Texas Department of Motor Vehicles

IN-TRANSIT LICENSE INFORMATION

PLEASE READ ALL OF THIS INFORMATION CAREFULLY BEFORE COMPLETING AND MAILING YOUR APPLICATION. INCOMPLETE OR INACCURATE INFORMATION MAY DELAY ISSUANCE OF YOUR LICENSE.

ALL LICENSES ARE ISSUED FOR A TERM OF TWO YEARS.

An **in-transit license** is required for a drive-a-way operator who transports and delivers a vehicle in this state from the manufacturer or another point of origin to a location in this state using the vehicle's own power or using the full-mount method, the saddle-mount method, the tow-bar method, or a combination of those methods.

Drive-a-way operators may apply for, receive, and attach metal in-transit license plates to the vehicles they transport. The drive-a-way in-transit license and the metal in-transit plates expire on the same date as the license.

The fee for a drive-a-way in-transit license is $100. This fee includes one in-transit plate. Additional in-transit plates are $10 each.

The following pages take you step-by-step through the application. Please read carefully before completing the application and attachments. Unless otherwise specified, you may submit copies instead of originals. Make sure that each document, photograph, etc. has the business name and DBA on it.

THE APPLICATION SHOULD BE AS COMPLETE AS POSSIBLE BEFORE YOU SUBMIT IT. ERRORS OR MISSING DOCUMENTS MAY DELAY PROCESSING.

1. APPLICANT'S NAME: Enter ONE of the following:

a) Your name, if applying as an individual or sole proprietor.
b) The partnership name or names of all partners, if applying as a partnership.
c) The name of the corporation, LLC, LP, etc. if applying as any other type of entity.

2. ASSUMED NAME/DBA (If different from above): Enter any assumed name(s) (also called DBA, for "Doing Business As") that you will be using and attach copies of any assumed name certificates for those names.

a) The assumed name(s) must be registered with the proper authority.
b) In Texas, the proper authority for corporations, LLCs, LPs and LLPs is the Secretary of State. ALL entities must register with their County Clerk.
c) The assumed name you put on this application must exactly match the assumed name as it is registered.

3-4. MILITARY SERVICE: Please indicate if the applicant is a "Military Spouse" and holds an equivalent license in another state, as defined by TEXAS OCCUPATIONS CODE §55.004 and 43 TEXAS ADMINISTRATIVE CODE §215.86. If yes, please provide supporting documentation with your application.

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

6. MAILING ADDRESS: Enter your mailing address if it is different from your physical address. This is the address we will use to mail correspondence, licenses, etc. If this application is for a new facility where mail cannot currently be received, please provide a temporary mailing address we can send correspondence

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concerning this application.

7. TELEPHONE/FAX NUMBER: Enter the applicant's telephone number and fax number.

EMAIL ADDRESS: Enter an email address if you would like to use this as a form of delivery. Email addresses are considered confidential. (Unless authorization to release is provided to the Motor Vehicle Division).

8. CONTACT NAME AND PHONE NUMBER: Enter the name and phone number of a person we can communicate with concerning this application.

9. ATTACH ALL REQUIRED DOCUMENTATION (DETAILED REQUIREMENTS ARE IN THIS PACKAGE). Detailed requirements are contained in this packet and on the application form. All items should be completed or marked "NA" (not applicable). If marked "NA", describe why this requirement is not applicable.

10. COMPLETE THE REST OF THIS APPLICATION. The applicant must answer all questions on the back of this form, obtain authorization from the manufacturer, distributor, or converter, and sign the application in the presence of a notary.

FEES:

a) Attach a check, money order, or credit card form for the in-transit license fee ($100) and any additional plates ($10 each).

b) Checks and money orders should be made payable to the Texas Department of Motor Vehicles.

c) If paying by check or money order, do not bring your application to the Motor Vehicle Division. Applications with checks or money orders must first go to PO Box 13044 for processing of the fees.

d) If you wish to overnight your application, be aware that only the US Postal Service delivers overnight mail to post office boxes.

e) Make sure you mail your application to the correct address for the type of payment you are making. Failure to do so will result in processing delays.

11-12. YES/NO QUESTIONS: All questions must be answered. Provide detailed explanations of any "Yes" answers in full on separate sheets.

13. ATTACHMENTS TO THE APPLICATION:

A. OWNERSHIP AND MANAGEMENT INFORMATION / POWER OF ATTORNEY DESIGNATING AGENT FOR SERVICE – Use included Form LF601.

1) Answer the question pertaining to felony convictions (and charges) truthfully.
   - (a) Prior convictions may not prevent you from obtaining a license. Answering this question falsely may result in denial of your license and civil penalties.
   - (b) The Motor Vehicle Division may investigate applicants answering "Yes" to this question. This investigation may add three to four weeks to your processing time.
   - (c) You must attach copies of all final court judgments for any convictions.
   - (d) Any felony conviction is a material change that must be reported to the TxDMV by the applicant or license holder.

