click the **EDIT** button for the appropriate location.
  - d. On the popup, make your changes and click the **SAVE** button.

- e. Back on the *Manage* page, click the **SAVE AND NEXT** button.

- Click the **Manage Line Make** checkbox.
  - a. For **Effective Date**, type the mm/dd/yyyy (or click the calendar and select the date) on which the amendment goes into effect.
  - b. Click the **SAVE AND NEXT** button.
  - c. On the *New Line Makes* page:

1 Accounts 2 Select License 3 Contact Information 4 Amend Reason 5 Amend Details 6 Questions 7 Attachments 8 Summary 9 E-sign 10 Payments

### New Line-Makes

Enter vehicle line make manufactured in Texas:

No records exist. To create new Line-Makes click on Add New Line Make button

+ NEW LINE-MAKE

### Remove, Rename or Replace Existing Line-Makes

MANUFACTURER'S WMI First 3 digits of the VIN	Line-Makes	Vehicle Type Code	Action
IZB	Pontiac	AA-Passenger Auto	DELETE RENAME REPLACE

### Removed/Renamed/Replaced Line-Makes

No Records found

CANCEL PREVIOUS SAVE AND EXIT SAVE AND NEXT

- To add a new line-make:
  - 1) Click the **NEW LINE-MAKE** button.

- 2) On the *Line-Make Details* popup, complete the information for the new line-make and click the **ADD** button.

The screenshot shows a 'Line-Makes' popup window with a 'Line-Make Details' section. It contains three input fields: 'MANUFACTURER'S WMI First 3 digits of the VIN' (empty), '\* Line-Make' (empty), and '\* Vehicle Type Code' (dropdown menu showing '--None--'). At the bottom right, there are 'CLOSE' and 'ADD' buttons.

- To remove a line-make:
  - 1) Click the **DELETE** button for the appropriate line-make.
  - 2) Click OK to confirm the deletion. (Note that the deleted line-make now displays in the **Removed/Renamed/Replaced Line-Makes** section.)
- To rename a line-make:
  - 1) Click the **RENAME** button for the appropriate line-make.
  - 2) On the *Line-Make Details* popup, complete the information for the new line-make and click the **ADD** button.
- To replace a line-make:
  - 1) Click the **REPLACE** button for the appropriate line-make.
  - 2) On the *Line-Make Details* popup, complete the information for the new line-make and click the **ADD** button.

The screenshot shows a 'Line-Make' popup window with two sections: 'Current Line Make' and 'New Replacement Line Make'. The 'Current Line Make' section has three fields: 'MANUFACTURER'S WMI First 3 digits of the VIN' (IZB), 'Line-Make' (Pontiac), and 'Vehicle Type Code' (AA-Passenger Auto). The 'New Replacement Line Make' section has three fields: 'MANUFACTURER'S WMI First 3 digits of the VIN' (empty), '\* Line-Make' (empty), and '\* Vehicle Type Code' (dropdown menu showing 'AA-Passenger Auto'). At the bottom right, there are 'CLOSE' and 'SAVE' buttons.

- **Change Preparation and Delivery Info** checkbox:
  - a. For **Effective Date**, type the mm/dd/yyyy (or click the calendar and select the date) on which the amendment goes into effect.
  - b. Click the **SAVE AND NEXT** button.

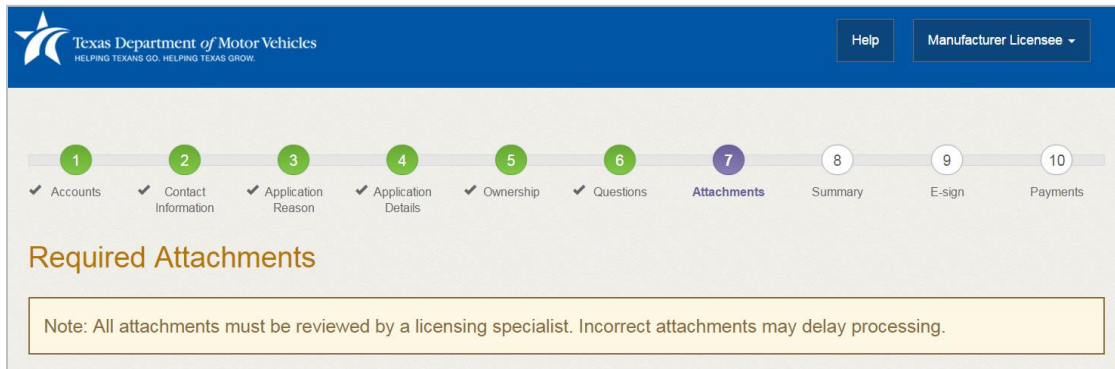
### 6.3.6 Questions

1. Respond to the questions presented.

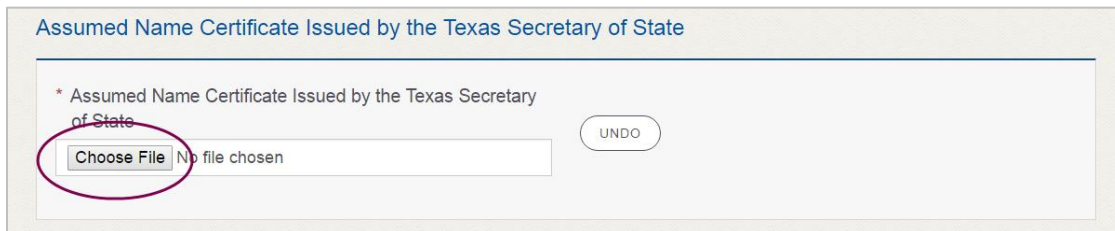
2. Click the **SAVE AND NEXT** button.

## 6.3.7 Required Attachments

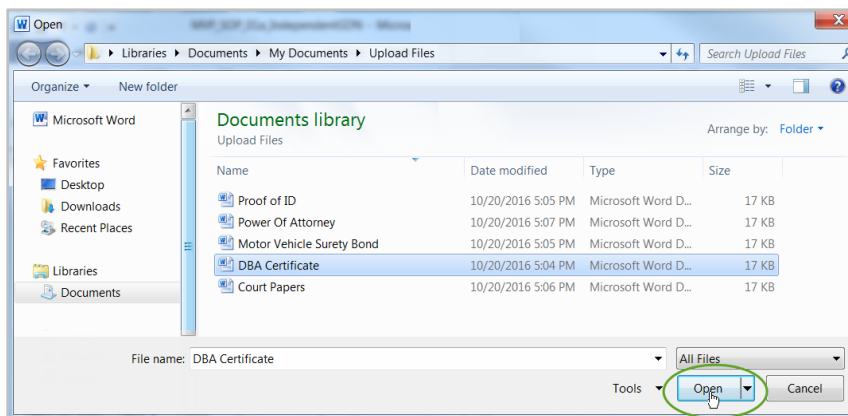
Depending on the reason, different attachments may be requested.



1. For each file listed on the page, click the **CHOOSE FILE** button (as shown below).



2. On the *Open* popup:
  - a. Navigate to the file (on the computer or a shared network resource).
  - b. Select the file and click the **Open** button.



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

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

d. For files not required:

- 1) Click the **ADD MORE ATTACHMENTS** button (at the bottom of the page).

- 2) For **Attachment Type**, type in a short phrase that identifies the content of the file before selecting and uploading it.

- 3) Click the **UPLOAD** button.

e. Click the **SAVE AND NEXT** button

3. If the *Problems with Your Application* page displays:
  - **REVISIT** button to return to the issue and make the correction, and then click **SAVE AND NEXT** button as many times as it takes to return to this page.
  - **NEXT** button to skip making fixes at this time and display the *Summary* page. In many instances, the problems may cause the application

### 6.3.8 Summary

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

2. Click the **SAVE AND NEXT** button.



## 6.3.9 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’s license, you can electronically sign the application, which includes a Certificate of Responsibility that you must agree to.

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

### 6.3.9.1 Signing with a Valid Texas Driver’s License

1. On the *eSign* page displayed:

If you would like to e-sign this application, and you have a valid Texas driver license, fill out all the fields below and choose "Save and Next." If you would prefer to provide a physical signature, or you have a driver license from another state, provide your first and last name, and select "Other" for issuing state. You will be prompted to print, sign, and upload a Certification of Responsibility.

* First Name	* Last Name	SSN
<input type="text"/>	<input type="text"/>	<input type="text"/>
* Driver License Issuing State		
--None--		
Date of Birth	Driver License Number	
<input type="text"/>	<input type="text"/>	

CANCEL
PREVIOUS
SAVE AND NEXT

- a. For **First Name**, type it in exactly as it displays on your driver’s license or official identification.
- b. For **Last Name**, type it in exactly as it displays on your driver’s license or official identification.
- c. For **SSN**, type in the numbers and dashes of your social security number.
- d. From the **Driver License Issuing State** dropdown, select the appropriate option.
- e. For **Date of Birth**, type in the mm/dd/yyyy that appears on your driver’s license
- f. For **Driver License Number**, type in the string of number and letters.
- g. If the **Audit Number** field displays, type in the string of numbers that display on the side of your license (or along the bottom).

- h. Click the **SAVE AND NEXT** button.
2. On the *Certificate of Responsibility* page:

### Certificate of Responsibility

Please read carefully and accept terms and conditions

---

Applying for a GDN License

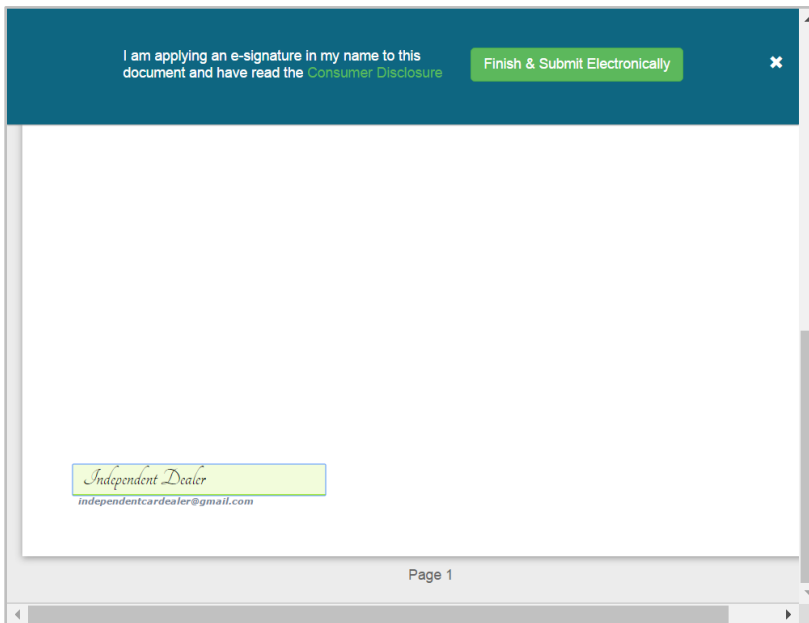
- Applicant acknowledges that the department may deny an application for a license or revoke or cancel a license if the applicant submits false or misleading information, makes a false statement, or refuses or fails to provide information requested by the Department
- Applicant further acknowledges that 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
- The applicant or an authorized agent hereby certifies that statements made above and on attachments and documents submitted are true, complete and correct.

I Agree

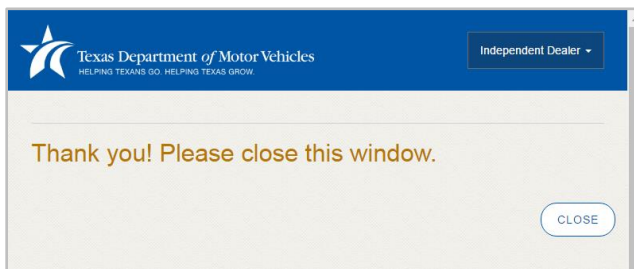
Please read carefully and accept the terms and conditions by selecting 'I Agree', then selecting E-Signature.

- a. Carefully read the terms and conditions for the license.
- b. Click the **I Agree** option button.
- c. Click the **E-SIGNATURE** button.

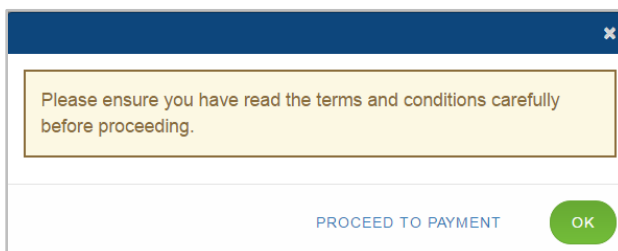
3. On the popup:
  - a. Scroll down to the **Sign Here** field and type in your full legal name.



- b. Scroll back up to the top of the popup and click the **Finish & Submit Electronically** button.
4. On the *Thank You* page of the popup, click the **CLOSE** button.



5. Back on the *Certificate of Responsibility* page, click the **SAVE AND NEXT** button.
6. On the *Please ensure you have the terms and conditions* popup, the **PROCEED TO PAYMENT** link to start the payment process.



7. Continue with the section about payment on page 70.

## 6.3.9.2 Signing without a Valid Texas Driver's License

1. On the *eSign* page displayed:

If you would like to e-sign this application, and you have a valid Texas driver license, fill out all the fields below and choose "Save and Next." If you would prefer to provide a physical signature, or you have a driver license from another state, provide your first and last name, and select "Other" for issuing state. You will be prompted to print, sign, and upload a Certification of Responsibility.

* First Name	* Last Name	SSN
<input type="text"/>	<input type="text"/>	<input type="text"/>
* Driver License Issuing State		
--None--		
Date of Birth	Driver License Number	
<input type="text"/>	<input type="text"/>	

CANCEL
PREVIOUS
SAVE AND NEXT

- a. For **First Name**, type it in exactly as it displays on your driver's license or official identification.
- b. For **Last Name**, type it in exactly as it displays on your driver's license or official identification.
- c. For Driver License Issuing State select other.
- d. Screen automatically updates to include the Certificate of Responsibility section.

2. Scroll to the bottom of the page and click the [CERTIFICATE OF RESPONSIBILITY PDF](#) link.

1 Accounts 2 Select License 3 Contact Information 4 License Information 5 Ownership 6 Questions 7 Attachments 8 Summary 9 E-sign 10 Payments

If you would like to e-sign this application, and you have a valid Texas driver license, fill out all the fields below and choose "Save and Next." If you would prefer to provide a physical signature, or you have a driver license from another state, provide your first and last name, and select "Other" for issuing state. You will be prompted to print, sign, and upload a Certification of Responsibility.

\* First Name: Steven  
\* Last Name: McGarrett  
SSN:   
\* Driver License Issuing State: Other  
Date of Birth:   
Driver License Number:

Certification of Responsibility: [CERTIFICATION OF RESPONSIBILITY.PDF](#)

Browse... No file selected. UNDO  
UPLOAD

CANCEL PREVIOUS SAVE AND NEXT

3. On the PDF file, click the **Printer** icon (in the upper right) to send the PDF on your local printer.
4. Carefully read the document and sign and date it.



---

## Certification of Responsibility

- The applicant or an authorized agent hereby certifies that statements made above and on attachments and documents submitted are true and correct, and that all documents submitted with this application are complete, submitted in their entirety, and are accurately represented.
- 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.
- In accordance with Texas Occupations Code §2301.259(c) or §2301.260(b), applicant certifies it will comply with Texas Occupations Code §§2301.401-2301.406 and 2301.451 – 2301.476.

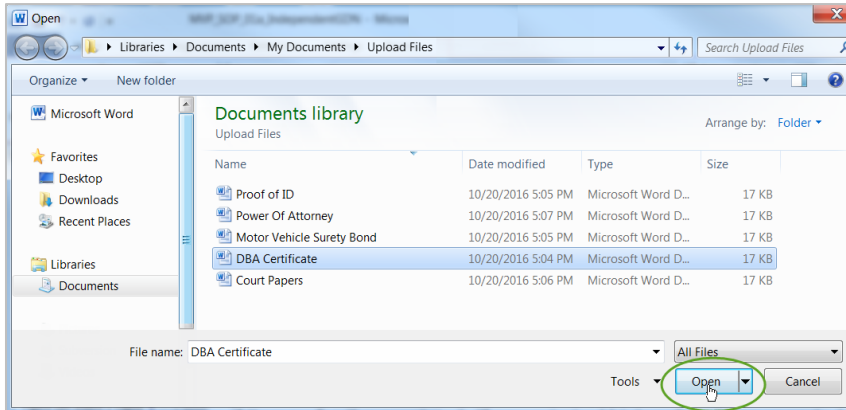
Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

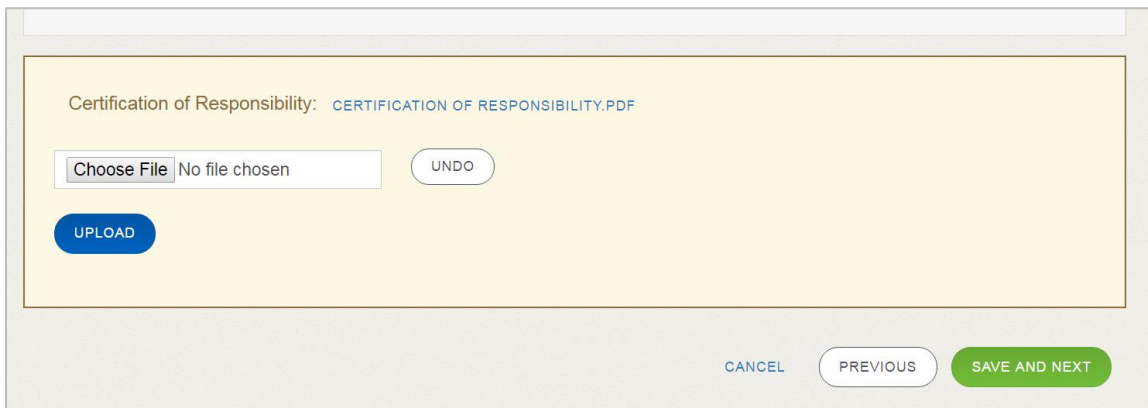
Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_

5. To upload and attach the signed document to this application:
  - a. Scan the document to a file and save it to your local computer (or a shared network resource).
  - b. Back on the eLICENSING page, click the **CHOOSE FILE** button.
  - c. In the Open Windows dialog, navigate to the file (on the computer or a shared network resource), select it and then click the **Open** button.

