Texas Department of Motor Vehicles

Manufacturer/Distributor Instruction Packet

Purpose:

This instruction packet is a companion to the *Application for New Motor Vehicle Manufacturer/Distributor License*, Form LF201. LF201 is for (1) a license to manufacture, assemble, or distribute new motor vehicles to franchised dealers and for (2) license to represent the manufacturer or distributor. For other types of licenses visit www.TxDMV.gov/dealers or call us at (512) 465-3000 or toll-free (888) 368-4689.

Important:

Before you begin: Please read all information carefully before completing and mailing your application. Incomplete or inaccurate information may delay issuance of your license.
When applying for a license, **PLEASE FILE EARLY TO AVOID DELAYS**.

1. **The following pages guide you through the application step by step. Please read the instructions carefully and contact us if you have any questions.**
2. **A license will not be issued until an applicant has met all the requirements.**
3. **Make sure that each document you submit shows your business name and DBA.**

Licensing Notes:

- **Manufacturer**: a person who manufactures or assembles new motor vehicles.
- **Distributor**: a person, other than a manufacturer, who distributes or sells new motor vehicles to a franchised dealer.
- A **representative license** allows a person or business entity to act as an agent for a manufacturer, distributor, or converter. A representative is not allowed to sell new or used motor vehicles to Texas consumers, including municipalities. The definition of representative does not include office or clerical personnel, production personnel, etc., whose duties do not include contacting franchised dealers or dealership employees. See TEXAS OCCUPATIONS CODE §2301.002(29) and TEXAS ADMINISTRATIVE CODE §215.102 for details.
- Manufacturers and distributors of new vehicles sold in Texas must be licensed by TxDMV, regardless of where the manufacturer or distributor is located.
- Neither manufacturers nor distributors are allowed to 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.
- All manufacturer and distributor licenses are issued for a term of two years.
- Prohibitions:
    - Manufacturers cannot: operate, control, or own an interest in a dealer or dealership; or act in the capacity of a dealer, directly or indirectly.
    - Distributors cannot: operate or control a dealer or dealership; or act in the capacity of a dealer, directly or indirectly.
    - See TEXAS OCCUPATIONS CODE §2301.476 for details and exceptions.
- Ambulances, Fire-Fighting Vehicles, or Motorhomes:

- The terms: ambulance, fire-fighting vehicle, and motorhome are defined in the TEXAS OCCUPATIONS CODE Chapter 2301.002.
- To be a *manufacturer* of these products, the finished product must meet the entire definition of an ambulance, fire-fighting vehicle, or motorhome.
- If the finished product does not meet the definition, then the person must obtain a converter license for those products.

- Manufacturers and distributors can find more about the license application process online at: http://www.TxDMV.gov/dealers

INSTRUCTIONS by Page, LF201 Page One

1. TYPE OF APPLICATION:
Choose the license type the applicant is requesting. If the applicant will both manufacture their own vehicles and also distribute vehicles manufactured by someone else, then submit two separate applications.

2. BUSINESS NAME:
Enter your business name matching the appropriate business type:

A. **For a Sole Proprietor**: The business name is the owner's name.
B. **For a Partnership**: The business name is the name of each partner.
C. **For a Business Entity**: The name entered for the corporation, LLC, LP, LLP, or LTD, must match your legal name recorded with the Secretary of State.

3. DBA/ASSUMED NAME: (Name under which this location will operate)
Enter any assumed name(s) (also called DBA, for "Doing Business As") you will be using.

A. The assumed name(s) must be registered with the proper authority.
   (1) In Texas, the proper authority for corporations, LLCs, LPs and LLPs is the Secretary of State, (512) 463-5555. http://www.sos.state.tx.us/corp/
   (2) Sole proprietors and general partnerships in Texas must register with their County Clerk in the county where the office will be located.
   (3) Businesses located out of Texas should register with the appropriate authority for your state.
B. The assumed name you put on this application must exactly match the assumed name as it is registered.
C. **Attach copies of the Assumed Name Certificates for the name(s) you will be using. Label the copies as "Attachment B."** Do not send your filing documents.

4. EIN:
Enter the IRS-assigned Employer Identification Number (EIN).

5. PHYSICAL ADDRESS:
Enter the street number and name, city, state, and zip code. This will be your licensed location where the office is located.

