



Texas Department *of* Motor Vehicles

HELPING TEXANS GO. HELPING TEXAS GROW.

eLICENSING User Guide for

Dealer Plate Applications:

Standard Dealer Plate & Dealer Temporary Plate

May 2025

About This Guide

This guide is intended to provide a general overview of the Standard Dealer Plates and Dealer Temporary Plates issued by the Motor Vehicle Division of the Texas Department of Motor Vehicles (TxDMV.) Additionally, this guide is intended to be a helpful tool for use when applying for new dealer plates using the TxDMV's eLICENSING system.

The statutes and rules within TxDMV's jurisdiction are controlling and should be consulted first in the event of conflict with the information presented in this guide.

For additional assistance, please contact the TxDMV's Consumer Relations Division at: (888) 368-4689.

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1. Dealer Metal Plates

1.1 House Bill 718 – Replacing Temporary Tags with Metal License Plates

The Texas Legislature enacted [House Bill 718](#) (HB 718) during the 88th Legislative Session in 2023 to address concerns related to the fraudulent use of paper license tags, also known as “Temp Tags.”

The new law and associated administrative rules mandate significant operational changes for the Texas motor vehicle industry **effective July 1, 2025**. More information may be found on the TxDMV website’s [HB 718](#) page.

1.2 Metal Dealer Plates

HB 718 eliminates the issuance of Vehicle-Specific and Agent-Specific Temporary Tags, also known collectively as Dealer Temporary Tags.

Dealers will be able to continue using their Standard Dealer Plate for business and personal use after July 1, 2025:



Figure 1: Current Dealer Plate, known as the “Standard Dealer Plate.”

Effective July 1, 2025, Dealers will also be able to use a new type of dealer plate issued by the TxDMV for business use only. The new plate is called the Dealer Temporary Plate:



Figure 2: New Dealer Temporary Plate

1.2.1 Dealer Temporary Plate Uses

The Dealer Temporary Plate may be used for dealers’ business-related uses, such as test drives, loaner vehicles, or transporting vehicles. Use of these plates on a dealer’s personal vehicle is prohibited.

1.2.2 Standard Dealer Plate Uses

Dealers will be able to continue using any Standard Dealer Plates that are currently assigned to their Dealer License. The Standard Dealer Plates can be used for both business and personal use.

Fee and Uses For Dealer Metal Plates	Standard Dealer Plate	New Dealer Temporary Plate
Fee	\$90 for 2-year term (concurrent with dealer license; \$40 for the plate fee; \$45 for a Plate Use Tax, assessed under Tex. Tax Code Sec. 152.027)	\$10
Can be used by the dealer for personal use	✓	NO
Can be used for demonstrating a vehicle to a prospective buyer	✓	✓
Can be used on a vehicle loaned to a customer while the customer’s vehicle is being repaired	✓	✓
Can be used to transport a vehicle from one of the dealer’s premises to another of their premises	✓	✓
Can be used to transport a vehicle from the dealership to a place where it will be repaired, reconditioned, or serviced	✓	✓
Can be used to transport the vehicle from the state line, or a location in this state where the vehicle is unloaded, to the dealer’s premises	✓	✓
Can be used to transport the vehicle from the dealer’s premises to another dealer’s premises	✓	✓
Can be used for road testing the vehicle	✓	✓
Can be used on a vehicle that the dealer is allowing its use by a charitable organization	✓	✓

Figure 3: Chart comparing Standard Dealer Plates to the New Dealer Temporary Plates

1.3 Storage and Security

Rules were adopted by the TxDMV Board in October 2024 that require dealers to secure plates in a locked room, closet, or one or more securely locked, substantially constructed safes or steel cabinets bolted to the floor or wall.

Dealers must also control employee access to the storage location to ensure plates are used only for legitimate sales and combat illegal use of metal dealer plates.

1.4 Plate Delivery

Rules were adopted by the TxDMV Board in October 2024 that require the TxDMV to send any plates issued to dealers—including both types of dealer plates issued by the Motor Vehicle Division (MVD)—to the licensed physical location associated with the dealer’s license.

Effective April 2025, MVD will ship dealer temporary and standard dealer plates to the primary physical location associated with the dealer license.

