Texas Department of Motor Vehicles
Form LF422 (Rev. 10/12)

Motor Vehicle Division
PO Box 13044
Austin, TX 78711-3044
512/465-3000 ◆ TOLL-FREE 888/368-4689

APPLICATION TO AMEND REPRESENTATIVE LICENSE

LICENSE NO: _____

1. **INFORMATION AS IT CURRENTLY APPEARS ON YOUR LICENSE:**
   - A. **APPLICANT NAME:** _____
   - B. **ASSUMED NAME/DBA:** _____
   - C. **PHYSICAL ADDRESS:** _____
     CITY: _____ **STATE:** _____ **ZIP:** _____
   - D. **MAILING ADDRESS:** _____
     CITY: _____ **STATE:** _____ **ZIP:** _____
2. **TELEPHONE NUMBER:** _____ **FAX:** _____
3. **EMAIL ADDRESS:** _____
4. **CONTACT NAME AND TELEPHONE NUMBER:** _____
5. **NEW INFORMATION (CHECK ALL THAT APPLY):**

☐ A. **NEW BUSINESS NAME OR ASSUMED NAME/DBA:**

_____

☐ B. **NEW PHYSICAL ADDRESS:**

_____

☐ C. **OWNERSHIP OR MANAGEMENT CHANGE**

☐ D. **CONVERSION FROM ONE ENTITY TO ANOTHER**

☐ E. **OTHER (SPECIFY ON SEPARATE SHEET.)**

6. **ATTACH ALL REQUIRED DOCUMENTATION FOR THE CHANGE YOU ARE MAKING (DETAILED REQUIREMENTS ARE ON THE BACK OF THIS SHEET).**
7. **AMENDMENT FEE IS $25.00, PAYABLE TO TEXAS DEPARTMENT OF MOTOR VEHICLES. INCLUDE YOUR NAME OR DBA ON THE CHECK /MONEY ORDER. COMPLETE ATTACHED FORM IF PAYING BY CREDIT CARD. IF PAYING BY CREDIT CARD AN ADDITIONAL FEE OF $1.00 WILL BE ADDED. (Note, Fees are non-refundable.)**
8. **MAIL THIS FORM AND ALL ATTACHMENTS TO:**

PAYING BY CHECK/MONEY ORDER:
MOTOR VEHICLE DIVISION
PO BOX 13044
AUSTIN TX 78711-3044

PAYING BY CREDIT CARD:
MOTOR VEHICLE DIVISION
PO BOX 2293
AUSTIN TX 78768-2293

REMEMBER: MISSING, INCOMPLETE, OR INACCURATE INFORMATION WILL DELAY PROCESSING OF YOUR AMENDMENT.

(NOTE, FEES ARE NON-REFUNDABLE) **$25.00 RA**

REQUIRED ATTACHMENTS

APPLICANT NAME/DBA: _____

BUSINESS NAME OR ASSUMED NAME/DBA CHANGE:

- ☐ Assumed name certificate (from the Secretary of State for corporations, LPs, LLPs & LLCs, from the county for sole proprietors and general partnerships).
- ☐ Amended corporate papers from the Secretary of State if your corporate name has changed.

NEW PHYSICAL ADDRESS:

- ☐ List the new address including city, state and zip code.

OWNERSHIP OR MANAGEMENT CHANGE:

- ☐ Complete the attached ownership and management information form (form LF603). The form must be signed by an individual authorized to act for the licensee and notarized.

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 the attached ownership and management information form (form LF603). The form must be signed by an individual authorized to act for the licensee and notarized.

The applicant or an authorized agent hereby certifies under penalty of perjury that statements made above and on attachments hereto and documents submitted herewith are true and correct, and that all documents attached hereto or submitted herewith are complete and submitted in their entirety and are accurately represented. Applicant swears they are not at this time delinquent in any court-ordered obligation to pay child support.

Date: _____

_____
Signature – Applicant or Authorized Officer

_____
Title

STATE OF _____

COUNTY OF _____

Subscribed and sworn before me this _____ day of _____, 20 ____.

_____
Notary Public

Privacy Statement

The Texas Department of Motor Vehicles maintains the information collected through this form. With few exceptions, you are entitled upon request to be informed about the information that we collect about you. You may also review and correct the information collected. To make an open records request, contact 1-888-368-4689 or MVD_Openrecords@TxDMV.gov.

Who can I call for help?