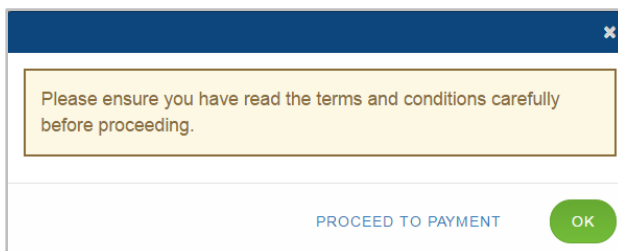


- d. When the name of the file displays on the appropriate *Attachments* page area, scroll to the bottom of the page and click the **UPLOAD** button.



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

6. Click the **SAVE AND NEXT** button.
7. On the pop-up, click the **PROCEED TO PAYMENT** link.



## 6.3.10 Payment

1. On the top portion of the *Payment Summary* page, to :

Do you want to complete another application and process as one consolidated payment ? [ADD APPLICATION +](#)

**Applications for Payment :**

- Select All
- 000061245 Amendment Manufacturer Application 002321  
Physical Address : 45 MAIN STREET, Hays, KYLE, Texas, 78640

Fee Description	Total / Prorated Fees/ Penalty %	Unit	Quantity	Total Term	Sub Total
Manufacturer Amendment fee	\$25.00	Per application	1		\$25.00
				Total	\$25.00

Subtotal : \$0.00

- Prepare another application to finish and submit with this one, click the **ADD APPLICATION** button,
  - Pay for all items displayed on this page, click the **Select All** option.
  - Pay for this item only, click its option button.
2. On the bottom portion of this page, for **Method of Payment**, select the appropriate option button.



Method of Payment :

Credit Card    ACH/eCheck

Grand Total : \$0.00\*

\*Payment processing for this service will be included in the total transaction amount when payment is made by credit card or Automated Clearing House (ACH)

Payment Status : Pending Payment

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.

EXIT   PROCEED TO PAY

3. Read the payment processing note and then click the **PROCEED TO PAY** button.

4. On the **Customer Information** page:

**Transaction Summary**

TXDMV eLicensing	\$25.82
<b>Texas.gov Price</b>	<b>\$25.82</b>

**Need Help?**  
Please complete the Customer Information Section

- For **First Name**, type in your first name as it appears on the credit card used.
- For **Last Name**, type in your last name as it appears on the credit card used.
- For **Address**, type in the street number and name of the street used to bill the credit being used.
- For **Address 2**, optionally type in the additional street information, such as the suite number.
- For **City**, type in the name of the city.

- f. For **State**, select the name of the state from the dropdown list.
  - g. For **ZIP/Postal Code**, type in the five number string representing the postal ZIP Code (or, the nine numbers of the extended code).
  - h. For **Phone**, type in the telephone associated with the credit card holder.
  - i. Click the **Next** button.
5. In the Card Info section:

**Payment Info**

Credit Card Number \* Complete all required fields [ \* ]

Expiration Month \* Expiration Year \*

Security Code \* Name on Credit Card \*

**Transaction Summary**

TXDMV eLicensing	\$25.82
<b>Texas.gov Price</b>	<b>\$25.82</b>

**Need Help?**

You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card Information.

Next >

Cancel

6. In the **Verification** section, enter the characters from the image displayed and click the **Submit Payment** button.

**Texas Department of Motor Vehicles**  
HELPING TEXANS GO. HELPING TEXAS GROW.

**Payment Info** Edit

<p><b>Credit Card</b> Visa ****2690 Exp. 03/2017</p>	<p><b>Name on Credit Card</b> Manufacturer Licensee</p>
--------------------------------------------------------------	-------------------------------------------------------------

**Verification**

Enter the characters from the above image:

Cancel
Submit Payment

**Transaction Summary**

TXDMV eLicensing	\$25.82
<b>Texas.gov Price</b>	<b>\$25.82</b>

**Need Help?**

Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Submit Payment.

7. After the *Please Wait* popup closes and verify that **Payment Successful** displays in the **Status** on the *Payment Summary* page.
8. Click the **NEXT** button.
9. On the *Application Submitted* page, click the **CLOSE** button.

**Texas Department of Motor Vehicles**  
HELPING TEXANS GO. HELPING TEXAS GROW.

Help
Manufacturer Licensee ▾

Applications Submitted

Payment for following applications was successfully submitted:

Application Name	Business Name	License Type	Status
000061245	Central Texas Buick	Manufacturer	Received

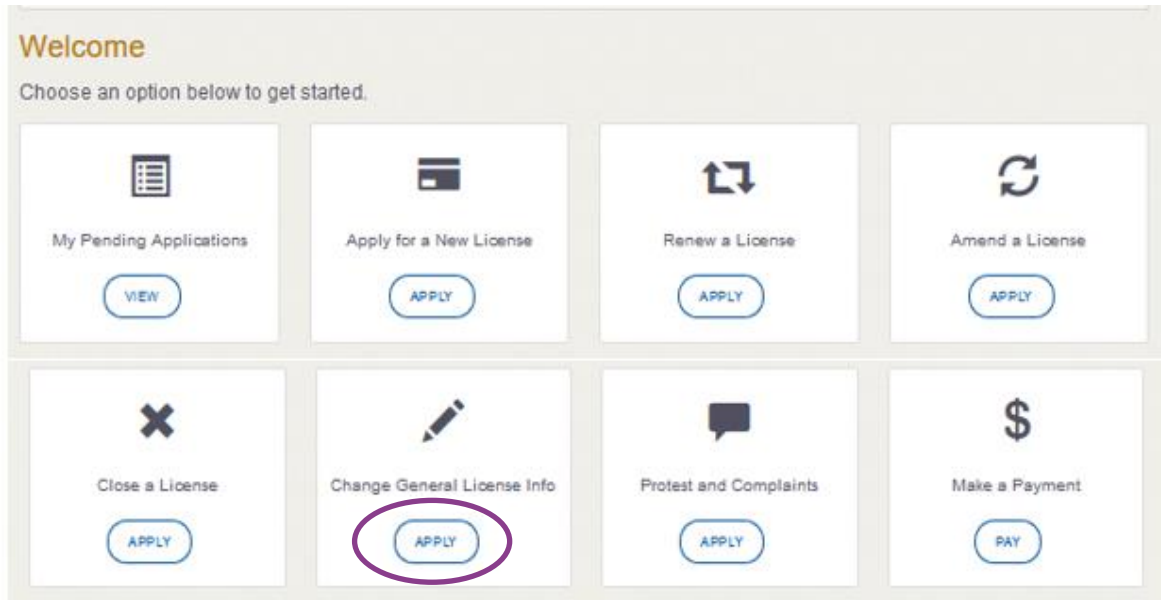
GO TO HOME

## 7 Changing General Manufacturer License Info

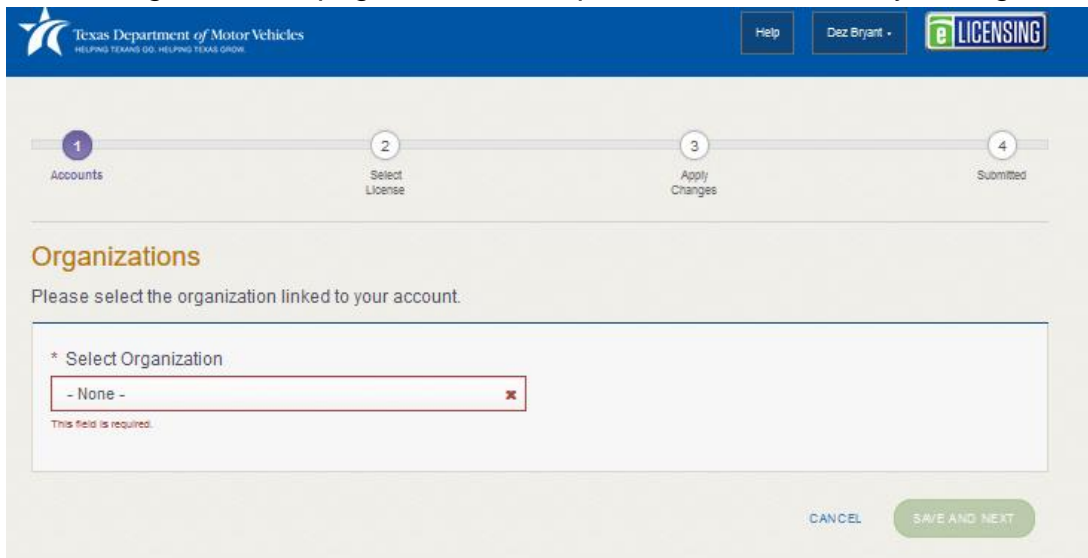
You can change general license information, such as the contact person that TxDMV may speak with about your license details.

There is no fee for these changes.

1. After logging in and displaying the *Welcome* page, click the **APPLY** button on the **Change General License Info** area.



2. On the *Organizations* page, click the drop-down list and select your organization.



- On the *Licenses* page, click the appropriate license for the information that has changed.

1  
 ✓ Accounts

2  
 Select License

3  
 Apply Changes

4  
 Submitted

### Licenses

Select the license to update

Select	License Number	Business Name	License Type	GDN Type	Location	Status
<input type="radio"/>	P001905	Superstar Motors	GDN	Motor Vehicle	400 W ANDERSON LN, AUSTIN, Texas, 78752-1110, Travis	Active
<input type="radio"/>	LA001552	Superstar Motors	Lessor		400 ANDERSON LN, AUSTIN, Texas, 78752-1138, Travis	Active
<input type="radio"/>	003128	Superstar Motors	Converter		3261 BARLEY ROAD, LEANDER, Texas, 78641, Williamson	Active
<input type="radio"/>	002097	Superstar Motors	Converter		100 W 31ST, AUSTIN, Texas, 78759, Travis	Active
<input type="radio"/>	003129	Superstar Motors	Representative		2317 MILLBROOK LOOP, LEANDER, Texas, 78641-1510, Williamson	Active
<input type="radio"/>	002098	Superstar Motors	Representative		100 W 33RD, AUSTIN, Texas, 78759, Travis	Active

« 1 »

CANCEL
PREVIOUS
SAVE AND EXIT
SAVE AND NEXT

4. On the *Apply Changes* page:

a. Click into the field to edit and make the changes.

b. Click the **SAVE AND SUBMIT** button.

5. On the *Submitted* page, click the **CLOSE** button to exit.

Texas Department of Motor Vehicles  
HELPING TEXANS GO. HELPING TEXAS GROW.

Help   Dez Bryant   e LICENSING

- 1 ✓ Accounts
- 2 ✓ Select License
- 3 ✓ Apply Changes
- 4 Submitted

Your changes have been updated and will take effect immediately. A confirmation email has been sent to your email [babyras@mailinator.com](mailto:babyras@mailinator.com)

CLOSE



## 8 Renewing Manufacturer's Licenses

You should receive a renewal notice in your email in advance of the expiration date of your license. The application to renew your license follows a process similar to the original application.

Instead of renewing, the system may prompt you that you should file a new application if you have changed business structure or ownership since last application or renewal

### 8.1 Renewal Fees

The fee to renew a license on time is \$1800 for the manufacturer license, \$40 for each associated franchise dealer, and \$200 for each Representative being renewed.

If the renewal is late, the fee is \$1800 plus \$900 if renewed after the first 30 days and \$900 more if renewed after 60 days for the manufacturer license. Also included in the fees is a \$200 fee for each Representative renewed plus \$100 if renewed after the first 30 days and \$100 more if renewed after 60 days.

**Note:** The Plate/Sticker renewal fee is \$80.00.

### 8.2 Gathering Information

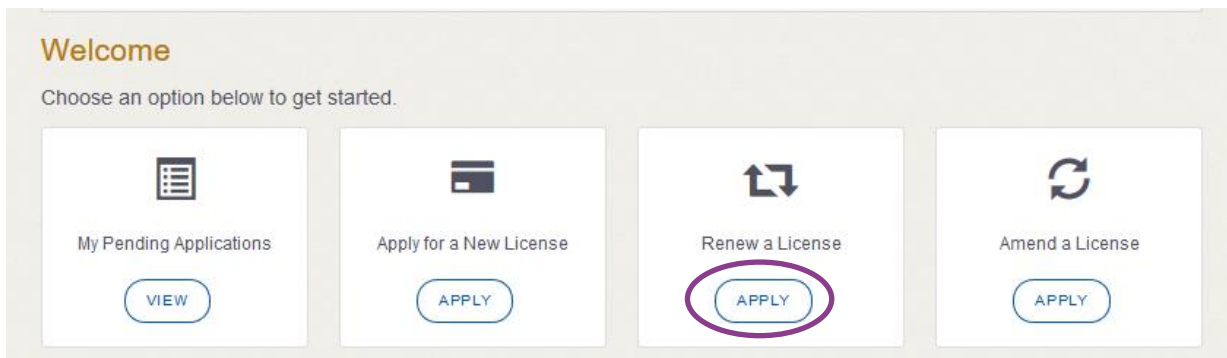
To complete this application, you will need access to:

- Facts of the 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 martialled, or has any of these actions currently pending, to fill out certain information as shown below for each person and each offense.
- Files containing the following information scanned in:
  - Assumed Name Certificates
  - Certificate of Incorporation, Registration, or Formation filed with the Texas Secretary of State or the State in which you incorporated if not physically located in Texas
  - Driver's licenses (or passport, official identification cards, and so on) for new owners or management staff

- **Note:** Driver’s license information is not required for a renewal, but is required for amendments involving ownership changes
- Court papers that back up the adjudication, dismissal, or decision made in each criminal matter (if applicable)

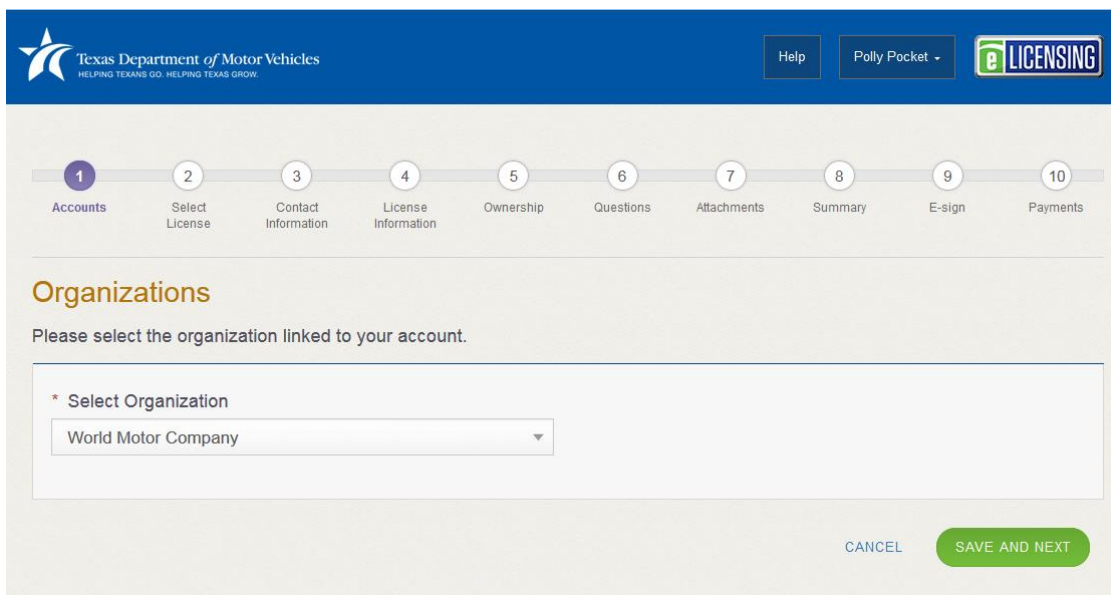
## 8.3 Renewal Application

1. After logging in and displaying the *Welcome* page, click the **APPLY** button on the **Renew a License** area.



### 8.3.1 Accounts

1. On the *Organizations* page, click the drop-down list and select your organization.



2. Click the **SAVE AND NEXT** button.

## 8.3.2 Select License

1. On the *Licenses* page, select the license to renew. Note that only the licenses eligible for renewal are displayed.

Texas Department of Motor Vehicles  
 HELPING TEXANS GO. HELPING TEXAS GROW.