2. Applying for Standard Dealer or Dealer Temporary Plates

Dealers apply for Standard Dealer or Dealer Temporary Plates via their eLICENSING account and the Plate Application process. The Plate Application has several web pages that require applicants to enter information and make selections. Depending on the information entered and the selections made, the dealer may be required to upload files containing related documents when prompted on the *Attachments* page.

2.1 Getting Started

Before you begin, you must be registered in eLICENSING with an organization account and at least one user on the account who is referred to as the eLICENSING Administrator. For registration and account information, refer to the eLICENSING Quick Start Guide, available on the eLICENSING Resources page.

Note: If you or your company are existing TxDMV license holders and you are the eLICENSING Administrator, you may already be registered. If you are already registered, you should have received 3 emails with your username, password, and link to the eLICENSING login page.

To get started, follow these steps:

1. Access eLICENSING using the link sent to you via email from TxDMV with your eLICENSING login credentials.

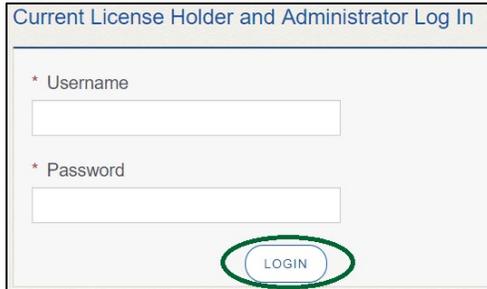
Note: You can also go to the TxDMV Dealers page and click the  icon to display the eLICENSING login page.

2. On the *Security Warning* pop-up, click **I ACCEPT**.



Figure 3: Security Warning Pop-up

3. On the *Login* page, type in your **Username**.
4. Type in your **Password**.
5. Click **LOGIN**.



Current License Holder and Administrator Log In

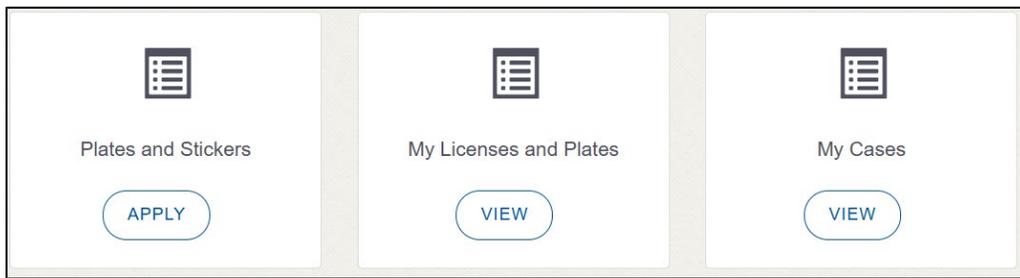
* Username

* Password

LOGIN

Figure 4: Login Page

6. On the *Welcome* page, displayed after logging into the eLICENSING account, locate the **Plates and Stickers Application** area and click **APPLY**.



Plates and Stickers
APPLY

My Licenses and Plates
VIEW

My Cases
VIEW

Figure 5: Welcome, Apply for Plates & Stickers

7. On the *Organizations* page, select the organization name used to register in eLICENSING from the dropdown and then click **SAVE AND NEXT**.



* Select Organization

Figure 6: Select Organization

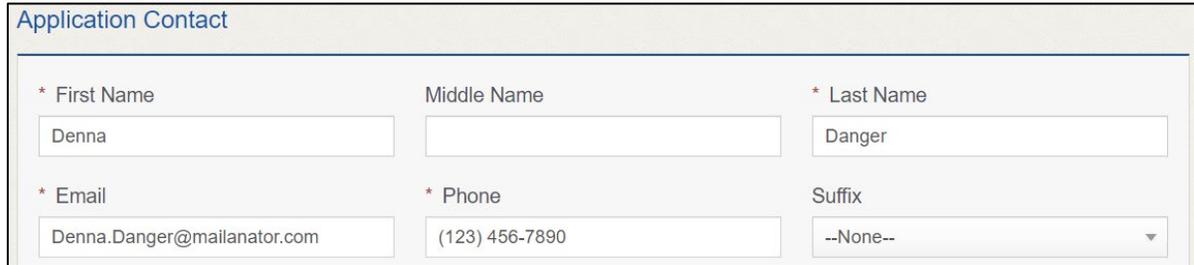
8. On the *Licenses* page, select the appropriate license for the plate application and click **SAVE AND NEXT**.