2) Complete the front and back of the form for the following:
   - (a) OWNERS: If the applicant is a business entity, list all parties with any ownership interest in the applicant (this includes sole proprietors).
     - (1) If any ownership interest is held by a business entity (corporation, LLC, LP, etc.), submit the information listed on the form for each business entity until only individuals are listed as owners. In this instance, you should complete a separate form for each business entity.
     - (2) If any business entity with ownership interest is publicly held, indicate that on the form. Owners of publicly held businesses (shareholders) need not be listed, but the officers, directors, etc. must be.
   - (b) PARTNERSHIPS: list all partners and designate the managing partner.

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(c) CORPORATIONS: list all corporate officers and directors.

(d) LIMITED LIABILITY COMPANIES: list all LLC managers and members.

(e) LIMITED PARTNERSHIPS: list the general partner(s) & the limited partner(s).

3) SPECIFIC INFORMATION:

(a) Name of Person or Business: Enter the first name, middle initial, and last name for individuals; list the business name or assumed name of any business entities.

(b) Title: Enter the title. Examples are: President; CEO; Owner; Partner; General Partner; Member; etc. This information is not necessary for applicants who are individuals or employees.

(c) % of Ownership: For all individuals and businesses listed, enter the percentage of ownership. If the percentage is zero, enter zero. OWNERSHIP PERCENTAGES MUST TOTAL 100%. This information is not necessary for applicants who are individuals or employees.

(d) Date of Birth: for individuals and employees only.

4) Driver's License # and State: enter the driver's license number and issuing state. If the individual does not have a driver's license, enter "NONE". If the driver's license was issued in a foreign country, provide that information.

(e) SSN / TIN / EIN: enter the Social Security Number, Taxpayer Identification Number, or Employer Identification Number, as applicable. If any individual does not have an SSN, attach a separate sheet with other identifying data for the individual.

(f) If this is a business, is it PUBLICLY TRADED? If the answer is yes, owners do not need to be listed, but officers, directors, partners, managers, or members (depending on the type of business entity) must be.

B. ASSUMED NAME CERTIFICATES: Provide documentation that you have registered your assumed name with the proper authority.

1) Corporations/Limited Liability Companies/Limited Partnerships/Registered Limited Liability Partnerships: proper authority for registration of assumed names is the Secretary of State (or, outside of Texas, the proper authority in the appropriate state). YOU MUST ALSO REGISTER THE NAME WITH THE COUNTY CLERK but the Motor Vehicle Division does not require the certificate from the county.

2) For other applicants, proper authority is the County Clerk.

C. CERTIFICATE OF INCORPORATION, ORGANIZATION, OR PARTNERSHIP: Attach these if applicable. We do not need copies of your corporate charter. Corporations are not required to submit a certificate of authority to operate in Texas.

CERTIFICATION: The application must be signed by the applicant or an authorized agent and notarized. By signing this application, the applicant swears under penalty of perjury that:

1) All statements on the application and all attachments to it are true and complete.

2) Applicant is not delinquent in any court-ordered child support.

Payment Information:

CREDIT CARD Amount limited to $5 to $2000	Complete the "Credit Card Payment Form" Form 2293 Mail form and documents	Texas Department of Motor Vehicles Motor Vehicle Division P. O. Box 26487 Austin, TX 78755
PERSONAL CHECK OR MONEY ORDER **(A fee of $25 will be charged for returned checks)**	Pay to: Texas Department of Motor Vehicles Mail check/money order and documents	Texas Department of Motor Vehicles Motor Vehicle Division P. O. Box 13044 Austin, TX 78711-3044

GENERAL INFORMATION

APPLICATION PROCESSING:

a) Applications are processed in the order received.

b) If there are no deficiencies, the license is approved and your license is printed and mailed.

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c) If there are deficiencies, the entire application may be returned with a list of items to be corrected. Please correct any deficiencies and return the application with all attachments.

d) To be safe, allow at least one month for processing of your application. Incomplete or inaccurate applications can greatly increase this estimate.

e) Make a copy of the application and all attachments that are submitted for your records.

DUPLICATE LICENSES:

To request a reprint or a duplicate license please complete form LF901. You may fax this request to 512-465-7310 or mail to Motor Vehicle Division, P.O. Box 26487, Austin, TX 78755. **The fee for this request is $50.**

There is not a renewal for a drive-a-way in-transit license. Persons who want to conduct business as a drive-a-way operator must file this application, including all attachments and proper fees, every two years.

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