Help Polly Pocket - e LICENSING

1 Accounts 2 **Select License** 3 Contact Information 4 License Information 5 Ownership 6 Questions 7 Attachments 8 Summary 9 E-sign 10 Payments

### Licenses

Select one license to renew. If you need to renew multiple licenses, each must be submitted separately.

Select	License Number	Business Name	License Type	License Sub Type	Expiration Date	Location	Status
<input checked="" type="radio"/>	002151	World Motor Company	Manufacturer		12/31/2016	835 E 1st N St, Wichita, Kansas, Sedgwick	Active

« 1 »

CANCEL PREVIOUS SAVE AND EXIT **SAVE AND NEXT**

2. Click the **SAVE AND NEXT** button.

## 8.3.3 Contact Information

1. On the *Contact Information* page, make any changes needed to the person listed who can be contacted about this renewal application.

1 Accounts 2 Select License 3 Contact Information 4 License Information 5 Ownership 6 Questions 7 Attachments 8 Summary 9 E-sign 10 Payments

### Contact Information

Enter the contact information for the person TxDMV may contact for questions regarding this application:

#### Application Contact

* First Name	Middle Name	* Last Name
<input type="text" value="Polly"/>	<input type="text"/>	<input type="text" value="Pocket"/>
* Email	* Phone	
<input type="text" value="polly@mailinator.com"/>	<input type="text" value="(316) 263-1311"/>	

CANCEL PREVIOUS SAVE AND EXIT SAVE AND NEXT

2. Click the **SAVE AND NEXT** button.

## 8.3.4 License Information

1. On the top of the *License Information* page, verify that the information is correct or make any changes necessary.

2. In the **Business section** of the page, verify that the information is correct or make any changes necessary.

3. In the **Mailing Address section** of the page, verify that the information is correct or make any changes necessary.

**Mailing Address**

\* Address Line 1: 835 E 1st N St

Address Line 2:

\* City: Wichita

\* State: Kansas

\* Zip: 67202-2791

\* County: Sedgwick

\* Country: USA

VALIDATE ADDRESS

CANCEL PREVIOUS SAVE AND EXIT SAVE AND NEXT

4. Click the **SAVE AND NEXT** button.
5. On the *Associated Licenses to Renew* page:
  - a. To renew an existing Representative select Renew from the Action drop down

Texas Department of Motor Vehicles  
HELPING TEXANS GO. HELPING TEXAS GROW.

Help Manufacturer Licensee e LICENSING

1 Accounts 2 Select License 3 Contact Information 4 License Information 5 Ownership 6 Questions 7 Attachments 8 Summary 9 E-sign 10 Payments

### Associated Licenses to Renew

Select the Representative license you would like to renew together with your license. If you would like to cancel the representative license, indicate if you want the cancellation at expiration date or at renewal of your license.

License Number	Representative Name	Location	Status	Expiration Date	Action
002322	Pat Smith	123 MAIN STREET, KYLE, Texas, Hays	Active	1/31/2019	--None--

« 1 »

CANCEL PREVIOUS SAVE AND EXIT SAVE AND NEXT

6. On the *Dealer Plates* page, select renew plate or cancel plate for each plate listed.

Texas Department of Motor Vehicles  
HELPING TEXANS GO, HELPING TEXAS GROW.

Help Steven Universe e LICENSING

1 Accounts 2 Select License 3 Contact Information 4 License Information 5 Ownership 6 Questions 7 Attachments 8 Summary 9 E-sign 10 Payments

Select the plates you wish to cancel or renew:

Plate Number	License Number	Expiration Date	Actions
C0001A	002237	01/31/2019	--None--
C0002A	002237	01/31/2019	--None--
C0003A	002237	01/31/2019	--None--
C0004A	002237	01/31/2019	--None--
C0005A	002237	01/31/2019	--None--

The identified plates will be canceled at no cost. You will have the opportunity to order additional plates at the next screen.

CANCEL PREVIOUS SAVE AND EXIT SAVE AND NEXT

7. On the *Purchase Additional Plates* page, for **Do you want to order metal dealer plates**, click:

[Help](#)
[Polly Pocket](#)

1

2

3

4

5

6

7

8

9

10

✓ Accounts
✓ Select License
✓ Contact Information
License Information
Ownership
Questions
Attachments
Summary
E-sign
Payments

### Purchase Additional Plates

\* Do you want to order metal dealer plates? Yes ▾

Enter the number of plates you want to order:

---

License	Expiration Date	Current Active Plate Count	Quantity Requested for Motorcycle Plates	Quantity Requested for Motor Vehicle Plates	New Plate Count	Plate Limit Without Waiver	Current Plate Limit
002151	12/31/2016	5	<input type="text" value="0"/>	<input type="text" value="0"/>	5	Unlimited	Unlimited

CANCEL
PREVIOUS
SAVE AND EXIT
SAVE AND NEXT

- **No** and click the **SAVE AND NEXT** button.
- **Yes**, and then in the:
  - a. **Quantity Requested** field, enter the number of plates needed.
  - b. Click the **SAVE AND NEXT** button.

### 8.3.5 Ownership

1. On the *Ownership* page:
  - a. Review current information (If updates are needed an amendment must be submitted)



Texas Department of Motor Vehicles  
HELPING TEXANS GO. HELPING TEXAS GROW.

[Help](#) [Manufacturer Licensee](#)

1 ✓ Accounts   2 ✓ Select License   3 ✓ Contact Information   4 ✓ License Information   5 **Ownership**   6 Questions   7 Attachments   8 Summary   9 E-sign   10 Payments

### Ownership

Enter the business ownership details below.

#### Individual Ownership

Name	Date of Birth	Ownership %
Independent Vehicle	10/31/1956	100.00%

#### Business Ownership

Name	EIN	Ownership %
------	-----	-------------

#### Management Changes

Name	Title	Date of Birth
------	-------	---------------

b. In the **Ownership Questions** section:

**Ownership Questions**

This is important:

- Submitting an application containing false, misleading, or incomplete information may be grounds for denial or license cancellation, revocation, or suspension.
- A person who knowingly makes a false statement in connection with applying for or renewing a license may be subject to criminal prosecution.

If you are in doubt as to how to respond to these questions, full and honest disclosure is highly recommended.

\* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever been arrested for an offense that is currently pending?

\* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever been convicted of a felony or misdemeanor offense in any in-state, out-of-state, or federal jurisdiction?

\* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever received a deferred adjudication for a felony or misdemeanor offense in any in-state, out-of-state, or federal jurisdiction?

\* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever been convicted by a court martial or is any person currently the subject of a pending court martial under the Uniform Code of Military Justice?

[CANCEL](#) [PREVIOUS](#) [SAVE AND EXIT](#) [SAVE AND NEXT](#)

If you answer:

- **No**, click the **SAVE AND NEXT** button.
- **Yes** to any of the questions:

a. On the *Criminal History* page displayed, click the **ADD** button for the first name.

**Criminal History**

Select an individual to add the details of their criminal history. You may add details for more than one individual

**Owners List**

Name	Email Address	Date of Birth	Ownership type	Criminal History Details
Manufacturer Licensee	manufacturerlicensee@gmail.com	10/01/1968	Management	<a href="#">VIEW/ADD CRIMINAL HISTORIES</a>

CANCEL PREVIOUS SAVE AND EXIT **SAVE AND NEXT**

b. On the *Criminal History Details* popup:

**Criminal History**  
Criminal History Details. Separate details must be provided for each offense.

Name  Encrypted SSN

Email  Date of Birth

**Offense and Charge**

\* Please state the exact crime for which the person was charged, convicted, or received a deferred adjudication

\* Date of Offense  Date of Conviction/Deferred Adjudication  \* Is the person currently on parole or probation?

\* County  \* State  \* Court

\* Sentence or Action imposed by court(example- six months in Travis County Jail):

\* Describe the events and circumstances that lead to the charge.

- 1) In the first field in the **Offense and Charge** section, type in a short description of the charges/crime committed.
- 2) For **Date of Offense**, type in the mm/dd/yyyy (or selects it from the calendar) when the crime occurred.
- 3) For **Date of Conviction/Deferred Adjudication**, type in the mm/dd/yyyy (or selects it from the calendar)
- 4) For **Is person currently on parole or probation**, select Yes or No.
- 5) For **County**, type in the name of the county in which the offense occurred.
- 6) For **State**, type in the name of the state in which the offense occurred.
- 7) For **Court**, type in the type of court in which the offense was adjudicated.

- 8) For **Sentence or Action Imposed by court**, type in a brief description of the court decision.
  - 9) For **Describe the events**, type in a brief explanation of the incident leading up to the arrest for the offense.
  - 10) Click the **UPDATE** button.
- c. After the popup closes, repeat the steps above for each entry in the table on the *Criminal History* page or click the **SAVE AND NEXT** button.

**Note:** On the *Attachments* page displayed later, you will be required to upload documents related to the offenses and charges for each criminal offense.

### 8.3.6 Questions

You must answer a series of questions about military service, dealership owners, previous licensing, and the office and display area of the dealership.

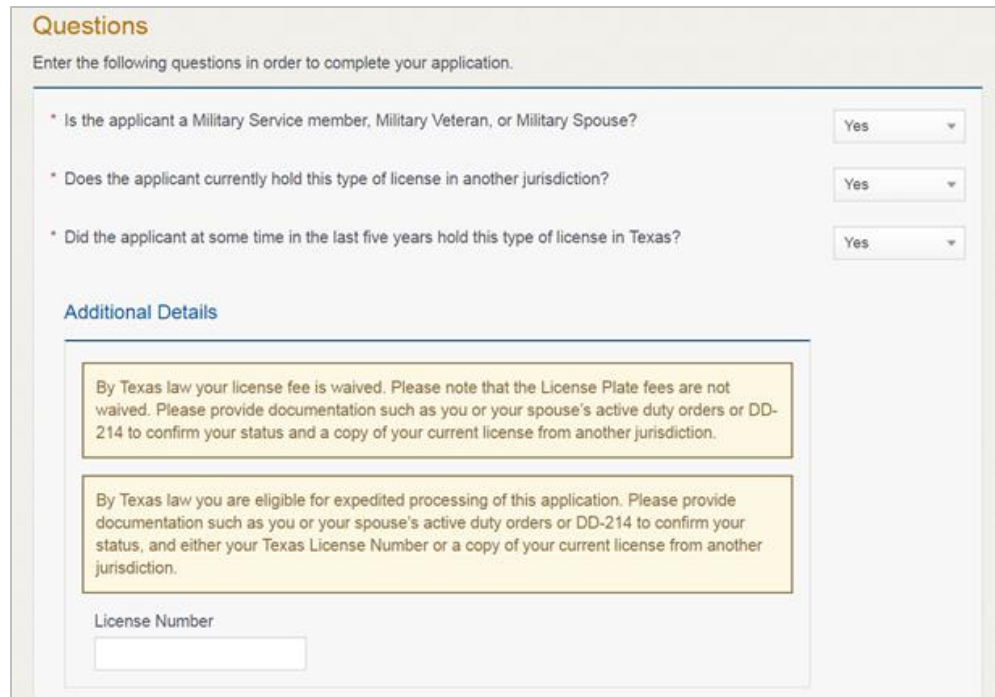
If you do not know the answer or have to leave the application to find it:

1. Go to the bottom of the page and click the **PREVIOUS** button and then click the **SAVE AND EXIT** button on the *Ownership Details* page to save all information entered to date.
2. After retrieving this information, display the *Welcome* page, locate the **My Applications** section, and click its **VIEW** button.
3. On the *My Accounts* page, locate this application in the list and click it.
4. On the *Ownership Details* page displayed, click the **SAVE AND NEXT** button to display the Question page again.

### 8.3.6.1 Military Service Questions

You are required to answer the question about your military service or if you are a spouse of a military service member to determine if you are eligible for expedited processing of the application.

If your response is **Yes**, several more questions display to determine if you currently have a license, which may mean the licensing fee will be waived.



**Questions**

Enter the following questions in order to complete your application.

- \* Is the applicant a Military Service member, Military Veteran, or Military Spouse?
- \* Does the applicant currently hold this type of license in another jurisdiction?
- \* Did the applicant at some time in the last five years hold this type of license in Texas?

**Additional Details**

By Texas law your license fee is waived. Please note that the License Plate fees are not waived. Please provide documentation such as you or your spouse's active duty orders or DD-214 to confirm your status and a copy of your current license from another jurisdiction.

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.

License Number

1. Select the:

- **No** response and continue to the next question.
- **Yes** response and:
  - a. If you answer **Yes** to either condition, type in the **License Number** of the current license.
  - b. Continue to the next question.

**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.

### 8.3.6.2 Changed Business Structure

\* Have there been any changes in business structure or ownership since your last application or renewal? If yes, you will need to complete the amendment application. Yes ▾

1. Select the response but be advised you may need to submit an amendment application to make the changes or apply for a new license depending on the type of change.
2. Continue with the next question.

### 8.3.6.3 Changes In Franchised Dealers or Service-Only Facilities Question

\* Have there been changes in franchised dealers or service-only facilities since your last application or renewal? If yes, Please explain below. Yes ▾

**Additional Details**

Please explain below.

3. Select the:
  - **No** response and continue to the next question.
  - **Yes** response and:
    - a. Type in the appropriate information.
    - b. Continue to the next question.

### 8.3.6.4 Changes in Preparation and Delivery Agreements or Compensation

\* Have there been changes in preparation and delivery agreements or compensation since your last application or renewal? If yes, Please explain below Yes ▾

**Additional Details**

Please explain below.

1. Select the:
  - **No** response and continue to the next question.
  - **Yes** response and:
    - a. Type in the appropriate information.
    - b. Continue to the next question.

### 8.3.6.5 Changes in Distributors

\* Have there been changes in distributor(s) since your last application or renewal? If yes, Please explain below in detail: Yes ▾

**Additional Details**

Please explain below.

1. Select the:
  - **No** response and continue to the next question.
  - **Yes** response and:
    - a. Type in the appropriate information.
    - b. Continue to the next question.



### 8.3.6.6 Changes in Line-Makes

\* Have there been any changes to the existing line-make(s) since your last application or renewal? If yes, please complete the amendment application.

Yes ▼

1. Select the:

- **No** response and continue to the next question.
- **Yes** response and:
  - a. Remember to file an amendment with the line-make unless specified in an earlier section.
  - b. Continue to the next question.

### 8.3.6.7 Controlling Interest in Dealerships

\* Does licensee, or any person or entity controlled by licensee, own an interest in a motor vehicle dealer or dealership, control a dealer or dealership, or act in the capacity of a dealer? If yes, Please explain below in detail :

Yes ▼

#### Additional Details

Please explain below.

1. Select the:

- **No** response and continue to the next question.
- **Yes** response and:
  - a. Type in the appropriate information.
  - b. Continue to the next question.

### 8.3.7 Attachments

You must have the following information scanned into files so you can upload them from your local computer or a shared resource:

- Preparation and Delivery Obligations (if changed since last application)
- Assumed Name Certificates (if licensee uses one)
- Certificate of Incorporation, Registration, or Formation filed with the Texas Secretary of State or the State in which you are incorporated if not physically located in Texas.
- Facts of the 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 martialled, or has any of these actions currently pending, to fill out certain information as shown below for each person and each offense.

