



# Texas Department of Motor Vehicles

## Report of Material Change in Criminal History

Complete this form if you have been convicted of a felony or misdemeanor (other than a minor traffic violation) or plead guilty or no contest (resulting in a deferred adjudication) to any in-state, out-of-state, or federal criminal offense.

### License Information

- License Number: \_\_\_\_\_
- Business Name: \_\_\_\_\_
- DBA/Assumed Name (as registered with the SOS or County): \_\_\_\_\_
- Physical Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_
- Mailing Address: \_\_\_\_\_  
 Same as physical City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_
- Business Phone Number: \_\_\_\_\_ Business Fax Number: \_\_\_\_\_
- License Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Same as business name  Same as business phone

### Violation Information

- Material Change to Criminal History  
Name of Person: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Date of Violation: \_\_\_\_\_ Date of Arrest: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_
- Description of Offense
  - In accordance with §2301.257(a), if a material change occurs in the information included in an application for a dealer's license, the dealer shall notify the department of the change within a reasonable time.
  - For each felony or misdemeanor conviction, give full details of the conviction. Use page two or a separate sheet, as needed. Include the name of the person convicted, title or relationship to the applicant, crime, date, place of conviction, sentence received, offense code cited in the conviction record (i.e. Penal Code, Health and Safety Code, Transportation Code, Tax Code, Business and Commerce Code, Water Code, United States Code, etc.)
 Crime/Offense: \_\_\_\_\_ Offense Code/Citation: \_\_\_\_\_ Level/Degree: \_\_\_\_\_  
 Additional Information:

- Pleading, Disposition, Court Confinement or Provision, and (if applicable) Agency Receiving Custody
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### Submit form and **copies of applicable court documents:**

By Mail	By Fax
Texas Department of Motor Vehicles Motor Vehicle Division P. O. Box 26487 Austin, TX 78755	Fax: (512) 465-4190

#### Privacy Statement

The Texas Department of Motor Vehicles maintains information collected through this form. With few exceptions, Texas Government Code Chapter 559 entitles you to: (a) request to be informed about this information, and (b) have TxDMV correct information about you that is incorrect. Chapter 552 of the Government Code entitles you to receive and review this information. You must submit requests for information in writing. Requests may be submitted via email to [OGCOpenRecords@TxDMV.gov](mailto:OGCOpenRecords@TxDMV.gov); by fax to (512) 465-4112; or by mail or in person to: TxDMV, OGC Open Records, 4000 Jackson Ave., Austin, TX 78731. For more information, please call TxDMV at (888) 368-4689.

BUSINESS NAME: \_\_\_\_\_

**Additional Violation Information**

11. Material Change to Criminal History

Name of Person: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Date of Violation: \_\_\_\_\_ Date of Arrest: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_

12. Description of offense

- In accordance with §2301.257(a), if a material change occurs in the information included in an application for a dealer's license, the dealer shall notify the department of the change within a reasonable time.
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Crime/Offense: \_\_\_\_\_ Offense Code/Citation: \_\_\_\_\_ Level/Degree: \_\_\_\_\_

Additional Information:

13. Pleading, Disposition, Court Confinement or Provision, and (if applicable) Agency Receiving Custody

**Additional Violation Information**

14. Material Change to Criminal History

Name of Person: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Date of Violation: \_\_\_\_\_ Date of Arrest: \_\_\_\_\_ Date of Conviction: \_\_\_\_\_

15. Description of Offense

- In accordance with §2301.257(a), if a material change occurs in the information included in an application for a dealer's license, the dealer shall notify the department of the change within a reasonable time.
- For each felony or misdemeanor conviction, give full details of the conviction. Use page two or a separate sheet, as needed. Include the name of the person convicted, title or relationship to the applicant, crime, date, place of conviction, sentence received, offense code cited in the conviction record (i.e. Penal Code, Health and Safety Code, Transportation Code, Tax Code, Business and Commerce Code, Water Code, United States Code, etc.)

Crime/Offense: \_\_\_\_\_ Offense Code/Citation: \_\_\_\_\_ Level/Degree: \_\_\_\_\_

Additional Information:

16. Pleading, Disposition, Court Confinement or Provision, and (if applicable) Agency Receiving Custody