Select	License Number	Business Name	License Type	GDN Type	Location	Status
<input type="radio"/>	P105150	Texas Department of Motor Vehicles	GDN	Motor Vehicle	15400 PATRICA ST, AUSTIN TX, AUSTIN, Texas, 78728, Travis	Active

Figure 7: Select License

2.2 Contact Information

On the *Contacts* page, you will identify the individual that MVD can contact for information about your application status.



The screenshot shows a form titled "Application Contact" with the following fields:

- * First Name: Denna
- Middle Name: (empty)
- * Last Name: Danger
- * Email: Denna.Danger@mailanator.com
- * Phone: (123) 456-7890
- Suffix: --None--

Figure 8: Application Contact Information

1. For the **Application Contact**, eLICENSING automatically enters the information for the individual who is logged in and who initiates the plate application. The application contact is the individual TxDMV can speak with regarding application details.
2. Review the populated information and update if needed. Once complete, click **SAVE AND NEXT**.

2.3 Dealer License Plate Application Reason

1. On the *Select the Application Reason* page, select the reason you are applying from the list of reasons. If multiple items are needed, you will need to submit a separate plates application for each different application reason.

<input type="radio"/>	Temporary Plates: Purchase new/additional Dealer Temporary plates or order a replacement for a lost, stolen or damaged sticker
<input type="radio"/>	Temporary Plates: Cancel active Dealer Temporary plates that were lost, stolen, damaged, or no longer needed
<input type="radio"/>	Standard Plates: Purchase new/additional Standard Dealer plates or order a replacement for a lost, stolen or damaged sticker
<input type="radio"/>	Standard Plates: Cancel active Standard Dealer plates that were lost, stolen, damaged, or no longer needed
<input type="radio"/>	Standard Plates: Request Standard Dealer replacement plates/stickers for order that was never received (NOTE: Dealer Temporary Plates & Stickers are ineligible for no cost replacement if order was not received.)

Figure 9: Application Reason

- **Temporary Plates:** Purchase new/additional Dealer Temporary plates or order a replacement for a lost, stolen or damaged sticker assigned to a Dealer Temporary plate.

NOTE: Dealer Temporary Plates and Stickers are ineligible for a no cost replacement if the order was not received. Select this option if you need to order replacement Dealer Temporary Plates or Stickers.

- **Temporary Plates:** Cancel active Dealer Temporary plates that were lost, stolen, damaged, or no longer needed.
- **Standard Plates:** Purchase new/additional Standard Dealer plates or order a replacement for a lost, stolen or damaged sticker assigned to a Standard Dealer plate.
- **Standard Plates:** Cancel active Standard Dealer plates that were lost, stolen, damaged, or no longer needed.
- **Standard Plates:** Request Standard Dealer replacement plates/stickers for order that was never received.

2. Click **SAVE AND NEXT**.

2.3.1 Purchase New or Additional Dealer Temporary Plates

1. On the *Purchase New/Additional Temporary Plates* page, you will enter the requested number of Dealer Temporary plates. The cost for Dealer Temporary plates is \$10 per plate. The term of a Dealer Temporary plate matches the two-year term of the dealer license.

\$10 per plate upon issuance	
Allowed uses:	
• Demonstrating a vehicle to potential purchaser	• Transporting a vehicle from:
• Affixed on a vehicle loaned to a customer while their vehicle is being repaired	a) one dealership premises to another
• Affixed on a vehicle that the dealer is allowing use by a charitable organization	b) From dealership to a service center for repairs or reconditioning
• Road-testing a vehicle	• Transporting a vehicle from an Auction

Figure 10: Dealer Temporary Plate Allowed Uses

License	Expiration Date	Current Active Plate Count	Qty Requested for Motorcycle Plates	Qty Requested for Motor Vehicles Plates	New Temp Dealer Plate Count	Temp Dealer Plate Limit Without Waiver	Current Dealer Temporary Plate Limit	Quantity of Vehicles Sold in the Last 12 Months
P105150	06/30/2025	8	<input type="text"/>	<input type="text"/>	8	5	10	<input type="text"/>

Figure 11: Quantity of Dealer Temporary Plates Requested

- **Quantity Requested Field.** Enter the number of plates you want to order. (See *Appendix A* for-allocation amounts.)
- **Quantity of Vehicles Sold in the Last 12 Months Field.** This field is required if you request more plates than allowed under the limits. If required, enter the

appropriate number. You will also be required to upload Proof of Sales documentation.