\* Please state the exact crime for which the person was charged, convicted, or received a deferred adjudication

* Date of Offense	Date of Conviction/Deferred Adjudication	* Is the person currently on parole or probation?
<input type="text"/>	<input type="text"/>	No <input type="text"/>

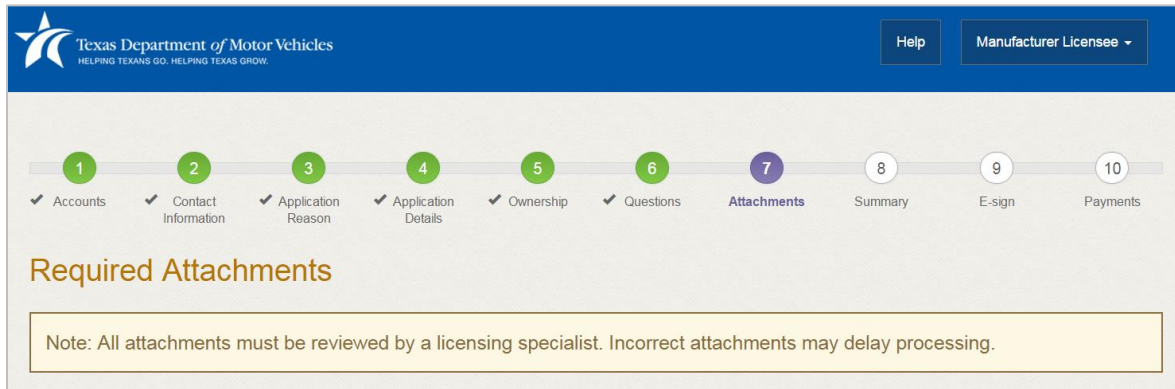
* County	* State	* Court
<input type="text"/>	<input type="text"/>	<input type="text"/>

\* Sentence or Action imposed by court(example- six months in Travis County Jail):

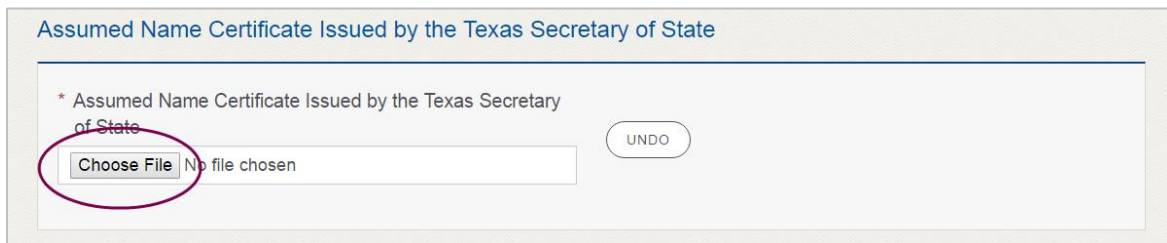
\* Describe the events and circumstances that lead to the charge.

- Files containing scanned copies of court papers that back up the adjudication, dismissal, or decision made in each criminal matter.

1. On the *Required Attachments* page:

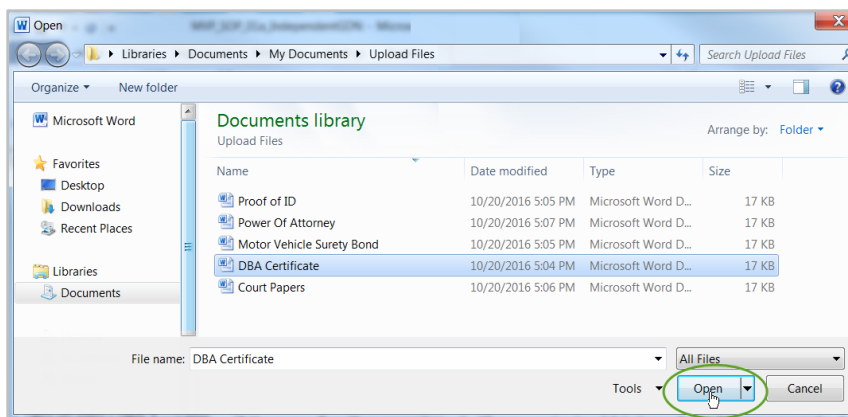


- a. For each file listed on the page, click the **CHOOSE FILE** button (as shown below).



- b. On the *Open* popup:

- 1) Navigate to the file (on the computer or a shared network resource).
- 2) Select the file and click the **Open** button.



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

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

d. For files not required:

- 1) Click the **ADD MORE ATTACHMENTS** button (at the bottom of the page).

- 2) For **Attachment Type**, type in a short phrase that identifies the content of the file before selecting and uploading it.

- 3) Click the **UPLOAD** button.

e. Click the **SAVE AND NEXT** button

2. If the *Problems with Your Application* page displays:

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

## 8.3.8 Summary

1. When the Summary page displays, scroll down the page and review your entries and selections.

Texas Department of Motor Vehicles  
 HELPING TEXANS GO. HELPING TEXAS GROW.

Help    Manufacturer Licensee    e LICENSING

1 Accounts    2 Select License    3 Contact Information    4 License Information    5 Ownership    6 Questions    7 Attachments    8 Summary    9 E-sign    10 Payments

**Summary for Application Number 000061297**

**Application Information**

Organization Central Texas Buick	Application Type Renewal
Business Name Central Texas Buick	License Type Manufacturer

2. Click the **SAVE AND NEXT** button.

## 8.3.9 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's license, you can electronically sign the application, which includes a Certificate of Responsibility that you must agree to.

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

### 8.3.9.1 Signing with a Valid Texas Driver's License

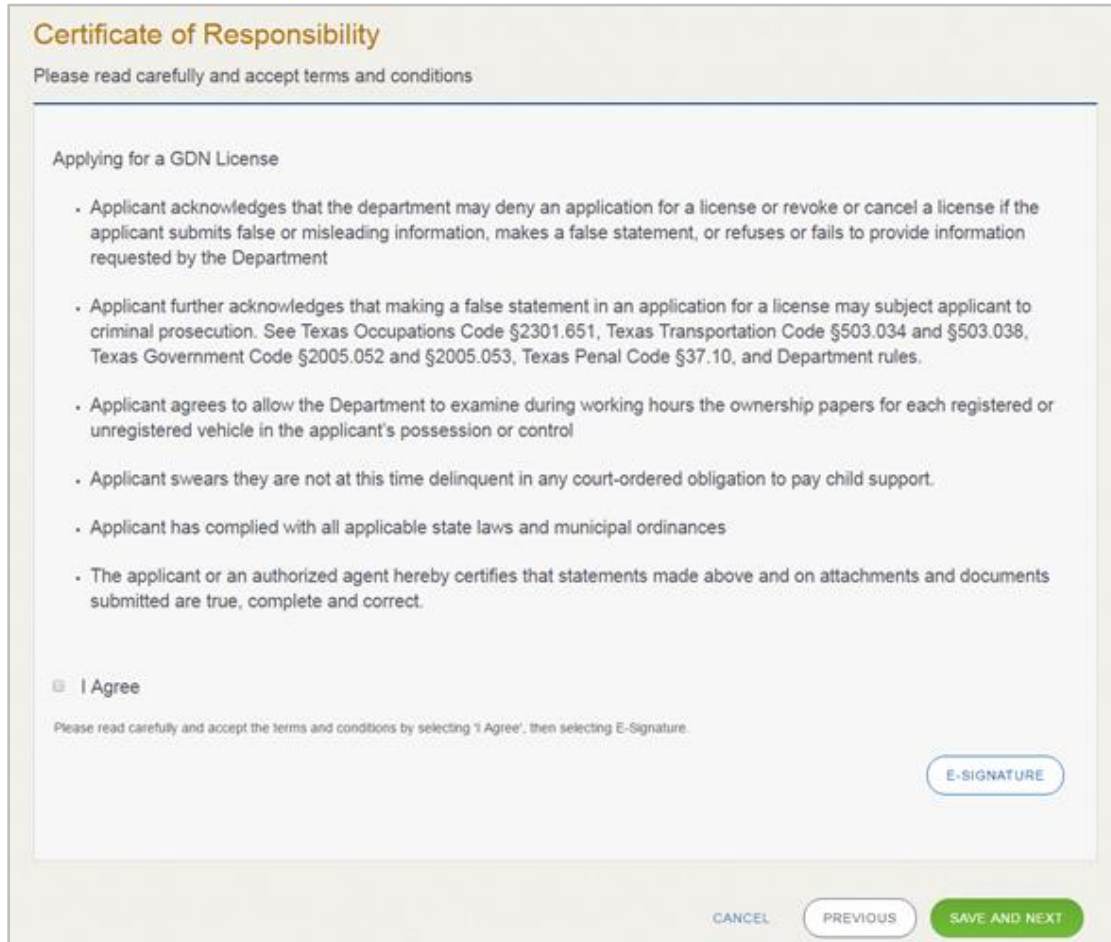
1. On the *eSign* page displayed:

- For **First Name**, type it in exactly as it displays on your driver's license or official identification.
- For **Last Name**, type it in exactly as it displays on your driver's license or official identification.

**Note:** If you do not have a valid Texas driver's license or prefer to manually sign a printed version of the certificate of Responsibility, skip to step 1.

- For **SSN**, type in the numbers and dashes of your social security number.
- From the **Driver License Issuing State** dropdown, select the appropriate option.
- For **Date of Birth**, type in the mm/dd/yyyy that appears on your driver's license
- For **Driver License Number**, type in the string of number and letters.
- If the **Audit Number** field displays, type in the string of numbers that display on the side of your license (or along the bottom).
- Click the **SAVE AND NEXT** button.

2. On the *Certificate of Responsibility* page:



**Certificate of Responsibility**

Please read carefully and accept terms and conditions

Applying for a GDN License

- 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
- The applicant or an authorized agent hereby certifies that statements made above and on attachments and documents submitted are true, complete and correct.

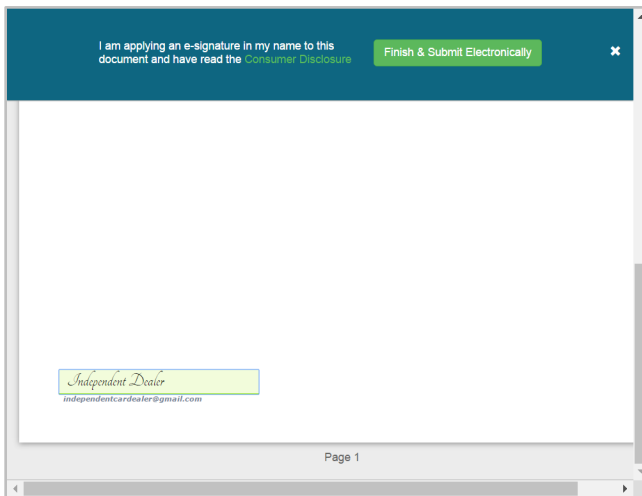
I Agree

Please read carefully and accept the terms and conditions by selecting 'I Agree', then selecting E-Signature.

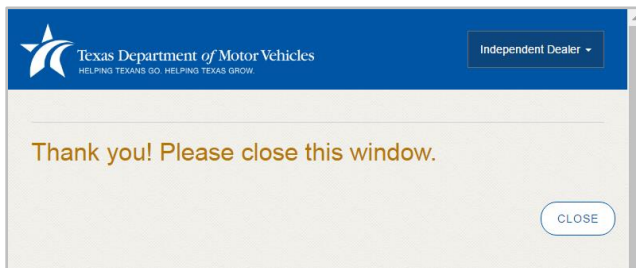
- a. Carefully read the terms and conditions for the license.
- b. Click the **I Agree** option button.
- c. Click the **E-SIGNATURE** button.



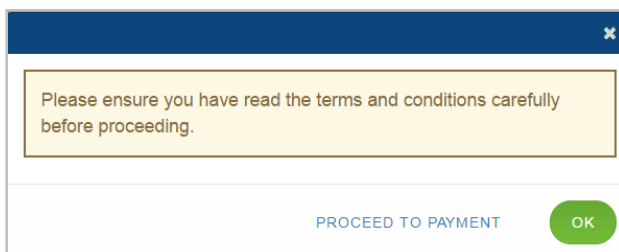
3. On the popup:
  - a. Scroll down to the **Sign Here** field and type in your full legal name.



- b. Scroll back up to the top of the popup and click the **Finish & Submit Electronically** button.
4. On the *Thank You* page of the popup, click the **CLOSE** button.



5. Back on the *Certificate of Responsibility* page, click the **SAVE AND NEXT** button.
6. On the *Please ensure you have the terms and conditions* popup, the **PROCEED TO PAYMENT** link to start the payment process.



7. Continue with the section about payment on page 70.

### 8.3.9.2 Signing without a Valid Texas Driver's License

1. On the *eSign* page displayed:

- a. For **First Name**, type it in exactly as it displays on your driver's license or official identification.
- b. For **Last Name**, type it in exactly as it displays on your driver's license or official identification.
- c. For **Driver License Issuing State** select Other.
- d. Screen automatically updates to include Certificate of Responsibility section.

2. Scroll to the bottom of the page and click the [CERTIFICATE OF RESPONSIBILITY PDF](#) link.

1 Accounts 2 Select License 3 Contact Information 4 License Information 5 Ownership 6 Questions 7 Attachments 8 Summary 9 E-sign 10 Payments

If you would like to e-sign this application, and you have a valid Texas driver license, fill out all the fields below and choose "Save and Next." If you would prefer to provide a physical signature, or you have a driver license from another state, provide your first and last name, and select "Other" for issuing state. You will be prompted to print, sign, and upload a Certification of Responsibility.

\* First Name: Steven  
\* Last Name: McGarrett  
SSN: [Empty]  
\* Driver License Issuing State: Other  
Date of Birth: [Empty] [Calendar icon]  
Driver License Number: [Empty]

Certification of Responsibility: [CERTIFICATION OF RESPONSIBILITY.PDF](#)

Browse... No file selected. UNDO  
UPLOAD

CANCEL PREVIOUS SAVE AND NEXT

3. On the PDF file, click the **Printer** icon (in the upper right) to send the PDF on your local printer.
4. Carefully read the document and sign and date it.



---

## Certification of Responsibility

- The applicant or an authorized agent hereby certifies that statements made above and on attachments and documents submitted are true and correct, and that all documents submitted with this application are complete, submitted in their entirety, and are accurately represented.
- 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.
- In accordance with Texas Occupations Code §2301.259(c) or §2301.260(b), applicant certifies it will comply with Texas Occupations Code §§2301.401-2301.406 and 2301.451 – 2301.476.

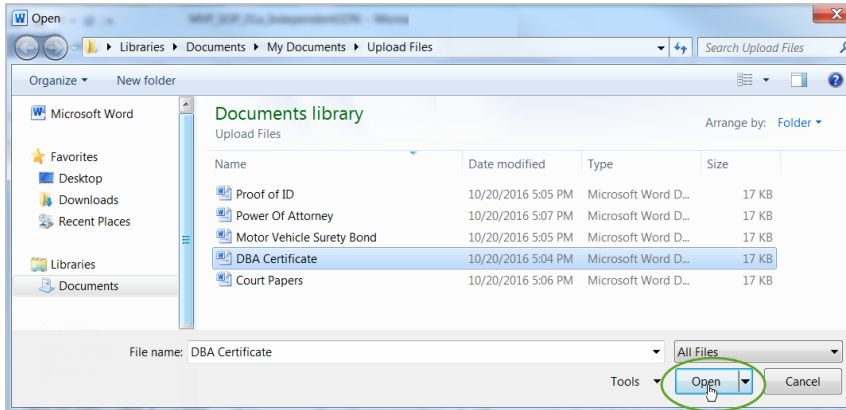
Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

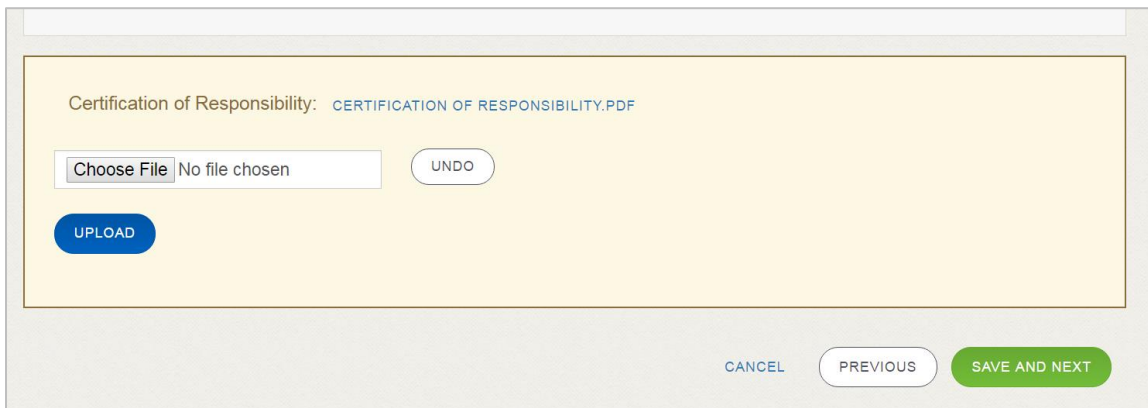
Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_

5. To upload and attach the signed document to this renewal application:
  - a. Scan the document to a file and save it to your local computer (or a shared network resource).
  - b. Back on the eLICENSING page, click the **CHOOSE FILE** button.
  - c. In the *Open Windows* dialog, navigate to the file (on the computer or a shared network resource), select it and then click the **Open** button.

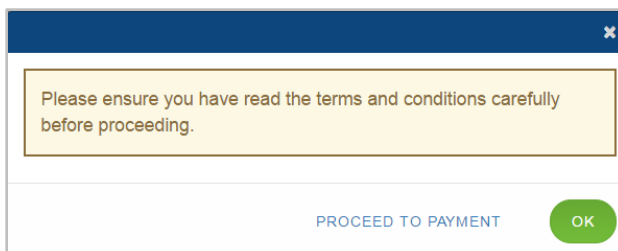


- d. When the name of the file displays on the appropriate *Attachments* page area, scroll to the bottom of the page and click the **UPLOAD** button.