6. MAILING ADDRESS:
Enter your mailing address if it is different from your physical address. This is the address TxDMV will use to mail all correspondence, licenses, plates, etc.

7. BUSINESS PHONE NUMBER & BUSINESS FAX NUMBER:
Enter the phone and fax number(s) you will use for your office.

A. A working telephone is required and must be listed in the name under which the manufacturer or distributor does business.
B. A fax number is optional.

8. BUSINESS EMAIL & BUSINESS WEBSITE:
Enter the email address of the business. Enter the website (if available).

9. CONTACT NAME, PHONE NUMBER, & EMAIL:
Enter the name, phone number, and email of a person TxDMV may communicate with concerning applications and license(s).

10. – 12. MILITARY SERVICE:
Answer the questions and provide documentation if applicable. If you have any questions, please call TxDMV Contact Center at 888-368-4689.

13. FEES:
Determine the total fees required:

A. The manufacturer/distributor license fee is $1,800.
B. The franchise dealer fee is $40 for each sales/service location.
C. The representative fee is $200 each.
D. The fee for each metal manufacturer license plate is $80.
E. Specify the quantity of plates you require, specifying the plate type (motor vehicle or motorcycle).
F. Metal plates may be applied for with the new application, with a renewal, or any time during which your license is valid, but plates *always expire* on the same date as the license.
G. Payment and mailing instructions are on page 7 of the application. If paying with a credit card, use page 8 of the application or separate form 2293.

LF201 Page Two

Please enter your business name on the top of this page. (If you are typing into this form, this field should already be completed for you.)

14. – 19. YES/NO QUESTIONS:

A. All questions must be answered.
B. Attach detailed explanations, as necessary.
C. The TEXAS OCCUPATIONS CODE Chapter 2301 restricts manufacturer or distributor ownership or control of a dealer or dealership. Manufacturer/distributor ownership or control of a dealership is generally prohibited, with two exceptions:
   (1) Dealerships that were purchased by the manufacturer/distributor from a franchised dealer and that are for sale at a reasonable price and on reasonable terms and conditions.
   (2) Dealer development dealerships operated under a plan for the dealer to acquire full ownership within a reasonable time and under reasonable terms and conditions. In order to qualify for this exemption:
      (a) The dealer must be a member of a group that has been historically underrepresented in the manufacturer's or distributor's dealer body, OR
      (b) The dealer must be a qualified person who lacks the resources to purchase a dealership outright.
D. The franchise agreement must include the Texas franchised dealer's legal name, authorized sales and/or service location (including street address, city, state, and zip code), approved line-makes and type codes, and signatures of both the franchised dealer and the manufacturer/distributor. The franchised dealer(s) must provide this when applying for license.

20. MANUFACTURERS/DISTRIBUTORS, LINE-MAKES, AND TYPE CODES TO BE SOLD UNDER FRANCHISE:
Fill in each row completely with the information for vehicles to be manufactured or distributed. Be sure to include the "Type Code" and World Manufacturer Identifier (WMI).

A. Manufacturers, distributors, and franchise dealers are licensed by line-make (sometimes referred to as "brand"). The term "line-make" does not include models. DO NOT LIST MODELS of motor vehicles.
(For example: Ford, Jaguar, and Lincoln are line-makes. Crown Victoria, Focus, Explorer, and F-150 are models within the Ford line.)
B. WMI codes are obtained from the Society of Automotive Engineers, (724) 772-8511, and become the first 3-digits of the VIN. NHTSA regulates VIN requirements and may be contacted at (202) 366-5291 or http://icsw.nhtsa.gov/cars/rules/import/.
C. Distributors with more than one manufacturer must list the WMI codes for each manufacturer.
D. Under Texas law, a manufacturer or distributor must allow a dealer licensed to sell vehicles of a particular line-

make to sell all models within that line-make.