Note: If you need to request more Dealer Temporary Plates than allowed under the law, you will be required to request a waiver of the plate limits. Proof of sales documentation such as a Vehicle Inventory Tax (VIT) Statement is always required when requesting an amount of plates over the limit.

- a. If you need to request a waiver of the Dealer Temporary Plate limits, enter an explanation for the waiver reason in writing in the text box provided, **or**



Figure 12: Written Waiver Explanation

- b. Upload files containing scanned copies of the Proof of Sales and Plate Waiver documents on the “Attachments” page.

Note: Proof of Sales documentation will be in the form of:

- **Dealer’s Motor Vehicle Inventory Declaration** filed with the county appraisal district reporting the previous calendar year sales; **OR**
- **Dealer's Motor Vehicle Inventory Tax (VIT) Statements** for each month reporting the previous calendar year sales filed with the county tax office.
- The copies must include the “**received**” or “**filed**” stamp made by the county.

2. On the same page you can also order *replacement stickers* for any lost, stolen or damaged sticker assigned to a Dealer Temporary plate.



License	Expiration Date	Number of Stickers
P105150	08/31/2025	0

Figure 13: Order Replacement Stickers for Dealer Temporary Plates

3. Place a checkbox in the “Click here to order replacement stickers” option.

4. Type the number of requested stickers in the “Number of Stickers” column.
5. Click SAVE AND NEXT.

2.3.2 Temporary Plate: Cancel active plates that were lost, stolen or damaged.

1. On the “Temporary Plate: Cancel Active Plates That Were Lost, Stolen or Damaged” page, select the reason for which you are cancelling the Dealer Temporary plates from the drop-down menu:
 - Damaged
 - Lost
 - Stolen
 - No Longer Needed

Std Plate Number	Type	Expiration Date	Cancel Reason
DLR00003	Plate	06/30/2025	--None--
DLR00004	Plate	06/30/2025	--None--

Figure 14: Plate Number to Cancel

- a. The selected dealer temporary plates will be canceled at no cost.
 - b. Report stolen plates to local law enforcement in addition to canceling the plates.
 - c. Return damaged or no longer needed plates to your Regional Service Center or to the TxDMV headquarters. For instructions on how to return plates, go to the [Dealer License Plates](#) page and click on the “Plate Return” tab.
2. Click **SAVE AND NEXT**.

NOTE: Dealer Temporary Plates are ineligible for a no cost replacement if they were not received, e.g., they were lost in the mail. If you did not receive your dealer temporary plates, cancel them, selecting “Lost” as the reason for cancellation. Then, submit a new plate application to request replacement Dealer Temporary Plates.

2.3.3 Standard Plate: Purchase new/additional Standard plates or order a replacement for a lost, stolen or damaged sticker

1. On the *Purchase Additional Standard Plates* page, you will enter the requested

number of standard dealer plates. The cost for standard dealer plates is \$90 per plate. The term of a standard dealer plate matches the two-year term of the dealer license.

\$90 per plate for two-year term	
Allowed uses:	
<ul style="list-style-type: none"> Personal use 	<ul style="list-style-type: none"> Transporting a vehicle from:
<ul style="list-style-type: none"> Demonstrating a vehicle to a potential purchaser 	<ul style="list-style-type: none"> a) one dealership premises to another; or
<ul style="list-style-type: none"> Affixed on a vehicle loaned to a customer while their vehicle is being repaired 	<ul style="list-style-type: none"> b) the dealership premises to a service center for repairs or reconditioning
<ul style="list-style-type: none"> Affixed on a vehicle that the dealer is allowing use by a charitable organization 	<ul style="list-style-type: none"> Transporting a vehicle to or from an Auction
	<ul style="list-style-type: none"> Road testing a vehicle

Figure 15: Standard Plate Allowed Uses

- **Quantity Requested Field.** Enter the number of plates you want to order. (See *Appendix A* for allocation amounts.)
- **Quantity of Vehicles Sold in the Last 12 Months Field.** This field is required if you request more plates than allowed under the limits. If required, enter the appropriate number.