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

6. Click the **SAVE AND NEXT** button.
7. On the pop-up, click the **PROCEED TO PAYMENT** link.



## 8.3.10 Payment

1. On the top portion of the *Payment Summary* page, click the option button of the item or click **Select All** (if multiple items display).

[Help](#)
Manufacturer Licensee ▾

1
2
3
4
5
6
7
8
9
10

✓ Accounts   ✓ Select License   ✓ Contact Information   ✓ License Information   ✓ Ownership   ✓ Questions   ✓ Attachments   ✓ Summary   ✓ E-sign   Payments

### Payment Summary

Please select the application(s) you wish to pay for at this time. Once payment is confirmed, your application will be submitted to TxDMV for processing. Select 'Add Application' if you are filing multiple applications and want to make one consolidated payment when all applications are completed.

Do you want to complete another application and process as one consolidated payment ? ADD APPLICATION +

**Applications for Payment :**

Select All

000061297 Renewal Manufacturer Application 002321

Physical Address : 45 MAIN STREET, Hays, KYLE, Texas, 78640

Fee Description	Total / Prorated Fees/ Penalty %	Unit	Quantity	Total Term	Sub Total
Manufacturer Renewal Fee	\$1800.00	per application	1		\$1800.00
Representative Renewal Fee	\$200.00	per application	1		\$200.00
				Total	\$2000.00

**Subtotal :**
\$0.00

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

**Method of Payment :**

Credit Card    ACH/eCheck

**Grand Total :** \$0.00\*

\*Payment processing for this service will be included in the total transaction amount when payment is made by credit card or Automated Clearing House (ACH)

**Payment Status :** Pending Payment

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.

Note the convenience processing fee added to the payment total (typically a small percentage of the charges for credit card payments and a flat fee for an electronic check).

3. Read the payment processing note and then click the **PROCEED TO PAY** button.

4. In the **Customer Information** section on the *Payment* page:

**Transaction Summary**

TXDMV eLicensing	\$2,045.26
Texas.gov Price	\$2045.26

**Need Help?**  
Please complete the Customer Information Section

- 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 street number and name of the street used to bill the credit being used.
- d. For **Address 2**, type in additional information (like the suite or building number).
- e. For **City**, type in the name of the city.



- f. For **State**, select the name of the state from the dropdown list.
- g. For **ZIP/Postal Code**, type in the five number string representing the postal ZIP Code (or, the nine numbers of the extended code).
- h. For **Phone**, type in the telephone associated with the credit card holder.
- i. Click the **Next** button.

5. In the **Payment Info** section on the *Payment* page:

TXDMV eLicensing	\$2,045.26
<b>Texas.gov Price</b>	<b>\$2045.26</b>

**Need Help?**

You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card Information.

- a. For **Credit Card Number**, type in the string of numbers from the credit card.
- b. For **Expiration Month**, select the appropriate month from the drop-down.
- c. For **Expiration Year**, select the appropriate year from the drop-down.
- d. For **Security Code**, type in the number to the left of the signature line on the back of the card.
- e. For **Name**, type in the name as it appears on the credit card.
- f. Click the **Next** button.

6. In the **Verification** section, enter the characters from the image displayed.

The screenshot shows the Texas Department of Motor Vehicles eLicensing interface. On the left, there is a 'Verification' section with a CAPTCHA image showing the characters 'GKAXA'. Below the image is a text input field and a 'Submit Payment' button. On the right, there is a 'Transaction Summary' table and a 'Need Help?' section.

Transaction Summary	
TXDMV eLicensing	\$2,045.26
<b>Texas.gov Price</b>	<b>\$2045.26</b>

**Need Help?**  
Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Submit Payment.

7. Click the **Submit Payment** button.
8. After the *Please Wait* popup closes, be sure the **Payment Status** on the *Payment Summary* page displays as **Payment Successful**.
9. Click the **NEXT** button.
10. On the *Applications Submitted* page, click the **GO TO HOME** button.

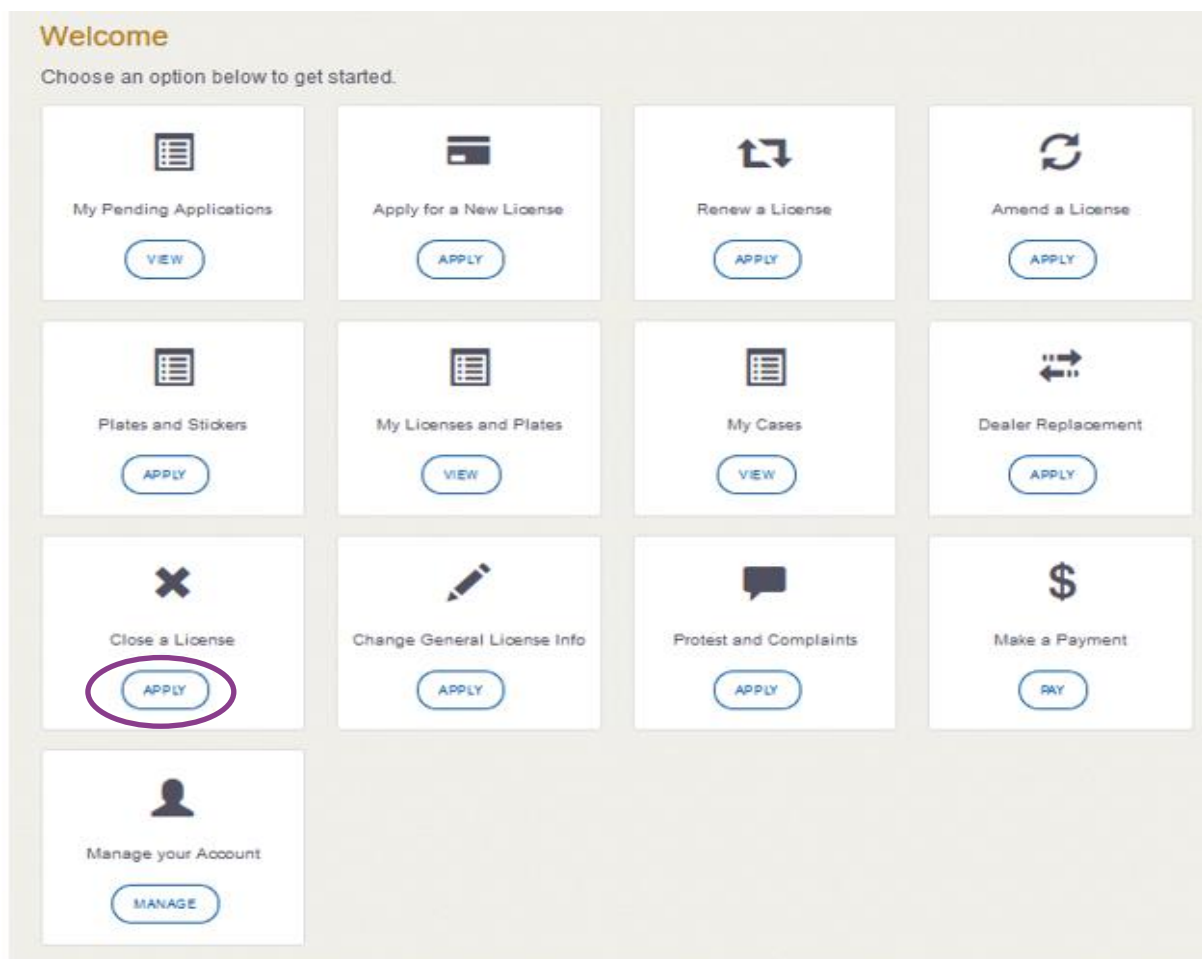
## 9 Closing a Manufacturer's License

You can apply to close a license for various reasons. You can close it voluntarily, for example if it is no longer needed or you are relocating outside of the city in which the dealership was opened. You can close it if the motor vehicle surety bond is cancelled or if you file for bankruptcy.

There is no fee to close a license.

To close your license:

1. After logging in and displaying the *Welcome* page, click the **APPLY** button on the **Close a License** area.



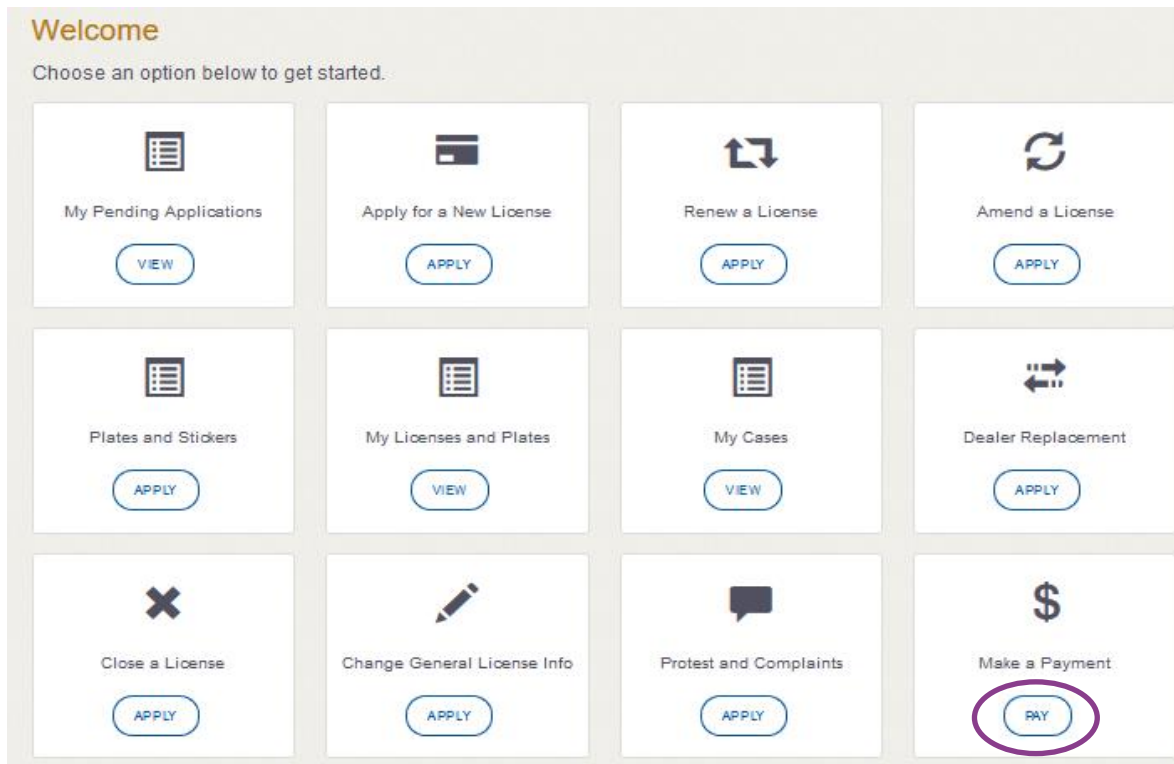
2. On the *Organizations* page, select your organization from the dropdown and click the **SAVE AND NEXT** button.

3. On the *Licenses* page, select the license to close and click the **SAVE AND NEXT** button.
4. On the *Contact Information* page, confirm the information is correct and click the **SAVE AND NEXT** button.
5. On the *License Information* page, confirm the information is correct and click the **SAVE AND NEXT** button.
6. On the *Closure Explanation* page:
  - a. For **Reason**, select the appropriate option button.
  - b. For **Effective Date**, type in the appropriate date.
  - c. Click the **SAVE AND NEXT** button.
7. On the Questions page:
  - a. Answer the indicated questions
  - b. If you answer Yes to “Do any of your Texas dealers have your lines for sale?” or “Do you have outstanding warranties in Texas?” you will be unable to complete the closure request.
8. On the *Attachments* page:
  - a. Locate and upload the statement about your closure.
  - b. Click the **SAVE AND NEXT** button.
9. On the *Application Closure Submitted* page, click the **CLOSE** button.

# 10 Making Manufacturer License Fee Payments

You can make payments separately from within a new license application or renewal and if you have other fees and penalties issued to your organization.

1. After logging in and displaying the *Welcome* page, click the **PAY** button on the **Make a Payment** area.



2. On the *Organizations* page, click the drop-down list and select your organization.

3. On the Payment Summary page, click the appropriate item and click the **PAY NOW** button.

Application Number	Total Fees (\$)	Payment Status
000058591	95.00	Ready for Payment

4. On the top portion of the *Payment Summary* page, click the option button of the item or click **Select All** (if multiple items display).

### Payment Summary

Please select the application(s) you wish to pay for at this time. Once payment is confirmed, your application will be submitted to TxDMV for processing. Select 'Add Application' if you are filing multiple applications and want to make one consolidated payment when all applications are completed.

Do you want to complete another application and process as one consolidated payment ? [ADD APPLICATION +](#)

**Applications for Payment :**

Select All

000059720 Plate/Sticker GDN Application P001852

Physical Address : 400 WESTINGHOUSE ROAD, Williamson, GEORGETOWN, Texas, 78726

Fee Description	Total / Prorated Fees/ Penalty %	Unit	Quantity	Total Term	Sub Total
GDN New Plate/Renewal Plate/Sticker Fee	\$90.00	per plate	6		\$540.00
				Total	\$540.00

**Subtotal :** **\$0.00**

- On the bottom portion of this page, for **Method of Payment**, select the appropriate option button.

**Method of Payment :**

Credit Card  ACH/eCheck

**Grand Total :** **\$0.00\***

\*Payment processing for this service will be included in the total transaction amount when payment is made by credit card or Automated Clearing House (ACH)

**Payment Status :** **Pending Payment**

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.

[EXIT](#) [PROCEED TO PAY](#)

- Read the payment processing note and then click the **PROCEED TO PAY** button.

7. In the **Customer Information** section on the *Payment* page:

Transaction Summary	
TXDMV eLicensing	\$25.82
Texas.gov Price	\$25.82

**Need Help?**  
Please complete the Customer Information Section

The amount displayed depends on the type of transaction being processed

- For **First Name**, type in your first name as it appears on the credit card used.
- For **Last Name**, type in your last name as it appears on the credit card used.
- For **Address**, type in the street number and name of the street used to bill the credit being used.
- For **Address 2**, type in additional information (like the suite or building number).
- For **City**, type in the name of the city.
- For **State**, select the name of the state from the dropdown list.



- g. For **ZIP/Postal Code**, type in the five number string representing the postal ZIP Code (or, the nine numbers of the extended code).
  - h. For **Phone**, type in the telephone associated with the credit card holder.
  - i. Click the **Next** button.
8. In the **Payment Info** section on the *Payment* page:

**Payment Info**

Credit Card Number \* Complete all required fields [ \* ]

Expiration Month \* Expiration Year \*

Security Code \* Name on Credit Card \*

**Next** >

**Transaction Summary**

TXDMV eLicensing	\$777.36
<b>Texas.gov Price</b>	<b>\$777.36</b>

**Need Help?**

You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card Information.

- a. For **Credit Card Number**, type in the string of numbers from the credit card.
- b. For **Expiration Month**, select the appropriate month from the drop-down.
- c. For **Expiration Year**, select the appropriate year from the drop-down.
- d. For **Security Code**, type in the number to the left of the signature line on the back of the card.
- e. For **Name**, type in the name as it appears on the credit card.
- f. Click the **Next** button.

9. In the **Verification** section, enter the characters from the image displayed.

The screenshot shows the Texas Department of Motor Vehicles eLicensing interface. On the left, there is a 'Verification' section with a CAPTCHA image showing the characters 'GKAXA' and a text input field below it. Below the input field are 'Cancel' and 'Submit Payment' buttons. On the right, there is a 'Transaction Summary' table and a 'Need Help?' section.

Transaction Summary	
TXDMV eLicensing	\$2,045.26
<b>Texas.gov Price</b>	<b>\$2045.26</b>

**Need Help?**  
Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Submit Payment.

10. Click the **Submit Payment** button.

11. After the *Please Wait* popup closes, be sure the **Payment Status** on the *Payment Summary* page displays as **Payment Successful**.

The screenshot shows the 'Payment Summary' page. At the top, there is a blue header with the Texas Department of Motor Vehicles logo and a dropdown menu for 'Independent Dealer'. Below the header, there is a 'Payment Summary' section with a 'Select All' checkbox and a list of items. A 'Grand total' is displayed as '\$900.06\*'. A note states: '\* Payment processing for this service will be included in the total transaction amount when payment is made by credit card or Automated Clearing House (ACH)'. The 'Payment Status' is displayed as 'Payment Successful'. At the bottom right, there are 'EXIT' and 'NEXT' buttons.

12. Click the **NEXT** button.

13. On the *Applications Submitted* page, click the **GO TO HOME** button.

## 11 Manufacturer's Representative Licenses

A manufacturer must apply for a Representative License for the entity, usually an individual however it can be a company, that will act as its agent to promote, distribute, or sell new motor vehicles or to contact dealers in Texas on their behalf. Typically, the eLICENSING Administrator will apply for the Representative License after submitting their license application.

### 11.1 License Term

Representative Licenses are issued to match the term of the manufacturer being represented. It expires and is renewed with their license.