E. **The type code should most closely describe the vehicle.** Find the appropriate type code on the table below:

Type Code	Short Description	Complete Description (Contact us if you need clarification.)
AA	Passenger autos only	
AB	Ambulance (all Type I and III, part of Type II)	A vehicle used exclusively to transport or to provide emergency medical care to an injured or ill person and that includes: **A. a driver's compartment;** **B. a compartment to accommodate an emergency medical care technician or paramedic and two injured or ill persons in a position that permits one of the injured or ill persons to be given intensive life-support during transit;** **C. equipment and supplies for emergency care of an injured or ill person at the location of the person or at the scene of an injury-producing incident as well as in transit;** **D. two-way radio communication capability; and** **E. equipment for light rescue or extrication procedures.** *Vehicles that do not exactly match this definition are converted products and may be sold only by dealers franchised to sell the underlying chassis line-make.*
AT	All-terrain vehicles	Must be: **A. equipped with a seat or seats for the rider and passenger, if designed to transport a passenger;** **B. designed to propel itself with three or more tires in contact with the ground;** **C. designed for off-highway use;** **D. not designed for farming or lawn care; and** **E. not more than 50 inches wide.**
AX	Axles	
BS	Includes manufactured buses	Does not include converted vans
EN	Engine	Any engine manufactured for installation in a vehicle, having as its primary purpose the transport of a person or persons or property on a public highway, and having a gross vehicle weight rating of more than 16,000 pounds, whether or not attached to a vehicle chassis, is considered to be a motor vehicle.
FT	Fire-fighting vehicle	A motor vehicle the only purposes of which are to transport firefighters to the scene of a fire and to provide equipment to fight the fire, and that is built on a truck chassis with a gross carrying capacity of at least 10,000 pounds, to which the following have been permanently affixed or mounted: **A. a water tank with a combined capacity of at least 500 gallons; and** **B. a centrifugal water pump with a capacity of at least 750 gallons per minute at 150 pounds per square inch net pump pressure.** *Vehicles that do not exactly match this definition are converted products and may be sold only by dealers franchised to sell the underlying chassis line-make.*
HT	Heavy-duty trucks	
LT	Light-duty trucks	
MC	Motorcycles	
MH	Motor homes	A motor vehicle that is designed to provide temporary living quarters and that: **A. is built on a motor vehicle chassis as an integral part of or a permanent attachment to the chassis; and**

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Type Code	Short Description	Complete Description (Contact us if you need clarification.)
		B. contains at least four of the following independent life support systems that are permanently installed and designed to be removed only for repair or replacement and that meet the standards of the American National Standards Institute, Standards for Recreational Vehicles: **1. a cooking facility with an on-board fuel source;** **2. a gas or electric refrigerator;** **3. a toilet with exterior evacuation;** **4. a heating or air conditioning system with an on-board power or fuel source separate from the vehicle engine;** **5. a potable water supply system that includes at least a sink, a faucet, and a water tank with an exterior service supply connection; or** **6. a 110-125 volt electric power supply.**
MS	Motor scooters or mopeds	
MT	Medium-duty trucks	
NV	Neighborhood vehicles or slow-moving vehicles	Must be legally allowed to operate on public highways
OT	Other	If the vehicle listed does not fit any other classification, use OT and attach a separate sheet describing the vehicle in detail
ROV	Recreational Off-Highway Vehicles	Must be: **A. equipped with a seat or seats for the rider and passenger(s), if designed to transport passenger(s);** **B. designed to propel itself with four or more tires in contact with the ground;** **C. designed for off-highway use by the operator only; and** **D. not designed for farming or lawn care.**
TM	Transmissions	
TR	Towable Recreational Vehicles (includes "house trailers" or "travel trailers")	Must be: **A. originally designed and manufactured primarily to provide temporary human habitation in conjunction with recreational, camping, or seasonal use;** **B. titled and registered with the department as a travel trailer through a county tax assessor-collector;** **C. permanently built on a single chassis;** **D. contain at least one life support system; and** **E. designed to be towable by a motor vehicle.**

LF201 Page Three

Please enter your business name on the top of this page. (If you are typing into the dynamic version of this form, this should already be completed for you.)

21. CERTIFICATION OF RESPONSIBILITY

The application must be signed by the applicant, licensee, or authorized agent. By signing this application, the applicant swears that:

A. 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.

B. 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.

C. Applicant further acknowledges that making a false statement in an application for a license may subject

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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.

D. 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.
E. Applicant swears they are not at this time delinquent in any court-ordered obligation to pay child support.
F. 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.

