Texas Department of Motor Vehicles

Application to Amend Manufacturer/Distributor License

License No.: _____

Application Contact: State the name of the person TxDMV can contact if there are any questions about this application.	Answer the following two questions:
Name: _____	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
Phone Number: _____	B. If yes to the previous question, does the applicant hold an equivalent and current license in another state? ☐ Yes ☐ No
Email: _____	

1. 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: _____

2. New Information (check all that apply):

☐ New Business Name or Assumed Name/DBA:

_____

☐ New Physical Address:

_____

☐ Ownership or Management Change

☐ Changes in Line-Make(s)

☐ Deletion of Dealers

☐ Change in preparation and delivery of information

☐ Change in Manufacturer(s)

☐ Conversion from one entity to another

☐ Addition of Dealer(s)

☐ Change in warranty information

☐ Change in Distributor(s)

☐ 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 / Information

Business 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.

OWNERSHIP OR MANAGEMENT CHANGE:

- ☐ Complete the Ownership Information Form (LF601). 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 the Ownership Information Form (LF601). The form must be signed by an individual authorized to act for the licensee.

CHANGES IN LINE-MAKE(S):

NAME OF LINE-MAKE	CHECK ONE	TYPE CODE
	☐ NEW LINE ☐ REVISION OF EXISTING LINE ☐ REPLACES LINE (specify) _____ ☐ DELETE	
	☐ NEW LINE ☐ REVISION OF EXISTING LINE ☐ REPLACES LINE (specify) _____ ☐ DELETE	
	☐ NEW LINE ☐ REVISION OF EXISTING LINE ☐ REPLACES LINE (specify) _____ ☐ DELETE	

Type Codes:

AA – Passenger Auto
LT – Light Truck
MT – Medium Truck
HT – Heavy Truck
MH – Motor Home
TR – Towable RV
AT – ATV
MC – Motorcycle
MS – Motor Scooter/Moped
NV – Neighborhood Vehicle
ROV – Recreational Off-Highway Vehicle
AB – Ambulance
BS – Bus
FT – Fire Truck
AX – Axles
EN – Engine
TM – Transmissions
OT – Other

CHECK ONE: ☐ **ALL CURRENT DEALERS AUTOMATICALLY QUALIFY TO SELL THE NEW LINE(S).**

☐ **CURRENT DEALERS MUST INDIVIDUALLY QUALIFY TO SELL THE NEW LINE(S). Attach a description of the criteria used to qualify dealers to sell the new line(s).**

- ☐ Attach a sample copy of the dealer sales and service agreement (franchise agreement) for each new line-make stating the obligations of franchised dealers in Texas to applicant and the obligations of applicant to its franchised dealers in Texas.
- ☐ Attach brochures or photographs depicting your new product(s), with a description of the product specifications.
- ☐ Attach documentation setting out the warranty protection provided a retail purchaser of the applicant's new products.
- ☐ Attach a list of all dealers who will be selling the new lines. Include name, business address, General Distinguishing Number (P-number), and franchise license number of each dealer (if dealer is already licensed in Texas), and list the line-makes and type codes of vehicles each dealer is authorized to sell.

ADDITION OF DEALERS:

- ☐ Attach a list of any new franchised dealers in Texas. Include name, business address, General Distinguishing Number (P-number), and franchise license number of each dealer (if dealer is already licensed in Texas), and list the line-makes and type codes of vehicles each dealer is authorized to sell.

DELETION OF DEALERS:

- ☐ Attach a list, including name, business address, GDN(P#), and franchise license number, of each dealer with whom you no longer do business.
- ☐ Attach documentation for each dealer explaining why the franchise relationship has terminated.

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Required Attachments / Information

Business Name/DBA: _____

CHANGE IN WARRANTY INFORMATION (Provide all that apply)

- ☐ Attach a copy of each new warranty agreement currently in effect between the applicant and its franchised dealers governing all motor vehicles produced or distributed in Texas by applicant.
- ☐ Attach documentation setting out the new basis for compensating dealers in Texas for labor, parts, and other expenses incurred in connection with applicant's motor vehicle warranty agreements (hourly rate).
- ☐ Attach documentation setting out the new warranty protection provided a retail purchaser of the applicant's products.

CHANGE IN PREPARATION AND DELIVERY INFORMATION (Provide all that apply)

- ☐ Attach documentation setting out the new preparation and delivery obligations of applicant's franchised dealers in Texas before delivery of a new motor vehicle to a retail purchaser.
- ☐ Attach documentation setting out the new schedule of compensation to be paid to applicant's franchised dealers in Texas for work and service performed in connection with the franchised dealer's preparation and delivery obligations.

CHANGE IN DISTRIBUTOR(S) (Provide all that apply)

- ☐ Provide name(s) and address(es) of all new distributors involved in the distribution of motor vehicles manufactured by applicant.
- ☐ Provide a list of distributor(s) with whom applicant no longer does business.

CHANGE IN MANUFACTURER(S) (Provide all that apply)

- ☐ Provide name(s) and address(es) of all new manufacturers for whom applicant will act in Texas. If new manufacturer is licensed in Texas, include Texas motor vehicle manufacturer's license number, expiration date, and the line-make(s) to be distributed.
- ☐ Provide a photocopy of each contract under which applicant will act for a new manufacturer.
- ☐ Provide a list of manufacturer(s) with whom applicant no longer does business.

Applicant or 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 agrees to allow the Department to examine during working hours the ownership papers for each registered or unregistered vehicle in the applicant's possession or control. Applicant swears they are not at this time delinquent in any court-ordered obligation to pay child support. In accordance with Texas Occupations Code §2301.259(c) or §2301.260(b), applicant certifies it will comply with Texas Occupations Code §§2301.401-2301.406 and 2301.451 – 2301.476.

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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