### 11.2 License Fees

The fee for a Representative License is \$200.00 for a full 2 year term. However, the fee will be pro-rated to reflect the time remaining on the license term if the representative is engaged during the manufacturer's, distributor's, or converter's license term.

You can use a credit card or electronic check (eCheck) to pay your fees. 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.

### 11.3 Representative License Numbers

The Representative license numbers are numeric strings without any letter designations.

### 11.4 Representative License Information

A person may act as a representative for more than one manufacturer, distributor, or converter, but a separate Representative License must be obtained for each company represented.

The Representative License does not allow the entity to sell new or used motor vehicles to Texas consumers.



A manufacturer must have a separate entity as their Representative; that is, the manufacturer cannot be the Representative.

Throughout the application process, you must answer questions regarding these requirements and may be required or requested to provide an explanation or proof of the answer given (like uploading a copy of a photo driver's license of each owner).

## 11.5 Gathering Appropriate Information for the License Application

You must have the following information to complete your Representative license application:

- The filing number with the Texas Secretary of State, if physically located in Texas, when the business entity registered (SOS number), when the Representative is a company.
- The employer identification number (EIN) of the business, when the Representative is a company, or the owner social security number
- Facts of the criminal history of anyone associated with the Representative (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, to fill out certain information as shown below for each person and each offense.

\* Please state the exact crime for which the person was charged, convicted, or received a deferred adjudication

\* Date of Offense   \* Date of Conviction/Deferred Adjudication   \* Is the person currently on parole or probation? No

\* County  \* State  \* Court

\* Sentence or Action imposed by court(example- six months in Travis County Jail):

\* Describe the events and circumstances that lead to the charge.



- Files containing scanned copies of official documents containing the:
  - Driver’s licenses (or passport, official identification cards, and so on) of owners
  - Court papers that back up the adjudication, dismissal, or decision made in each criminal matter (if applicable).

## 12 Applying for a Manufacturer’s Representative License

The Representative license application has several web pages that require applicants to type in information and make selections. Depending on the information entered and the selections made, the applicant will be required to upload files containing the related documents when prompted or on Attachments page.


If you must exit the application process before completing the application, you can save all of the information to date and then access the saved application and pick up where you left off. Refer to the section about Accessing Saved Manufacturer Applications on page 48.

### 12.1 Getting Started

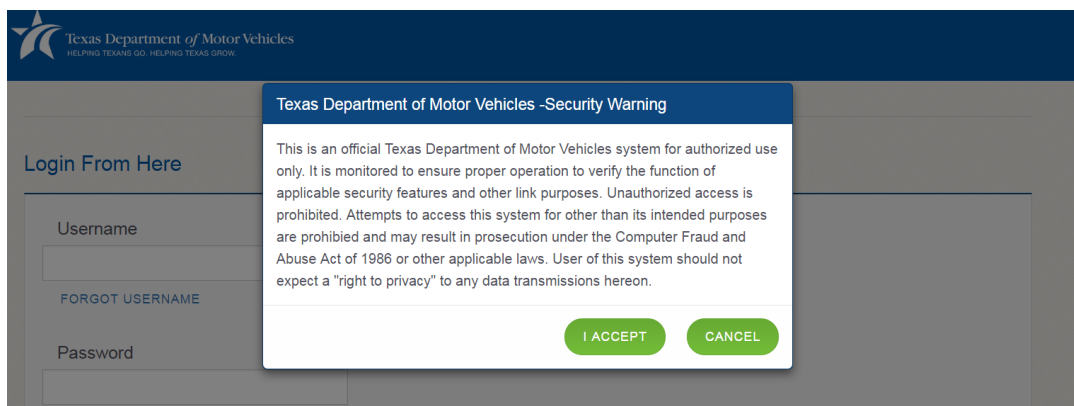
To get started, you must log into your account in eLICENSING and then select your intent to apply for a new license, and associate your company with the license as an organization.

1. If you are:

- Already logged in to your account, skip to Step 2 on the next page.
- Not logged in:
  - 1) Access eLICENSING using the link from your emails from TxDMV with your eLICENSING login credentials and the link to the eLICENSING login page.

**Note:** You can also display the [www.txdmv.gov/dealers](http://www.txdmv.gov/dealers) page and click the  button to display the eLICENSING login page.

2) On the *Security Warning* popup, click the **I ACCEPT** button.



- 3) On the *Login* page:
  - a. Type in your **User Name**.
  - b. Type in your **Password**.
  - c. Click the **LOGIN** button.

- d. Continue with Step 2 below.

2. On the *Welcome* page displayed after logging into the account, locate the **Apply for a New License** area and click the **APPLY** button.

- On the *License Type* page, locate the **Representative License** area and click its **SELECT** button.

**License Types** Home / License Types

To apply to license a new business entity not currently listed on your record, you must first add the new business entity to your account. This is done through "Manage Your Account" on the home screen.

<b>Independent (GDN) License</b> Divided into several categories including: used motor vehicle, used motorcycle, used travel trailer, new or used trailer/semi-trailer, new mobility motor vehicles, wholesale dealers, wholesale motor vehicle More Information .. SELECT	<b>Salvage Dealer License</b> Allows you to acquire, sell, dismantle, or repair salvage (nonrepairable) motor vehicles. This license is not required to sell or rebuild four or fewer salvage vehicles in a calendar year. More Information .. SELECT	<b>Lessor License</b> Allows you to lease a motor vehicle titled in your name to another person for more than 180 days. More Information .. SELECT	<b>Representative License</b> Allows you to perform any duty in Texas relating to promoting the distribution or sale of new motor vehicles, or contacting dealers in Texas, for a manufacturer, distributor, or converter. More Information .. SELECT
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

- On the *Organizations* page, select the organization name used to register this dealership and then click the **SAVE AND NEXT** button.

**Organizations**

Please select the organization linked to your account.

\* Select Organization

Central Texas Buick

CANCEL    **SAVE AND NEXT**



## 12.2 Contact Information

On the *Contacts* page, you will identify the people that MVD can contact for information about this application and license.

[Help](#)
Manufacturer Licensee ▾

1 ✓ Accounts  
 2 **Contact Information**  
 3 Application Reason  
 4 Application Details  
 5 Ownership  
 6 Questions  
 7 Attachments  
 8 Summary  
 9 E-sign  
 10 Payments

### Contact Information

Enter the contact information for the person TxDMV may contact for questions regarding this application:

#### Application Contact

* First Name <input type="text" value="Manufacturer"/>	Middle Name <input type="text"/>	* Last Name <input type="text" value="Licensee"/>
* Email <input type="text" value="manufacturerlicensee@gmail.com"/>	* Phone <input type="text" value="(414) 421-1298"/>	

#### License Contact

* First Name <input style="background-color: yellow;" type="text" value="Manufacturer"/>	Middle Name <input type="text"/>	* Last Name <input style="background-color: yellow;" type="text" value="Licensee"/>
* Email <input type="text" value="manufacturerlicensee@gmail.com"/>	* Phone <input type="text" value="(414) 421-1298"/>	

CANCEL  
 PREVIOUS  
 SAVE AND EXIT  
 SAVE AND NEXT

1. For **Application Contact**, the system automatically enters the information for the user who is logged in as the person who can MVD can speak with about the details of the application and its status. Note that you can optionally change it.
2. For **License Contact**, type in the name, email address, and telephone number for the person who MVD and CRD can speak with about the licensing file and daily operations of the business. This person can also speak about the status of the application.

**Note:** The license contact may be a different person than the application contact who is handling the application details through the approval.

3. Click the **SAVE AND NEXT** button to continue.

**Note:** You can update this contact information during the license term using the Change General License Information function.

## 12.3 Application Details

The Application Details information is spread across several web pages.

### 12.3.1 License Information

1. On the top portion of the *License Information* page, review the information (which should be for the manufacturer).

[Help](#)
Manufacturer Licensee ▾

1 ✓ Accounts
2 ✓ Contact Information
3 ✓ Application Reason
4 Application Details
5 Ownership
6 Questions
7 Attachments
8 Summary
9 E-sign
10 Payments

### License Information

Application Summary

Application Reason Apply for New License <span style="border: 1px solid gray; border-radius: 3px; padding: 1px 5px;">EDIT</span>	Business Name Central Texas Buick	EIN/SSN 99-9999999	Types of Business Corporation
-------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------	-----------------------	----------------------------------

#### Business To Be Present

Application Number	<input type="text" value="000061162"/>	Application Type	<input type="text" value="Manufacturer"/>
Mailing Address	<input type="text" value="45 MAIN STREET"/>	Zip Code	<input type="text" value="78640"/>
City	<input type="text" value="KYLE"/>	County	<input type="text" value="Hays"/>

## 12.3.2 Representative Information

1. In the **Representative Information** section, for **Representative is a** dropdown, if you select:

- An **Individual** or **Employee of the manufacturer**:

The screenshot shows a form titled "Representative Information". The first field is a dropdown menu labeled "\* Representative is a". The dropdown is open, showing the following options: "--None--", "Individual", "Employee of manufacturer", "Distributor or Converter", and "Company". Below this are several other fields: "\* Representative Name" (text input), "SSN" (text input), "Driver License State" (dropdown menu with "--None--" selected), "Driver License Number" (text input), and "Driver License Exp Date" (text input with a calendar icon). There is also a small "e" label next to the Representative Name field.

- For **Representative Name**, type in the full name of the person who will have this position.
- For **Job Title**, type in the title.
- For **SSN**, type in the social security number of the person.
- For **Driver License State**, select the appropriate option from the dropdown.
- For **Driver License Number**, type in the number on the person's driver license.
- For **Driver License Exp Date**, type in the mm/dd/yyyy when the driver license expires.
- Skip to Physical Address

- **A Company:**

**Representative Information**

\* Representative is a

---

\* Representative Name  Job Title

SSN  Driver License State

Driver License Number  Driver License Exp Date

---

\* Type of Business  If this is a Business, is it nonprofit?

\* Business Name  If this is Business, is it PUBLICLY TRADED?

\* SOS Filing Number

- Skip to down to the business area.
- For **Type of Business**, select the appropriate option from the dropdown.
- For **Nonprofit**, select the appropriate option from the dropdown
- For **Business Name**, type in the legal name of the business if appropriate.
- For **PUBLICLY TRADED**, the appropriate option from the dropdown
- For **SOS Filing Number**, type in the number given by the Secretary of State.

### 12.3.3 Physical Address (“The Licensed Location”)

On the next section of the page:

**Address Information**

Physical Address

---

\* Address Line 1  Address Line 2

\* City  \* State  \* Zip  \* County

\* Country

[VALIDATE ADDRESS](#)

1. For **Address Line 1**, type in the street number and name where the Representative will office.
2. For **Address Line 2**, optionally type in the additional street information, such as the suite number.
3. For **City**, type in the name of the city.
4. For **State**, select the name of the state from the dropdown list.
5. For **Zip**, type in the five number string representing the postal ZIP Code (or, the nine numbers of the extended code).
6. For **County**, select the name of the county from the dropdown list.
7. For **Country**, leave USA or select the appropriate option from the dropdown list.
8. Click the **VALIDATE ADDRESS** button.

If the system cannot validate the mailing address as one recognized by the United States Postal Service (USPS) capable of receiving postal mail, you will be prompted to upload a file of a scanned statement by the USPS confirming the address is deliverable later in the process. You may also be asked to provide a statement from the county or city 911 addressing if the physical address is also not validated.

### 12.3.4 Assumed Names (DBAs) (If Representative is not an individual only)


On the next section of the page, type in an assumed name under which the Representative will do business, if any. After entering the first Assumed Name, you can click the **ADD ANOTHER DBA** button to type in the next one.

Assumed Name (DBA) Details

---

Please add all of the names that your business does business as.

Assumed Names (DBAs)



+ ADD ANOTHER DBA

The term **assumed name** is a name under which the business also operates in addition to the legal business name. This is also referred to as a DBA, which stands for “doing business as”. Businesses are not required to have DBAs but many have them.

## 12.3.5 Mailing Address

The system automatically uses the mailing address of the manufacturer being represented.

1. Click the **SAVE AND NEXT** button for the page.

## 12.4 Ownership Information

The Ownership information is spread across several web pages.

If the entity is a corporation, the licensed representative can be a corporation. Except for the president/chief executive officer, each corporation employee that performs representative functions as part of their employment is required to obtain an additional individual representative's license. General office personnel (including clerical and production staff) whose duties do not include contacting franchised dealers or dealership employees, do not need an individual representative license.

### 12.4.1 Individual Ownership

1. If the Representative is an individual, employee of the Manufacturer, or a corporation owned by individuals, click the **NEW OWNERSHIP** button under the **Individual Ownership** section on the *Ownership* page.

Texas Department of Motor Vehicles  
 HELPING TEXANS GO. HELPING TEXAS GROW.

Help    Manufacturer Licensee ▾

1 Accounts    2 Contact Information    3 Application Reason    4 Application Details    5 **Ownership**    6 Questions    7 Attachments    8 Summary    9 E-sign    10 Payments

### Ownership

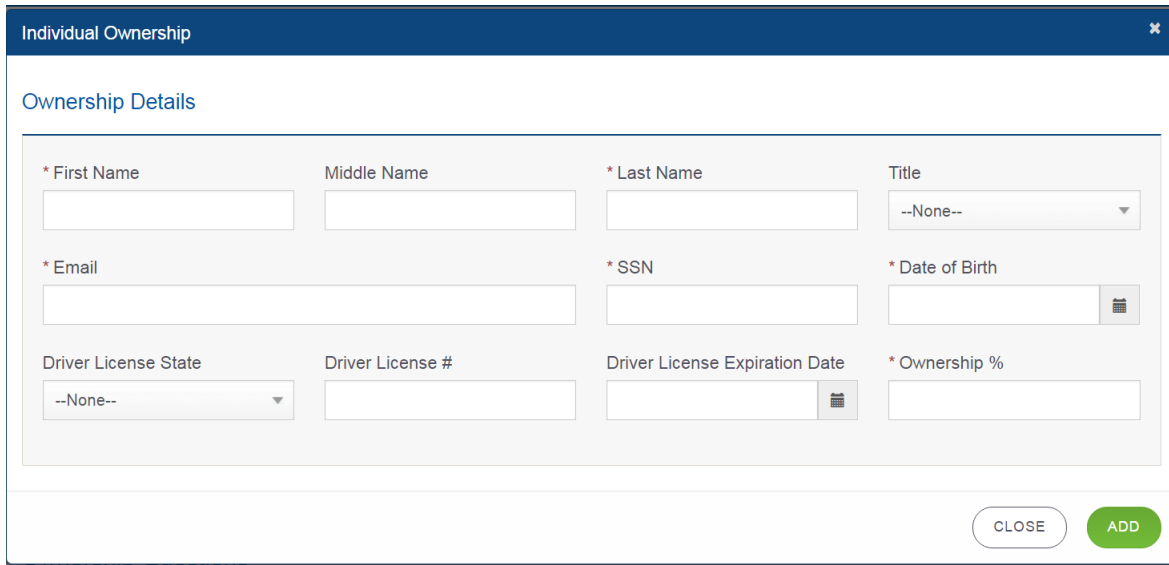
Enter the business ownership details below.

#### Individual Ownership

Name	Ownership % - Total must equal 100%	Actions

+ NEW OWNERSHIP

2. On the *Individual Ownership* popup:



- a. For **First Name** and **Last Name**, type in the legal name of the Representative or the first owner if Representative is a corporate entity.
- b. For **Title**, select the job title from the drop-down if applicable, however this can be left blank.
- c. For **Email**, type in the email address where the Representative receives and responds to email messages.
- d. For **SSN**, type in the 9 digit Social Security Number issued to the individual listed.
- e. For **Date of Birth**, select the date from the calendar or type in the mm/dd/yyyy (two-letter month designator/two numbers representing the day/four numbers of the year).
- f. For **Driver License State**, select the appropriate state from the drop-down.
- g. For **Driver License Number**, type in the string of letters and numbers of the driver license.
- h. For **Driver License Expiration Date**, select the appropriate date from the calendar or type in the mm/dd/yyyy.
- i. For **Ownership %**, type in **100% or the applicable percentage**.
- j. Click the **ADD** button and continue on to the **Ownership Questions** section on the page.
- k. Continue steps a-j for each owner if Representative is a corporation owned by individuals.

## 12.4.2 Business Ownership

If a business entity (LP, LLP, LLC, or Corporations) owns the entity that is acting as a Representative, you must enter the legal business details and disclose whether the business is a non-profit or publicly traded entity. For applications with only Business Ownership management of the applicant entity will need to be entered.

Only direct ownership of the business entity is required. If direct ownership is held by another business entity, you do not need to list that other business entity's ownership.

1. On the *Ownership* page, click the **NEW OWNERSHIP** button under the **Business Ownership** section.
2. On the *Business Ownership* popup:

- a. For **Business Name**, type in the legal name of the business entity.
  - b. For **Business EIN**, type in the employee identification number issued by the government for the business.
  - c. For **Ownership %**, type in the percentage that this company owns.
  - d. For **Is it Non Profit**, select the appropriate option.
  - e. For **Is it Publicly Traded**, select the appropriate option.
  - f. Click the **ADD** button.
3. To add another business entity, repeat step 1 and 2 above.
  4. When finished, continue to the **Ownership Questions** section on the page.



