New Online Licensing System (eLICENSING) Coming Soon

Texas Department *of* Motor Vehicles

HELPING TEXANS GO. HELPING TEXAS GROW.

This message contains information applicable to all motor vehicle licensees and salvage dealers regulated by Texas Department of Motor Vehicles (TxDMV). Please review and distribute as appropriate.

Coming soon, you will be able to apply for, renew, or amend licenses online. The Texas Department of Motor Vehicles (TxDMV) is replacing its current paper-based licensing system with eLICENSING, an online self-service hub for all motor vehicle and salvage licensees operating in Texas.

eLICENSING will provide many user benefits, including 24-hour access to licensing information, the elimination of paper processing, the ability to submit license applications and payments online, a guided application process facilitating faster approvals, and the ability to track the progress of submitted applications.

TxDMV will provide instructions and other support resources to help you access and use the system as the release date approaches. **Licensees must have an email address on file with TxDMV to receive important updates and use the new system.** Licensees can receive more information by emailing TxDMV at MVDLicensing@TxDMV.gov, calling 1-888-DMV-GOTX (368-4689), or visiting our website at www.TxDMV.gov/dealers.

Sincerely,

Daniel Avitia

Daniel Avitia, Director
Texas Department of Motor Vehicles
Motor Vehicle Division

(512) 465-3000
Toll-Free (888) 368-4689
Form available online at www.TxDMV.gov

Texas Department *of* Motor Vehicles

Application to Amend Representative License

Use this form if the information about your business has changed. See http://www.txdmv.gov/how-do-i-dealers/amend-my-license for more details on license changes. If there is a change in ownership, you may need a different form. Please call us at (888) 368-4689 to verify what you need.

Instructions: Provide all required documentation and the $25 amendment fee. If you are paying by check or money order, make it payable to the Texas Department of Motor Vehicles, and mail to: Motor Vehicle Division, PO Box 13044, Austin, TX 78711-3044. Be sure to write the business name or DBA on your payment. There is a fee of $30 for returned checks.

If you are paying by credit card, complete the Credit Card Form 2293, and submit it to: Motor Vehicle Division, PO Box 26487, Austin, TX 78755 or fax it to: (512) 465-4190. If you are faxing your application and payment, do not also mail your application. Additional fees for using a credit card may apply.

Missing, incomplete, or inaccurate information will delay processing of your amendment. If you have questions or concerns, please call us at (888) 368-4689 or visit www.TxDMV.gov.

Application Contact: State the name of the person TxDMV may contact if there are any questions on this application:

Name: _____ Phone Number: _____ Email: _____

1. Is the applicant a Military Service member, Military Veteran, or Military Spouse?	☐ Yes ☐ No
2. Does the applicant currently hold this type of license in another jurisdiction (state or country)?	☐ Yes ☐ No
3. Did the applicant at some time in the last five years hold this type of license in Texas?	☐ Yes ☐ No

If you answered YES to Question 1, and also *either* Question 2 or 3, 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.

4. License Number(s): Franchise License #: _____ GDN(s): _____

5. Information as it currently appears on your license(s):

Business Name: _____ Assumed Name/DBA: _____

Physical Address: _____

City: _____ Zip: _____ County: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax Number: _____ Email: _____

6. Select your purpose and, on the following pages, answer the yes/no questions relevant to the change(s) you are making. This amendment application is for (check all that apply):

☐ New Business Name or Assumed Name (DBA): _____

☐ New Physical Address: _____

☐ Ownership or Management Change

☐ Conversion from one entity to another

☐ Other (Specify on separate sheet)

7. Fees: **$25 RA**

(512) 465-3000
Toll-Free (888) 368-4689
Form available online at www.TxDMV.gov

BUSINESS NAME: _____

REQUIRED ATTACHMENTS

BUSINESS NAME OR ASSUMED NAME/DBA CHANGE:

- ☐ Provide the assumed name certificate (issued by the Secretary of State for corporations, LPs, LLPs, & LLCs; issued by the county for sole proprietors and general partnerships).
- ☐ If your corporate name has changed, attach amended corporate papers from the Secretary of State.

OWNERSHIP OR MANAGEMENT CHANGE:

- ☐ Complete *Representative Information* (Form LF603). The form must be signed by an individual authorized to act for the licensee.

CONVERSION FROM ONE ENTITY TO ANOTHER:

- ☐ Attach a copy of the certificate of conversion issued by the Secretary of State.
- ☐ New certificate for the entity (corporation, LP, LLP, or LLC).
- ☐ Documentation issued by the appropriate Secretary of State stating that the entity change was a result of a conversion.
- ☐ Complete *Representative Information* (Form LF603). The form must be signed by an individual authorized to act for the licensee.

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

Date: _____

_____
Printed Name

_____
Authorized Signature

_____
Title

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; 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.