Note: If you need to request more Standard Dealer Plates than allowed under the law, you will be required to request a waiver of the plate limits. Proof of sales documentation such as a Vehicle Inventory Tax (VIT) Statement is always required when requesting an amount of plates over the limit.

- If you need to request a waiver of the Standard Dealer Plate limits, enter an explanation for the waiver reason in writing in the text box provided, **or**

Do you want to enter the waiver reason or upload a document with reason? Enter waiver reason ▼

Figure 16: Written Waiver Explanation

- Upload files containing scanned copies of the Proof of Sales and Plate Waiver documents on the “Attachments” page.

Note: Proof of Sales documentation will be in the form of:

- **Dealer’s Motor Vehicle Inventory Declaration** filed with the county appraisal district reporting the previous calendar year sales **OR**
- **Dealer's Motor Vehicle Inventory Tax (VIT) Statements** for each month reporting the previous calendar year sales filed with the county tax office.

- The copies must include the “received” or “filed” stamp made by the county.
2. On the same page you can also order *replacement stickers* for any lost, stolen or damaged sticker assigned to a Standard Dealer plate.

Click here to order replacement stickers

License	Expiration Date	Number of Stickers
P105150	08/31/2025	<input style="width: 80px;" type="text" value="0"/>

Figure 17: Order Replacement Stickers for Standard Dealer Plates

3. Place a checkbox in the “Click here to order replacement stickers” option.
4. Type the number of requested stickers in the “Number of Stickers” column.
5. Click SAVE AND NEXT.

2.3.4 Standard Plate: Cancel active plates that were lost, stolen or damaged.

1. On the “Standard Plate cancel active plates that were lost, stolen or damaged” page, select the reason for which you are canceling the Standard Dealer plates from the drop-down menu:
 - Damaged
 - Lost
 - Stolen
 - No longer needed

Std Plate Number	Type	Expiration Date	Cancel Reason
TX00012	Plate	06/30/2025	<input style="width: 100px;" type="text" value="--None--"/>

Figure 18: Plate Number to Cancel

- a. The selected Standard Dealer plates will be canceled at no cost to the dealer.
- b. Report stolen plates to local law enforcement in addition to canceling the plates.
- c. Return damaged or no longer needed plates to your Regional Service Center or to the TxDMV headquarters. For instructions on how to return plates, go to the [Dealer](#)

[License Plates](#) page and click on the “Plate Return” tab.

2. Click SAVE AND NEXT.

2.3.5 Standard Plate: Request replacement plates/stickers for order that was never received

NOTE: Under TxDMV Board rule 43 TEX. ADMIN. CODE § 215.82, dealers may be eligible for no-cost replacement of standard dealer plates or stickers that were never received. A dealer is required to make their request for replacement standard dealer plates or stickers that were not received within 45 days of the date the standard dealer plates or stickers were sent to the dealer.

1. On the Standard Plate replacement plates/stickers for order that was never received page:
 - a. Select the **Active License** that did not receive its Standard Dealer plates/stickers.

	License	Type	Status	Expiration Date
<input checked="" type="checkbox"/>	P167589M	Motor Vehicle	Active	11/30/2026

Figure 19: Select the Active License

- b. Click **Save and Next**.
- c. Select the **Application Number** for the application you submitted and under which you did not receive standard dealer plates or stickers.

	Application Number	Application Type	Submitted Date	Number of Plates/Stickers
<input checked="" type="radio"/>	000818147	Plate/Sticker	2025-03-02 00:53:04	1

Figure 20: Select the Application Number

2. Click SAVE AND NEXT.

2.4 Process Plates Page

On the *Plates Processed* page, you will confirm your contact information is correct or make changes as necessary.