LF201 Page Four

Please enter your business name on the top of this page. (If you are typing into the dynamic version of this form, this should already be completed for you.)

22. ATTACHMENTS TO THE APPLICATION

This is your checklist of all items that must accompany the Manufacturer/Distributor Application.

A. OWNERSHIP INFORMATION:

Use pages 5 and 6 of the application or a separate copy of *Form LF601*. You may duplicate page 6, as needed.

B. ASSUMED NAME CERTIFICATES:

Provide a copy of the assumed name certificate issued by the proper authority. The assumed name(s) must be registered with the proper authority.

1. **Businesses located outside Texas should register with the appropriate authority for your state.**
2. **If you are physically located in Texas:**
   a. The proper authority for corporations, LPs, LLPs, and LLCs is the Texas Secretary of State (SOS).
   b. The proper authority for sole proprietors and general partnerships is the county clerk for the county where the office is located.
3. **The assumed name you list on this application must match the assumed name exactly as it is registered.**

C. CERTIFICATE OF INCORPORATION, ORGANIZATION, OR PARTNERSHIP:

If you will be physically located in Texas, a *Certificate of Filing* or *Certificate of Authority* from the Texas SOS is acceptable. (If the entity was formed out of state and will be located in Texas, submit a *Certificate of Authority* issued by the Texas SOS.) If you are located outside Texas, submit documentation from the appropriate authority for your state. We do not need copies of your corporate charter.

D. DEALER LIST:

A list of all dealers authorized to sell/service the line-makes listed in item number 20. Include name, business address, General Distinguishing Number (P-number), and franchise license number of each dealer (if dealer is already licensed in Texas), and list the line-makes and types of vehicles each dealer is authorized to sell.

NOTE TO ENGINE/TRANSMISSION/REAR AXLE MANUFACTURERS/DISTRIBUTORS:

List only those dealers selling new (not reconditioned) products manufactured for or installed in vehicles with a GVWR of more than 16,000 pounds. (If none, state so.)

E. SERVICE-ONLY DEALER LIST:

A list of all service-only facilities where a franchised dealer performs warranty service, but does not sell vehicles the dealer is franchised and licensed to sell at another location. Include name, business address, General Distinguishing Number (P-number), and franchise license number of each dealer (if dealer is already licensed in Texas), and list the line-makes and types of vehicles each dealer is authorized to service.

A **service-only facility** is a location occupied and operated by a franchised dealer that is a completely separate, non-contiguous site, from the franchised dealer's new vehicle sales and service or sales only location, where the franchised dealer will only perform warranty and non-warranty repair services. (If none, state so.)

Only a person who is already franchised and licensed to sell a line-make at a separate location is eligible for a service-only facility license for that line-make.

F. DISTRIBUTOR(S):

Names and addresses of all distributors involved in the distribution of motor vehicles manufactured by applicant. (If none, state so.)

G. PREPARATION AND DELIVERY OBLIGATIONS:

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.)

H. PREPARATION AND DELIVERY COMPENSATION

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).

I. BROCHURES AND PRODUCT SPECIFICATIONS

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.

J. REPRESENTATIVE APPLICATION

An *Application for New Motor Vehicle Representative License* (Rep Application) must be submitted for each person who qualifies as a representative of the applicant.

A. **Representative** means a person who: (A) is or acts as an agent or employee for a manufacturer, distributor, or converter; and (B) performs any duty in this state relating to promoting the distribution or sale of new motor vehicles or contacts dealers in this state on behalf of a manufacturer, distributor, or converter. A separate license is required for each representative.
B. A copy of the Rep Application and *Representative Information*, Form LF603, is provided in the *Application for New Motor Vehicle Manufacturer/Distributor License* package.
C. The Rep Application's instruction packet (LP023) is available on the TxDMV website.

K. FEES:

Payment can be made by Credit Card, Personal Check, Money Order, Cashier Check, or Wire Transfer.