## 12.4.3 Management

You are required to fill out information in the Business Management section if the entity acting as a Representative is a corporate entity that is owned by another corporate entity or if the entity is publicly traded on the stock market (officer and director information).

1. On the Ownership page, click the **NEW MANAGEMENT** button under the **Management Ownership** section.
2. On the *Management Details* popup:

- a. For **First Name** and **Last Name**, type in the legal name of the manager or corporate officer.
- b. For **Title**, select the job title of this management person.
- c. For **Email**, type in the email address where the management person receives and responds to email messages.
- d. For **SSN**, type in the string of 9 numbers of the Social Security Number issued to the management person.
- e. For **Driver License State**, select the state where the license was issued.
- f. For **Driver License Number**, type in the number string valid for the license.
- g. For **Driver License Expiration Date**, type in the mm/dd/yyyy when the license will expire.
- h. Click the **ADD** button.
- i. Repeat the steps above for each manager or director.

3. When you are finished, continue with the **Ownership Questions** section.

## 12.4.4 Ownership Questions

On the lower half of the *Ownership* page, answer a series of questions about past or present criminal history of anyone listed as an owner, officer, director, partner, trustee, or other person acting in a representative capacity for you or license holder.

A warning displays to alert you that submitting an application containing false, misleading, or incomplete information may be grounds for denial or license cancellation, revocation, or suspension, and that a person who knowingly makes a false statement in connection with applying for or renewing a license may be subject to criminal prosecution.

**Ownership Questions**

This is important:

- Submitting an application containing false, misleading, or incomplete information may be grounds for denial or license cancellation, revocation, or suspension.
- A person who knowingly makes a false statement in connection with applying for or renewing a license may be subject to criminal prosecution.

If you are in doubt as to how to respond to these questions, full and honest disclosure is highly recommended.

- \* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever been arrested for an offense that is currently pending? --None-- ▾
- \* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever been convicted of a felony or misdemeanor offense in any in-state, out-of-state, or federal jurisdiction? --None-- ▾
- \* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever received a deferred adjudication for a felony or misdemeanor offense in any in-state, out of state, or federal jurisdiction? --None-- ▾
- \* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever been convicted by a court martial or is currently the subject of a pending court martial under the Uniform Code of Military Justice? --None-- ▾

CANCEL PREVIOUS SAVE AND EXIT SAVE AND NEXT

If you answer:

- **No**, continue to the *Questions* page.
- **Yes** to any of the questions, the *Criminal History* page displays.

## 12.4.5 Criminal History

1. If the *Criminal History* page displays, for the first name shown, click the **ADD** button.

Texas Department of Motor Vehicles  
HELPING TEXANS GO. HELPING TEXAS GROW.

Help Manufacturer Licensee ▾

1 2 3 4 5 6 7 8 9 10  
 ✓ Accounts ✓ Contact Information ✓ Application Reason ✓ Application Details **Ownership** Questions Attachments Summary E-sign Payments

### Criminal History

Select an individual to add the details of their criminal history. You may add details for more than one individual

#### Owners List

Name	Email Address	Date of Birth	Ownership type	Criminal History Details
Manufacturer Licensee	owner@manufacturer.com	10/01/1968	Individual	<a href="#">VIEW/ADD CRIMINAL HISTORIES</a>

CANCEL PREVIOUS SAVE AND EXIT **SAVE AND NEXT**

2. On the *Criminal History Details* popup:

- a. In the first field in the **Offense and Charge** section, type in a short description of the charges/crime committed.
- b. For **Date of Offense**, type in the mm/dd/yyyy (or selects it from the calendar) when the crime occurred.
- c. For **Date of Conviction/Deferred Adjudication**, type in the mm/dd/yyyy (or selects it from the calendar)
- d. For **Is 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**, type in the name of the state in which 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.
  - j. Click the **UPDATE** button.
3. After the popup closes, repeat the steps above for each entry in the table on the *Criminal History* page.

**Note:** On the *Attachments* page displayed later, you will be required to upload documents related to the offense and charge.

## 12.5 Additional Questions

You must answer a series of questions about military service, dealership owners, previous licensing, and the office and display area of the dealership.

If you do not know the answer or has to leave the application to find it:

1. Go to the bottom of the page and click the **PREVIOUS** button and then click the **SAVE AND EXIT** button on the *Ownership Details* page to save all information entered to date.
2. After retrieving this information, display the *Welcome* page, locate the **My Applications** section, and click its **VIEW** button.
3. On the *My Accounts* page, locate this application in the list and click it.
4. On the *Ownership Details* page displayed, click the **SAVE AND NEXT** button to display the Question page again.

## 12.5.1 Military Service Questions

On the *Questions* page, you must answer the question about your military service or if you are a spouse of a military service member to determine if you are eligible for expedited processing of the application.

The screenshot shows the Texas Department of Motor Vehicles application interface. At the top, there is a navigation bar with the logo and the text "Texas Department of Motor Vehicles HELPING TEXANS GO. HELPING TEXAS GROW." On the right, there are buttons for "Help" and "Converter Licensee". Below the navigation bar is a progress bar with 10 steps: 1. Accounts, 2. Contact Information, 3. Application Reason, 4. Application Details, 5. Ownership, 6. Questions (current step), 7. Attachments, 8. Summary, 9. E-sign, and 10. Payments. The main content area is titled "Questions" and contains the following text: "Enter the following questions in order to complete your application." Below this are three questions, each with a "Yes" dropdown menu:

- \* Is the applicant a Military Service member, Military Veteran, or Military Spouse? Yes
- \* Does the applicant currently hold this type of license in another jurisdiction? Yes
- \* Did the applicant at some time in the last five years hold this type of license in Texas? Yes

Below the questions is a section titled "Additional Details" containing two informational boxes:

By Texas law your license fee is waived. Please note that the License Plate fees are not waived. Please provide documentation such as you or your spouse's active duty orders or DD-214 to confirm your status and a copy of your current license from another jurisdiction.

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.

Below the boxes is a "License Number" input field.

If you select the:

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

## 12.5.2 Previously Held Texas Licenses Question

On the *Questions* page, you will be required to answer the question about if you (or any partners, LLC member or manager, director, officer or owner, not including stock holders of a publicly traded company) have ever been issued a license to act in any capacity in Texas by the TxDMV (which includes the TxDMV Board, department agency, or a predecessor).

\* Has the applicant previously applied for or received any license or other authorization that was denied, suspended, or revoked by a regulatory authority? "Applicant" includes the applicant's partner(s); any LLC member or manager; or any director, officer, or owner (except for stockholders of publicly-traded companies). "Authorization" includes, but is not limited to, any license, permit, registration, certification, credential, etc. issued by a regulatory authority. If you answered "yes," then please provide the applicant or licensed business name(s), license number(s), and the last effective date(s) of the license(s), along with the reason the license(s) was/were denied, suspended, or revoked.

Yes

**Additional Details**

If Yes, how many License?

Business Name	License #
Autos of Texas	P987654
Reason For Denial/Suspended Or Revoked	Last Effective Date
Lied on application	01/01/1982 <input type="button" value="v"/>
License Status	<input type="button" value="v"/>
<input type="button" value="v"/>	<input type="button" value="v"/>

If you select the:

- **No** response, continue to the next question.
- **Yes**, type in the number of licenses received and then for the first license:
  1. For the **Business Name**, type in the name of the business that is licensed.
  2. For the **License Type**, type in the appropriate type.
  3. For the **License #**, type in the number issued for the license.
  4. For **Last Effective Date**, type in the mm/dd/yyyy when the license expired or will expire.
  5. Click the **ADD** button to provide information on additional licenses.
  6. Repeat the steps above for each license.

## 12.5.3 Previous Denial, Suspension, or Revocation Question

You will be required to answer a question about if you (or any partners, LLC member or manager, director, officer or owner, not including stock holders of a publicly traded company) have ever previously applied for or received any license or other authorization that was denied, suspended, or revoked by a regulatory authority.

\* Has the applicant previously applied for or received any license or other authorization that was denied, suspended, or revoked by a regulatory authority? "Applicant" includes the applicant's partner(s); any LLC member or manager; or any director, officer, or owner (except for stockholders of publicly-traded companies). "Authorization" includes, but is not limited to, any license, permit, registration, certification, credential, etc. issued by a regulatory authority. If you answered "yes," then please provide the applicant or licensed business name(s), license number(s), and the last effective date(s) of the license(s), along with the reason the license(s) was/were denied, suspended, or revoked.

Yes

**Additional Details**

If Yes, how many License?

Business Name	License #
<input type="text" value="Autos of Texas"/>	<input type="text" value="P987654"/>
Reason For Denial/Suspended Or Revoked	Last Effective Date
<input type="text" value="Lied on application"/>	<input type="text" value="01/01/1982"/> <input type="button" value="v"/>
License Status	<input type="button" value="v"/>
<input type="text" value="Revoked"/>	<input type="button" value="ADD"/>

If you select the:

- **No** response, continue to the next question.
- **Yes**, type in the number of licenses received and then for the first license:
  1. For **Business Name**, type in the name of the business licensed.
  2. For **License #**, type in the number issued for the license.
  3. For **Reason For Denial/Suspended/Revoke**, type in an appropriate response.
  4. For **Last Effective Date**, type in the mm/dd/yyyy when the license expired.
  5. For **License Status**, select the appropriate option from the dropdown list.
  6. Click the **ADD** button to provide information on additional licenses.
  7. Repeat the steps above for each license.



## 12.5.4 Same Proposed Location Question

You will be required answer a question about if you (or any partners, LLC member or manager, director, officer or owner, not including stock holders of a publicly traded company) or any relative have ever applied for a license at the same proposed location that is the subject of this application.

\* Has the applicant or any partner, any LLC member or manager, or any director, officer, owner (except for stockholders of publicly-traded companies) or any relative of the applicant ever applied for a license at the same proposed location that is the subject of this application? Yes ▾

**Additional Details**

Please explain below.

At attempt was made to open dealership in 2000. But fell through.

If you select the:

- **No** response, continue to the next question.
- **Yes**, explain this occurrence in the **Additional Details** area that displays below the question.

## 12.5.5 Manufacturer Common Ownership Question

You are required to answer a question about if the motor vehicle manufacturer or distributor, or any person or entity who is owned, controlled by, or under common control of a motor vehicle manufacturer, owns an interest in, operates, or controls a Texas dealership.

\* Does the applicant or any person or entity controlled by the applicant own an interest in a Texas motor vehicle dealer or dealership, control a Texas dealer or dealership, or act in the capacity of a Texas dealer? If so, please explain below and reference any applicable exception found in the Texas Occupations Code Chapter 2301. Yes ▾

**Additional Details**

Please explain below and reference any applicable exception found in the Texas Occupations Code Chapter 2301.

If you select the:



- **No** response, continue to the next question.
- **Yes**, explain this occurrence in the **Additional Details** area that displays below the question.

## 12.5.6 Licensed as a Rep in Any Other State

You are required to answer a question about being licensed as a representative in any state.

\* Are you currently or have you been licensed as a representative in this or any other state? If so, list the states and dates of licensure below. Yes ▾

[Additional Details](#)

States	License Exp Date
Alabama ▾	<input type="text"/> <span style="float: right;">   </span>

If you select the:

- **No** response, continue to the next question.
- **Yes**, explain this occurrence in the **Additional Details** area that displays below the question.

## 12.6 Required Attachments

The screenshot shows the Texas Department of Motor Vehicles application interface. At the top, there is a navigation bar with the logo and the text 'Texas Department of Motor Vehicles HELPING TEXANS GO. HELPING TEXAS GROW.' On the right, there are buttons for 'Help' and 'Manufacturer Licensee'. Below the navigation bar is a progress bar with 10 steps: 1. Accounts, 2. Contact Information, 3. Application Reason, 4. Application Details, 5. Ownership, 6. Questions, 7. Attachments (highlighted), 8. Summary, 9. E-sign, and 10. Payments. Below the progress bar, the title 'Required Attachments' is displayed. A note in a yellow box states: 'Note: All attachments must be reviewed by a licensing specialist. Incorrect attachments may delay processing.'

1. For each file listed on the page, click the **CHOOSE FILE** button (as shown below).

The screenshot shows a form titled 'Assumed Name Certificate Issued by the Texas Secretary of State'. The form contains a text input field with the placeholder text '\* Assumed Name Certificate Issued by the Texas Secretary of State'. To the right of the input field is an 'UNDO' button. Below the input field, there is a 'Choose File' button and the text 'No file chosen'.

2. On the *Open* popup:
  - a. Navigate to the file (on the computer or a shared network resource).
  - b. Select the file and click the **Open** button.

The screenshot shows a Windows 'Open' file dialog box. The address bar shows the path 'Libraries > Documents > My Documents > Upload Files'. The left pane shows the 'Documents library' with a list of files: 'Proof of ID', 'Power Of Attorney', 'Motor Vehicle Surety Bond', 'DBA Certificate', and 'Court Papers'. The 'DBA Certificate' file is selected. The right pane shows the details of the selected file: 'Name: DBA Certificate', 'Date modified: 10/20/2016 5:04 PM', 'Type: Microsoft Word D...', and 'Size: 17 KB'. At the bottom, the 'File name' field contains 'DBA Certificate'. The 'Tools' section at the bottom right has an 'Open' button highlighted with a green circle, and a 'Cancel' button next to it.

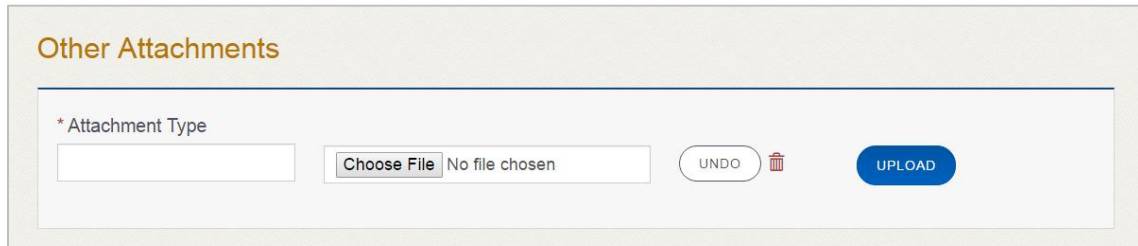
c. When the name of the file displays on the appropriate *Attachments* page area, scroll to the bottom of the page and click the **UPLOAD** button.

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

3. For files not required:

a. Click the **ADD MORE ATTACHMENTS** button (at the bottom of the page).

b. For **Attachment Type**, type in a short phrase that identifies the content of the file before selecting and uploading it.



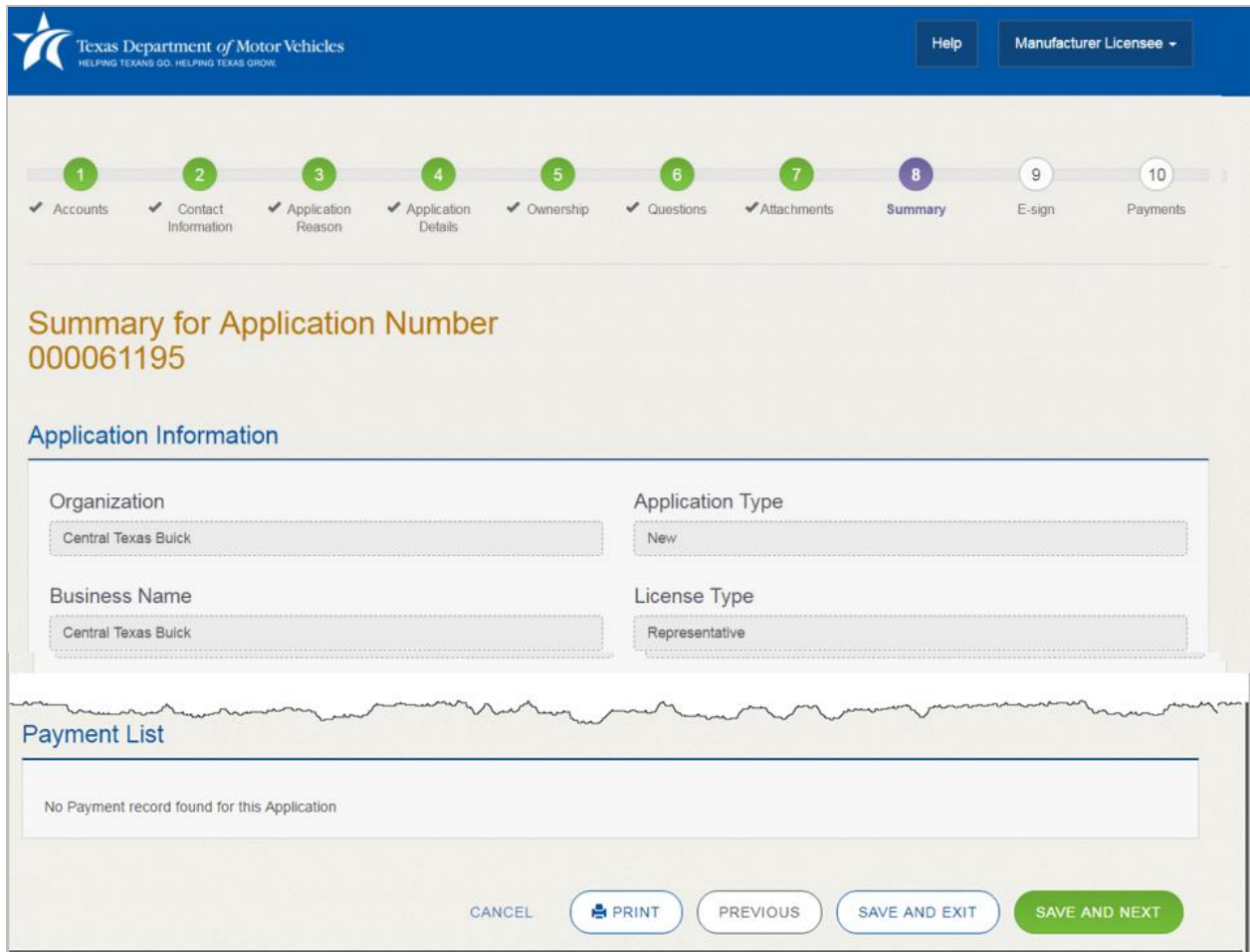
c. Click the **UPLOAD** button.

d. Click the **SAVE AND NEXT** button

4. If the *Problems with Your Application* page displays:
  - **REVISIT** button to return to the issue and make the correction, and then click **SAVE AND NEXT** button as many times as it takes to return to this page.
  - **NEXT** button 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.