* First Name Denna	Middle Name 	* Last Name Danger
* Email Denna.Danger@mailinator.com	* Phone (123) 456-7890	Suffix --None--

Figure 21: License Contact Information

1. For **License Contact Information**, eLICENSING automatically enters the information for the person who is logged in and who initiates the plate application. The listed license contact should be a person who can provide information about business operations and the motor vehicle products or services offered.
2. For **License Information**, eLICENSING automatically enters the information currently listed on the license record.

License Information

Business Website	TxDMV.gov	Business Phone	(999) 999-9999
Business Email	DennaDanger@mailinator.com	Business Fax	TxDMV

Mailing Address

* Country
USA

* Address Line 1
PO BOX 1

Address Line 2

* State
Texas

* County
Travis

* City
AUSTIN

* Zip
78755-0485

[VALIDATE ADDRESS](#)

Figure 22: License Information

3. Click SAVE AND NEXT.

NOTE: Effective April 2025, MVD will ship dealer temporary and standard dealer plates to the primary physical location associated with your dealer license.

2.4.1 Problems with Your Application

If the application has issues that need to be resolved, the *Problems with Your Application* page will display.



Figure 23: Problems with Your Application

- **REVISIT** to return to the page with an issue and make the correction, and then click **SAVE AND NEXT** as many times as it takes to return to this page.
- **NEXT** to skip making fixes at this time and move forward to display the *Summary* page. In many instances, the identified problems may cause the application approval to be delayed.

2.5 Required Attachments

On the *Required Attachments* page, you are required to upload files containing scanned copies of certain documents, to support your need for the plate application.

Note: Be sure the files to upload are on your personal computer or a shared network resource you can easily access.

2.5.1 Uploading Attachments

To upload each file required on the *Required Attachments* page:

1. Click **CHOOSE FILE**.



Figure 24: Choose File for Required Attachments On the *Open* pop-up

2. Navigate to the file located on your local network.
3. Select the file and click **Open**.

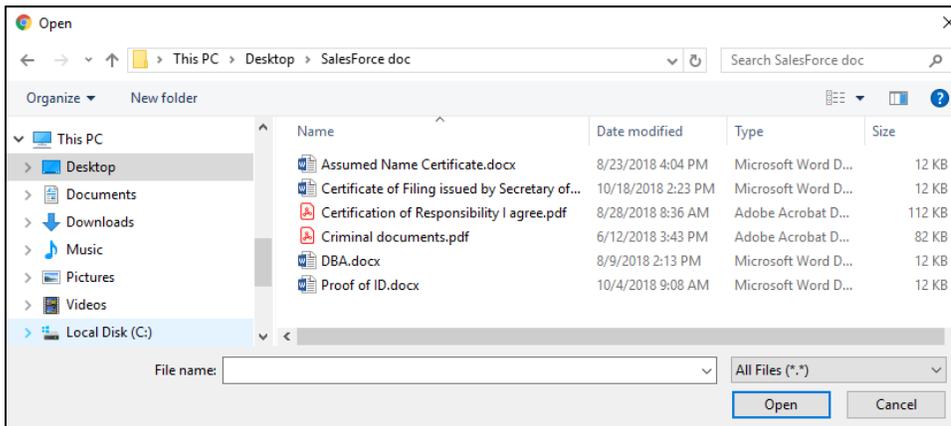


Figure 25: Browse for File

- When the name of the file displays on the appropriate *Attachments* page area, scroll to the bottom of the page and click **UPLOAD**.

Note: The name of the file displays to the far right of the uploaded file field. To upload a different file, click Undo or the red trash can.

2.5.2 Other Attachments

You can add other files to explain other circumstances pertinent to the application.

- Click **+ADD MORE ATTACHMENTS**.



Figure 26: Add More Attachments

- For **Attachment Type**, type in a short phrase that identifies the content of the file before selecting and uploading it.

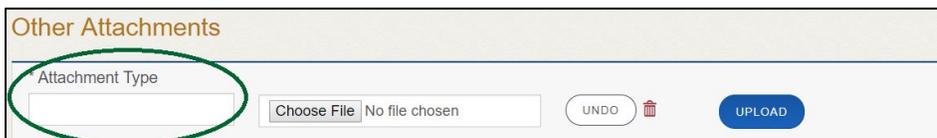


Figure 27: Attachment Type

2.6 Summary

- Scroll through the *Summary* page and review the entries and selections you have made.