A. Submit this form, all fees, and attachments, to the address matching your type of payment. Failure to do so will result in delays. (See the *Dealer Payment Information and Credit Card Payment Form* (2293) for submission information.)
B. Checks and money orders should be made payable to the Texas Department of Motor Vehicles. A fee of $30 will be charged for returned checks.
C. If paying by credit card, you may fax the entire package (including the credit card form) to (512) 465-4190. If you choose to do this, do NOT mail the package.
D. DO NOT submit the application via two methods; pick only one.
E. If you wish to overnight your application, please note that only the U.S. Postal Service delivers overnight mail to post office boxes.

APPLICANTS FOR A DISTRIBUTOR'S LICENSE ALSO ATTACH:

L. MANUFACTURER(S)

Names and addresses of all manufacturers for whom applicant will act in Texas. If manufacturer is licensed in Texas, include Texas motor vehicle manufacturer's license number and expiration date.

M. DISTRIBUTION AUTHORIZATION

Provide a signed letter (statement) on company letterhead, or a copy of each contract, showing applicant will act for a manufacturer to distribute its products in Texas.

LF201 Page Five and Six

This is the *Ownership Information Form*. It is **Attachment A** to the Manufacturer/Distributor Application. You may use this instead of downloading LF601 separately. Please enter your business name on the top of this page. (If you are typing this form, this should already be completed for you.)

LF201 Page Seven

This is the Payment and Mailing instructions. There is a place to enter your business name on the top of this page; however, this page does not need to be submitted. It is included for your information.

LF201 Page Eight

This is the credit card form, *Form 2293 Payment by Credit Card*. If you choose to pay your application fees via credit card, you may use this instead of downloading Form 2293 separately. Please enter your business name on the top of this page. (If you are typing into this form, this should already be completed for you.)

LF201 Page Nine

This is the *Application for New Motor Vehicle Representative License* (Rep Application). It is **Attachment J** to the Manufacturer/Distributor Application.

1. **BUSINESS TO BE REPRESENTED:**
   A. Check the appropriate box indicating whether applicant intends to represent a manufacturer or distributor.
   B. Enter the name of the manufacturer or distributor that applicant will represent and their license number (if there is one).

2. **APPLICANT'S NAME:**
   Enter your business name matching the appropriate business type:
   A. **For a Sole Proprietor**: The business name is the owner's name.
   B. **For a Partnership**: The business name is the name of each partner.
   C. **For a Business Entity**: The name entered for the corporation, LLC, LP, LLP, or LTD, must match your legal name recorded with the Secretary of State.

3. **DBA/ASSUMED NAME: (Name under which this location will operate)**
   Enter any assumed name(s) (also called DBA, for "Doing Business As") you will be using.
   A. The assumed name(s) must be registered with the proper authority.
      (1) In Texas, the proper authority for corporations, LLCs, LPs and LLPs is the Secretary of State, (512) 463-5555. http://www.sos.state.tx.us/corp/
      (2) Sole proprietors and general partnerships in Texas must register with their County Clerk in the county where the office will be located.
      (3) Businesses located out of Texas should register with the appropriate authority for your state.
   B. The assumed name you put on this application must exactly match the assumed name as it is registered.
   C. **Attach copies of the Assumed Name Certificates for the name(s) you will be using. Label the copies as "Rep Application, Attachment B."** Do not send your filing documents.

4. **JOB TITLE:**
   If the applicant is an individual, enter the job title of the applicant. This is not required if the applicant is a corporation, LLC, LP, or other type of business entity.

5. **PHYSICAL ADDRESS:**
   Enter the street number and name, city, state, and zip code of the physical address where applicant conducts business as a representative.

Items 6 - 9 must reflect the manufacturer's, distributor's, or converter's contact information

(If you are typing into form LF201 or LF301, these fields should already be completed for you.)

6. **MAILING ADDRESS:**
   Enter the manufacturer's or distributor's mailing address if it is different from your physical address. This is the address TxDMV will use to mail all correspondence, licenses, etc.

7. **BUSINESS PHONE NUMBER & BUSINESS FAX NUMBER:**
   Enter the manufacturer's or distributor's phone and fax number(s).

8. BUSINESS EMAIL & BUSINESS WEBSITE:
Enter the manufacturer's or distributor's email address and website (if available).

9. CONTACT NAME, PHONE NUMBER, & EMAIL:
Enter the name, phone number, and email of a person TxDMV may communicate with concerning applications and license(s). This must match the manufacturer's or distributor's contact person.