## 12.7 Summary

1. Scroll down and review the entries and selections you have made.



The screenshot shows the Texas Department of Motor Vehicles application summary page. At the top, there is a blue header with the department's logo and name, a "Help" button, and a dropdown menu for "Manufacturer Licensee". Below the header is a progress bar with 10 steps: 1. Accounts, 2. Contact Information, 3. Application Reason, 4. Application Details, 5. Ownership, 6. Questions, 7. Attachments, 8. Summary (highlighted), 9. E-sign, and 10. Payments. The main content area is titled "Summary for Application Number 000061195". Under "Application Information", there are four fields: Organization (Central Texas Buick), Application Type (New), Business Name (Central Texas Buick), and License Type (Representative). Below this is a "Payment List" section with a message: "No Payment record found for this Application". At the bottom, there are five buttons: CANCEL, PRINT, PREVIOUS, SAVE AND EXIT, and SAVE AND NEXT (highlighted in green).

2. Click the:
  - **PRINT** button to send the summary to print on your local printer.
  - **PREVIOUS** button to return to the page where adjustments need to be made
  - **SAVE AND EXIT** button to store all of the information before beginning the submission process.
  - **SAVE AND NEXT** button to continue to the next page.

## 12.8 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’s license, you can electronically sign the application, which includes a Certificate of Responsibility that you must agree to.

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

### 12.8.1.1 Signing with a Valid Texas Driver’s License

1. On the *eSign* page displayed:

If you would like to e-sign this application, and you have a valid Texas driver license, fill out all the fields below and choose “Save and Next.” If you would prefer to provide a physical signature, or you have a driver license from another state, provide your first and last name, and select “Other” for issuing state. You will be prompted to print, sign, and upload a Certification of Responsibility.

* First Name	* Last Name	SSN
<input type="text"/>	<input type="text"/>	<input type="text"/>
* Driver License Issuing State		
--None--		
Date of Birth	Driver License Number	
<input type="text"/>	<input type="text"/>	

CANCEL
PREVIOUS
SAVE AND NEXT

- a. For **First Name**, type it in exactly as it displays on your driver’s license or official identification.
- b. For **Last Name**, type it in exactly as it displays on your driver’s license or official identification.

**Note:** If you do not have a valid Texas driver’s license or prefer to manually sign a printed version of the certificate of Responsibility, skip to step 1.

- c. For **SSN**, type in the numbers and dashes of your social security number.
- d. From the **Driver License Issuing State** dropdown, select the appropriate option.
- e. For **Date of Birth**, type in the mm/dd/yyyy that appears on your driver’s license

- f. For **Driver License Number**, type in the string of number and letters.
  - g. If the **Audit Number** field displays, type in the string of numbers that display on the side of your license (or along the bottom).
  - h. Click the **SAVE AND NEXT** button.
2. On the *Certificate of Responsibility* page:

### Certificate of Responsibility

Please read carefully and accept terms and conditions

Applying for a GDN License

- 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
- The applicant or an authorized agent hereby certifies that statements made above and on attachments and documents submitted are true, complete and correct.

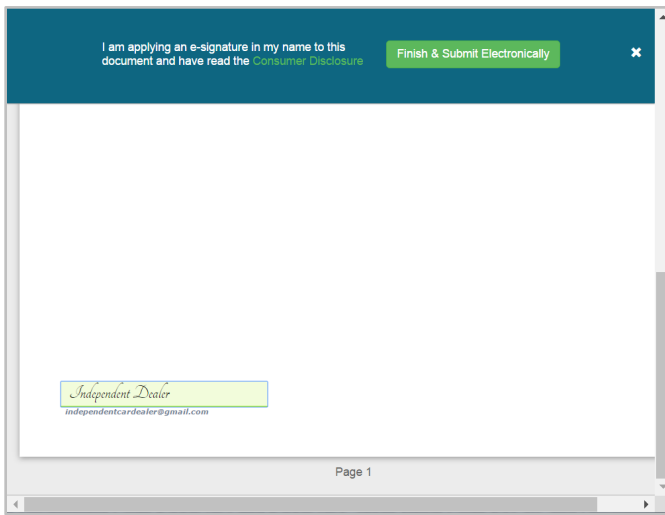
I Agree

Please read carefully and accept the terms and conditions by selecting 'I Agree', then selecting E-Signature.

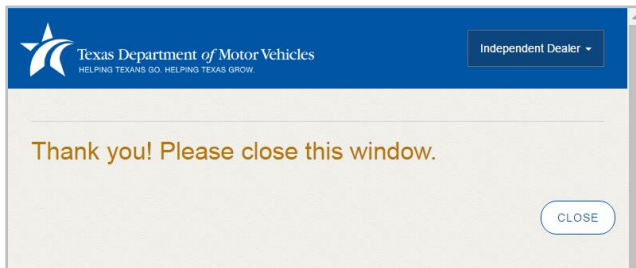
- a. Carefully read the terms and conditions for the license.
- b. Click the **I Agree** option button.
- c. Click the **E-SIGNATURE** button.



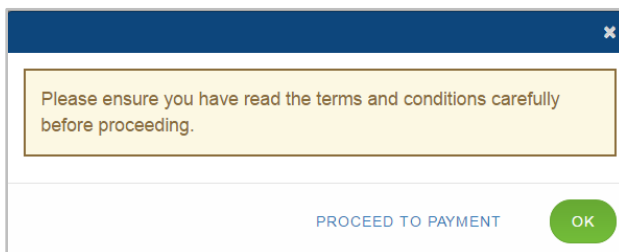
3. On the popup:
  - a. Scroll down to the **Sign Here** field and type in your full legal name.



- b. Scroll back up to the top of the popup and click the **Finish & Submit Electronically** button.
4. On the *Thank You* page of the popup, click the **CLOSE** button.



5. Back on the *Certificate of Responsibility* page, click the **SAVE AND NEXT** button.
6. On the *Please ensure you have the terms and conditions* popup, the **PROCEED TO PAYMENT** link to start the payment process.



7. Continue with the section about payment on page 70.

## 12.8.1.2 Signing without a Valid Texas Driver's License

1. On the *eSign* page displayed:

If you would like to e-sign this application, and you have a valid Texas driver license, fill out all the fields below and choose "Save and Next." If you would prefer to provide a physical signature, or you have a driver license from another state, provide your first and last name, and select "Other" for issuing state. You will be prompted to print, sign, and upload a Certification of Responsibility.

* First Name	* Last Name	SSN
<input type="text"/>	<input type="text"/>	<input type="text"/>
* Driver License Issuing State		
<input type="text" value="--None--"/>		
Date of Birth	Driver License Number	
<input type="text"/>	<input type="text"/>	

CANCEL PREVIOUS SAVE AND NEXT

- c. For **First Name**, type it in exactly as it displays on your driver's license or official identification.
- d. For **Last Name**, type it in exactly as it displays on your driver's license or official identification.
- e. For Driver License Issuing State select Other.
- f. The screen automatically updates to include the Certificate of Responsibility section.

2. Scroll to the bottom of the page and click the **CERTIFICATE OF RESPONSIBILITY PDF** link.

3. On the PDF file, click the **Printer** icon (in the upper right) to send the PDF on your local printer.
4. Carefully read the document and sign and date it.



---

## Certification of Responsibility

- The applicant or an authorized agent hereby certifies that statements made above and on attachments and documents submitted are true and correct, and that all documents submitted with this application are complete, submitted in their entirety, and are accurately represented.
- 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.
- In accordance with Texas Occupations Code §2301.259(c) or §2301.260(b), applicant certifies it will comply with Texas Occupations Code §§2301.401-2301.406 and 2301.451 – 2301.476.

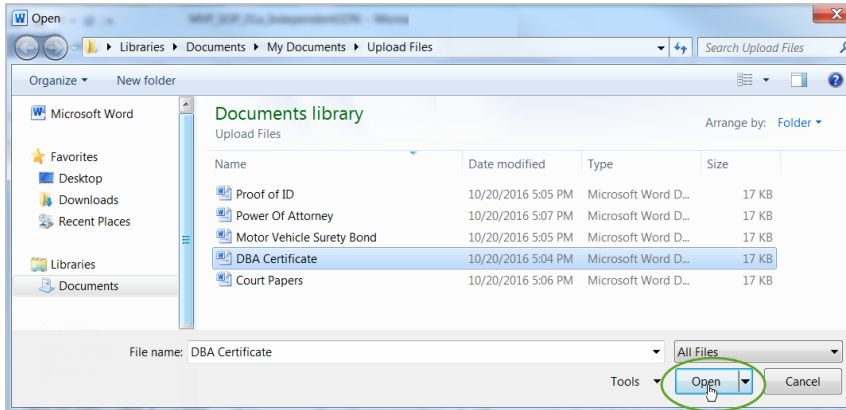
Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

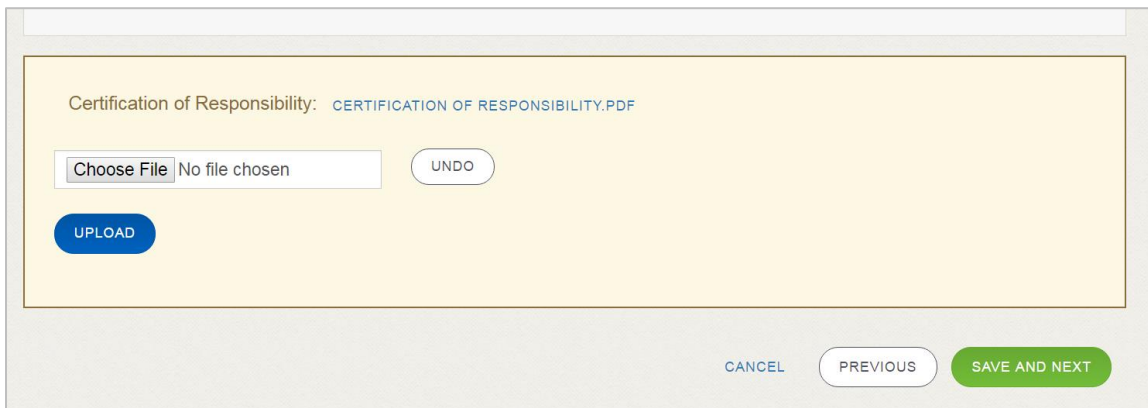
Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_

5. To upload and attach the signed document to this application:
  - a. Scan the document to a file and save it to your local computer (or a shared network resource).
  - b. Back on the eLICENSING page, click the **CHOOSE FILE** button.
  - c. In the Open Windows dialog, navigate to the file (on the computer or a shared network resource), select it and then click the **Open** button.

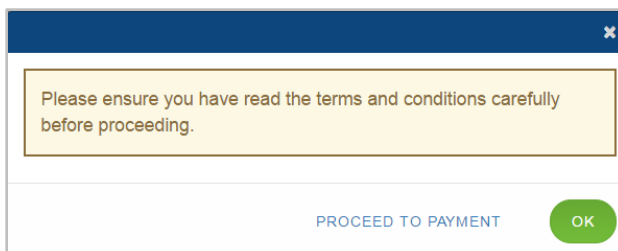


- d. When the name of the file displays on the appropriate *Attachments* page area, scroll to the bottom of the page and click the **UPLOAD** button.



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

6. Click the **SAVE AND NEXT** button.
7. On the pop-up, click the **PROCEED TO PAYMENT** link.



## 12.9 Payments and Application Submission

You can either pay the fees associated with this application, all applications you are waiting to submit, or select to work on another license application and then combine the payments into one transaction.

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

1. On the *Payment Summary* page:

1 2 3 4 5 6 7 8 9 10

Accounts  
  Contact Information  
  Application Reason  
  Application Details  
  Ownership  
  Questions  
  Attachments  
  Summary  
  E-sign  
 **Payments**

### Payment Summary

Please select the application(s) you wish to pay for at this time. Once payment is confirmed, your application will be submitted to TxDMV for processing. Select 'Add Application' if you are filing multiple applications and want to make one consolidated payment when all applications are completed.

Do you want to complete another application and process as one consolidated payment?

**Applications for Payment :**

Select All

000061195 New Representative Application

Physical Address : 123 MAIN STREET, Hays, KYLE, 78640, Texas, USA

Fee Description	Total / Prorated Fees/ Penalty %	Unit	Quantity	Total Term	Sub Total
Representative New Application Fee	\$200.00	per application	1		\$200.00
				Total	\$200.00

Subtotal : \$0.00

2. Click the option button of the application or click the **Select All** option button.
3. On the bottom of the page, for **Method of Payment**, select the appropriate option button.

Subtotal :	\$200.00
Method of Payment :	
<input checked="" type="radio"/> Credit Card <input type="radio"/> ACH/eCheck	
Grand Total :	\$204.76*
*Payment processing for this service will be included in the total transaction amount when payment is made by credit card or Automated Clearing House (ACH)	
Payment Status :	Pending Payment
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.	
<input type="button" value="EXIT"/> <input type="button" value="PROCEED TO PAY"/>	

4. Click the **PROCEED TO PAY** button.

**Note:** Once you submit the payment, that subsystem turns control back to the eLICENSING system to update the payment status.

5. In the **Customer Information** section on the *Payment* page:

**Transaction Summary**

TXDMV eLicensing	\$204.76
Texas.gov Price	\$204.76

**Need Help?**  
Please complete the Customer Information Section

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



- c. For **Address**, type in the street number and name of the street used to bill the credit being used.
  - d. For **Address 2**, optionally 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 list.
  - g. For **ZIP/Postal Code**, type in the five number string representing the postal ZIP Code (or, the nine numbers of the extended code).
  - h. For **Phone**, type in the telephone associated with the credit card holder.
  - i. Click the **Next** button.
6. On the **Payment Info** section of the page:

**Payment Info**

Credit Card Number \* Complete all required fields [ \* ]

Expiration Month \* Credit Card Type

Expiration Year \* Select a Month

Security Code \* Select a Year

Name on Credit Card \*

**Transaction Summary**

TXDMV eLicensing	\$204.76
Texas.gov Price	\$204.76

**Need Help?**

You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card Information.

Next >

Cancel

- a. For **Credit Card Number**, type in the numbers of the 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 string from the back of the card.
- e. For **Name on Card**, type in the full name printed on the card.
- f. Click the **Next** button.

- In the **Verification** section, enter the characters from the image displayed and then click the **Submit Payment** button.

Texas Department of Motor Vehicles  
HELPING TEXANS GO. HELPING TEXAS GROW.

**Payment Info** ✓ [Edit](#)

**Credit Card**  
Visa \*\*\*\*2690  
Exp. 03/2018

**Name on Credit Card**  
Pat Smith

**Verification**

NJRPG

Enter the characters from the above image:

[Cancel](#) [Submit Payment](#)

**Transaction Summary**

TXDMV eLicensing	\$204.76
<b>Texas.gov Price</b>	<b>\$204.76</b>

**Need Help?**  
Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Submit Payment.

- After the *Please Wait* popup closes and the *Payment Summary* page displays again, click the **NEXT** button.

**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.

[EXIT](#) [NEXT](#)

- On the *Application Submitted* page, click the **GO TO HOME** button to return to the eLICENSING home page or click your name in the upper right corner to display the drop-down and click **Log out**.



## 13 Renewing a Manufacturer Representative License

The Representative License is renewed as part of the Manufacturer License renewal process.