Application Number 000959485	Organization Texas Department of Motor Vehicles
Application Type Plate/Sticker	Business Name Texas Department of Motor Vehicles
License Number P105150	Type of Business Corporation
License Type GDN	EIN 454-55-4545
Sub Type Motor Vehicle	Application Status Pending
Application Reason Purchase additional plates or order a replacement for a lost, stolen or damaged sticker	Created Date 04/08/2025
	Submitted Date

Figure 28: Summary of Application Information

2. At the bottom of the page, choose one of the following:

- **PRINT** to send the summary to print on your local printer.
- **PREVIOUS** to return to the page where adjustments need to be made.
- **SAVE AND EXIT** to store all the information without submitting the application.
- **SAVE AND NEXT** to continue to the next page.

2.7 Signature

After saving the summary, you will be prompted for your social security number and driver license information in order to electronically verify who you are. Once provided, you then are enabled to electronically agree to the Certification of Responsibility and submit your signature for this application.

If you cannot provide this information (for example, your driver license is from a state other than Texas, you do not currently hold a driver license and use alternate identification, or you prefer to submit a manual signature), then you need only provide your first and last name and then print the Certification of Responsibility and sign it. See section 2.7.2, for instructions.

2.7.1 Electronically Signing the Application

1. On the *eSign* page displayed:



Figure 29: Electronically Sign the Application

- a. For **First Name**, type it in exactly as it appears on your driver license.
- a. For **Last Name**, type it in exactly as it appears on your driver license.
- b. For **SSN**, type in the numbers of your social security number.
- c. From the **Driver License Issuing State** dropdown, select Texas.
- d. For **Date of Birth**, type in the mm/dd/yyyy (or select it from the calendar).
- e. For **Driver License Number**, type in the numbers.
- f. If the **Audit Number** field displays, type in the numbers that display either on the side or along the bottom of your license.
- g. Click **SAVE AND NEXT**.

2. On the Certification of Responsibility page:

If the system cannot verify your information, continue to the section about printing and manually signing the Certification of Responsibility in section 2.7.2.

Certificate of Responsibility

Plate Application

Please read carefully and accept the terms and conditions. By signing below, the license holder certifies the following:

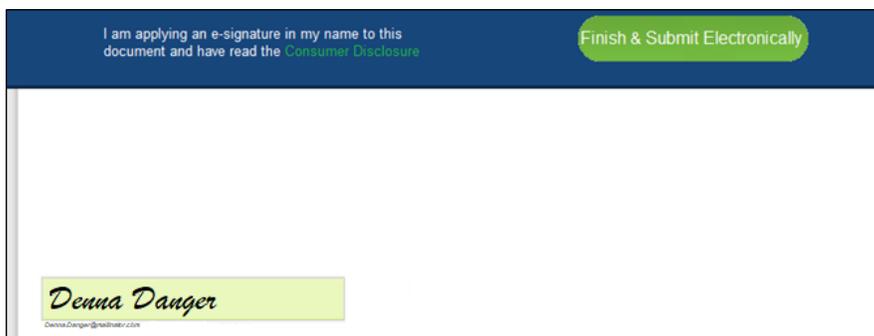
- All the information contained in the application and any attachments is true and correct;
- The license holder will not use or permit plates to be used for any purpose other than those specified in Texas Occupations Code Chapter 2301 and Transportation Code Chapter 503; and
- The license holder agrees to allow the Department to examine during working hours the ownership papers for each registered or unregistered vehicle in the license holder's possession or control.

Figure 30: Electronic Certification of Responsibility

3. Carefully read the terms and conditions for the license.

- All the information contained in the application and any attachments is true and correct;

- The license holder will not use or permit plates to be used for any purpose other than those specified in Texas Occupations Code Chapter 2301 and Transportation Code Chapter 503; and
 - The license holder agrees to allow the Department to examine during working hours the ownership papers for each registered or unregistered vehicle in the license holder's possession or control.
4. Click **I Agree**.
 5. Scroll down to the **Sign Here** field and type in your full legal name.



