Texas Department of Motor Vehicles

Application to Amend Converter License

License No.: _____

Application Contact: State the name of the person TxDMV can contact if there are any questions about this application. Name: _____ Phone Number: _____ Email: _____	Answer the following two questions: A. Is the applicant married to a person serving on active duty as a member of the armed forces of the United States? ☐ Yes ☐ No B. If yes to the previous question, does the applicant hold an equivalent and current license in another state? ☐ Yes ☐ No

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

Business Name: _____

Assumed Name/DBA: _____

Physical Address: _____

City: _____ State: _____ Zip: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax Number: _____

Email: _____

2. New Information (check all that apply):

☐ New Business Name or Assumed Name/DBA: (fill in the blank)

_____

☐ New Primary Physical Address: (fill in the blank)

_____

☐ Ownership or management change

☐ Conversion from one entity to another

☐ Addition of conversion package

☐ Addition of new motor vehicles to be converted

☐ Addition of Dealers

☐ Other (specify on separate sheet)

3. Attach all required documentation and answers to Yes/No questions on the following pages relevant to the change(s) you are making.
4. Amendment fee is $25, payable to Texas Department of Motor Vehicles. Include your name or DBA on the check/money order. A fee of $30 will be charged for returned checks. Complete the credit card payment form (2293) if paying by credit card.
5. 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 26487
Austin, TX 78755

Note: Missing, incomplete, or inaccurate information will delay processing of your amendment.

$25 RA

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

Required Attachments

Business Name: _____

Business Name or Assumed Name/DBA change:

- ☐ 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 *Ownership Information Form* (LF601), signed by an individual authorized to act for the licensee

Conversion from one entity to another:

- ☐ Copy of the "Certificate of Conversion" issued by the Secretary of State
- ☐ If you are a corporation, LP, LLP, or LLC, a new certificate for the entity
- ☐ Documentation issued by the appropriate Secretary of State stating that the entity change was a result of a conversion
- ☐ Complete *Ownership Information Form* (LF601), signed by an individual authorized to act for the licensee

Addition of conversion package:

- ☐ List of the names by which applicant identifies the new conversion package(s) installed on new motor vehicles
- ☐ For each new conversion package, provide a detailed description of the modifications performed by applicant on new motor vehicles.
- ☐ A copy of each warranty agreement currently governing conversion of new motor vehicles by applicant
- ☐ Brochures or photographs depicting your new product(s), with a description of the product specifications.

Addition of new motor vehicles to be converted:

- ☐ List of each new motor vehicle line-make applicant will be converting
- ☐ For each new line-make converted by applicant, attach a list of any franchised dealers in Texas to whom applicant sells or otherwise markets its converted new motor vehicles. Include name, business address, general distinguishing number (P-Number), and franchise license number of each dealer. **This is required of all applicants.**

For addition of dealers:

- ☐ For each line-make converted by applicant, attach a list of any new franchised dealers in Texas to whom applicant sells or otherwise markets its converted new motor vehicles. Include name, business address, general distinguishing number (P-Number), and franchise license number of each dealer. **This is required of all applicants.**

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	Printed Name	Title

Authorized Signature

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 (888) 368-4689 or MVD_Openrecords@TxDMV.gov.

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