10. – 12. MILITARY SERVICE:
Answer this question and provide documentation if applicable. If you have any questions, please call TxDMV Contact Center at 888-368-4689.

13. FEES:
Determine the total fees required:

A. The representative fee is $200.
B. Payment and mailing instructions are on page 7 of the application. If paying with a credit card, use page 8 of the application package or separate form 2293.

LF201 Page Ten

Please enter the representative's name and business being represented on the top of this page. (If you are typing into the dynamic version of this form, this should already be completed for you.)

14. – 18. YES/NO QUESTIONS:

A. All questions must be answered.
B. Attach detailed explanations, as necessary.
C. The TEXAS OCCUPATIONS CODE Chapter 2301 restricts manufacturer or distributor ownership or control of a dealer or dealership. Manufacturer/distributor ownership or control of a dealership is generally prohibited, with two exceptions:
   (1) Dealerships that were purchased by the manufacturer/distributor from a franchised dealer and that are for sale at a reasonable price and on reasonable terms and conditions.
   (2) Dealer development dealerships operated under a plan for the dealer to acquire full ownership within a reasonable time and under reasonable terms and conditions. In order to qualify for this exemption:
      (a) The dealer must be a member of a group that has been historically underrepresented in the manufacturer's or distributor's dealer body, OR
      (b) The dealer must be a qualified person who lacks the resources to purchase a dealership outright.

19. AUTHORIZED APPOINTMENT

The application must be signed by the manufacturer, distributor, or converter to verify the applicant is an authorized representative.

20. CERTIFICATION OF RESPONSIBILITY

The application must be signed by the applicant (owner, officer, managing partner, or authorized agent). By signing this application, the applicant swears that:

A. The applicant or an authorized agent hereby certifies that statements made above and on attachments and documents submitted are true, complete, and correct.
B. 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.
C. 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.
D. Applicant swears they are not at this time delinquent in any court-ordered obligation to pay child support.

LF201 Page Eleven

Please enter the representative's name and business being represented on the top of this page. (If you are typing into the dynamic version of this form, this should already be completed for you.)

21. ATTACHMENTS TO THE REP APPLICATION

A. REPRESENTATIVE INFORMATION:

Use pages 12 and 13 of the application package or a separate copy of *Form LF603*. You may duplicate page 13, as needed.

B. ASSUMED NAME CERTIFICATES:

Provide a copy of the assumed name certificate issued by the proper authority. The assumed name(s) must be registered with the proper authority.

1. **Businesses located outside Texas should register with the appropriate authority for your state.**
2. **If you are physically located in Texas:**
   a. The proper authority for corporations, LPs, LLPs, and LLCs is the Texas Secretary of State (SOS).
   b. The proper authority for sole proprietors and general partnerships is the county clerk for the county where the office is located.
3. **The assumed name you list on this application must match the assumed name exactly as it is registered.**

C. CERTIFICATE OF INCORPORATION, ORGANIZATION, OR PARTNERSHIP:

If you will be physically located in Texas, a *Certificate of Filing* or *Certificate of Authority* from the Texas SOS is acceptable. (If the entity was formed out of state and will be located in Texas, submit a *Certificate of Authority* issued by the Texas SOS.) If you are located outside Texas, submit documentation from the appropriate authority for your state. We do not need copies of your corporate charter.

D. FEES:

Payment can be made by Credit Card, Personal Check, Money Order, Cashier Check, or Wire Transfer.

A. **If the representative application is included with a manufacturer/distributor or converter application, the fees may be combined into one payment.**
B. Submit this form, all fees, and attachments, to the address matching your type of payment. Failure to do so will result in delays. (See the *Dealer Payment Information and Credit Card Payment Form* (2293) for submission information.)
C. Checks and money orders should be made payable to the Texas Department of Motor Vehicles. A fee of $30 will be charged for returned checks.
D. If paying by credit card, you may fax the entire package (including the credit card form) to (512) 465-4190. If you choose to do this, do NOT mail the package.
E. DO NOT submit the application via two methods; pick only one.
F. If you wish to overnight your application, please note that only the U.S. Postal Service delivers overnight mail to post office boxes.

LF201 Page Twelve and Thirteen

This is the Representative Information. It is **Attachment A** to the Rep Application. You may use this instead of downloading LF603 separately. Please enter the representative's name and business being represented on the top of this page. (If you are typing into this form, this should already be completed for you.)

Application Processing and General Information:

1. Application Processing & Time:

A. Your application fees are processed by the State Comptroller's Office before TxDMV may begin application processing.
B. Applications are processed in the order received. However, if more information is needed, these are noted as deficiencies.
C. You can find more about the *License Application Process* and *Application Tips* (including common deficiencies)

online at: http://www.TxDMV.gov/dealers

2. Approving applications:

A. When there are no application deficiencies, the license is approved. Your license is printed and mailed (along with your metal plates, if any).

B. If there are deficiencies, you will be contacted by a licensing specialist.

(1) Contact by phone or email will be attempted before a list of deficiencies is mailed.

(2) Please correct any deficiencies and return the appropriate documentation.

3. Metal Plates: (For Manufacturers and Distributors)

A. Usage:

(1) Only a manufacturer or distributor can use manufacturer metal plates. The manufacturer/distributor is responsible for the use of the manufacturer metal plates and for making sure that the people using the plates receive the renewal stickers.

(2) A manufacturer license plate may be used to test a new motor vehicle on a public street or highway or to loan to a consumer for the purpose described in TEXAS OCCUPATIONS CODE § 2301.605.

(3) Manufacturer metal plates may be used on commercial motor vehicle; however, the vehicle may not carry a load.

C. Metal plates are valid during the license term and expire at the same time as the license.

D. The fee is $80 per plate for the two-year license term.

E. You may order plates with a new application or when renewing your license. You may also order new plates at any time during the license period by submitting an *Affidavit and Application for License Plates (Form LF701)*, available on our website. The plate expiration date is the same as the license expiration date, regardless of when the plates were ordered.

F. There is no grace period for an expired plate.

4. Making Changes to your License:

Notify us in writing (on business letterhead) to change any of the following:

A. Change in location information, including:

(1) Mailing address,

(2) Business phone number,

(3) Fax number, or

(4) Email address.

B. New contact person, contact phone number, or contact fax number.

C. Addition or deletion of franchised dealers.

D. Change in preparation and delivery information.

E. Change in distributors or manufacturers.

You must submit an *Application to Amend Manufacturer/Distributor License* (Form LF221) or *Application to Amend Representative License* (Form LF422) when information about your business has changed. Some examples are:

A. Change in business name.

B. Change or addition to the DBA (assumed name).

C. Change of physical address.

D. Changes in line-makes (manufacturers and distributors).

Changes in ownership: Under some circumstances, you may need to file a new application. For example, if you are currently licensed as a Sole Proprietor and become incorporated, you will need to file a new application. If you are a corporation and do a conversion to a Limited Partnership, you will only need to amend your license. Please contact our office in order to complete the appropriate forms.

If you have any questions about the changes you are making to your business, please call us at (888) 368-4689 or (512) 465-3000.

5. Duplicate Licenses:

A. To request a reprint or a duplicate license please complete form LF901.

B. You may fax this request to (512) 465-4190 or mail to:

TxDMV Motor Vehicle Division
P.O. Box 26487
Austin, TX 78755

C. The fee for this request is $50.

6. License Renewal:

A. Your license term is two years.

B. Renewal fees, *already calculated for a two-year term*, are:

(1) $1,800 for the manufacturer/distributor license,

(2) $40 for each location where a franchised dealer sells/services applicant's new motor vehicles,

(3) $200 for each representative, and

(4) $80 for each metal plate.

C. MVD will mail you a renewal notice 75 to 90 days prior to license expiration. You should return your renewal notice, required attachments, and the proper fee(s) at least 45 days prior to expiration to ensure that your license does not expire.

D. You are responsible for maintaining your license. If you do not receive your renewal notice, contact MVD to obtain one.

E. Penalty fees are assessed for each 30 day period past the license expiration date. These penalty fees are 50% of the total license fee, including 50% of representative fees, for each 30 day period in default. If a license renewal is not received within 90 days of the expiration date, then you will be required to re-apply.

(512) 465-3000
Toll Free (888) 368-4689