The screenshot shows a digital signature interface. At the top, a blue banner contains the text: "I am applying an e-signature in my name to this document and have read the [Consumer Disclosure](#)". To the right of this text is a green button labeled "Finish & Submit Electronically". Below the banner is a large white rectangular area for the signature. At the bottom left of this area, the signature "Denna Danger" is displayed in a cursive font, with the email address "Denna.Danger@texasdmv.com" written in small text below it.

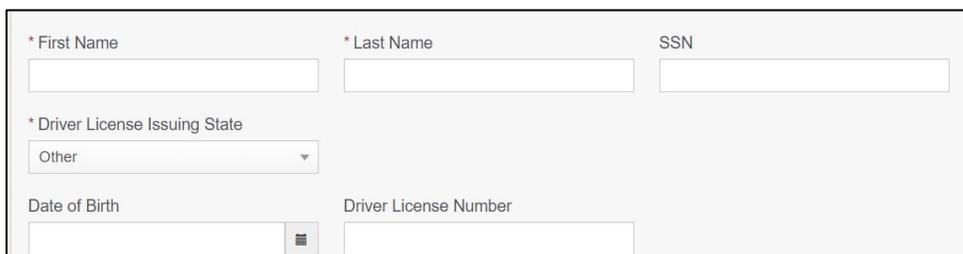
Figure 31: Electronic Signature

6. Click **Finish & Submit Electronically** on the top of the screen.
7. On the *Thank You* page of the pop-up, click **CLOSE**.
8. Back on the *Certification of Responsibility* page, click **SUBMIT**.

Note: If you click **CANCEL** on the *Certification of Responsibility* page, the system will save all the information in the application. Later when you return submit payment for the application, you will select the pending application from the My Applications option on the home page.

2.7.2 Manual Signature Submission

1. On the *eSign* page:



The screenshot shows a form for manual signature submission. It contains the following fields:

- * First Name: Text input field.
- * Last Name: Text input field.
- SSN: Text input field.
- * Driver License Issuing State: Dropdown menu with "Other" selected.
- Date of Birth: Text input field with a calendar icon.
- Driver License Number: Text input field.

Figure 32: eSign Page

- a. For **First Name**, type it in exactly as it appears on your driver license/ID.
 - b. For **Last Name**, type it in exactly as it appears on your driver license/ID.
 - c. From the **Driver License Issuing State** dropdown, select **Other**.
2. Click **SAVE AND NEXT**.
 3. Click **CERTIFICATION OF RESPONSIBILITY PDF** link.

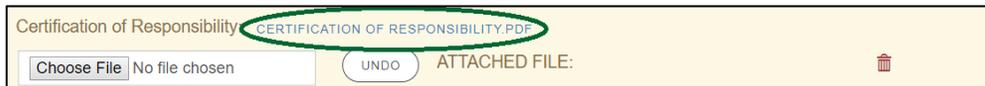


Figure 33: Certification of Responsibility PDF Link

4. On the PDF file, click the **PRINTER** icon (in the upper right) to send the PDF to your local printer.
5. Carefully read the document and sign it.

Certificate of Responsibility

Plate Application

Please read carefully and accept the terms and conditions. By signing below, the license holder certifies the following:

- All the information contained in the application and any attachments is true and correct;
- The license holder will not use or permit plates to be used for any purpose other than those specified in Texas Occupations Code Chapter 2301 and Transportation Code Chapter 503; and
- The license holder agrees to allow the Department to examine during working hours the ownership papers for each registered or unregistered vehicle in the license holder's possession or control.

Date: _____ Printed Name: _____

Authorized Signature: _____

Title: _____

Figure 34: Certification of Responsibility Manual Print

6. Scan the document to a file and save it.
7. Back on the eLICENSING page, click **CHOOSE FILE**.
8. In the *Open* Windows pop-up, navigate to the file, select it and then click **Open**.
9. When the name of the file displays on the appropriate *Attachments* page area, scroll to the bottom of the page and click **UPLOAD**.

Note: The name of the file displays to the far right of the of the uploaded file field. To upload a different file, click **UNDO** or the red trash can.

10. Click **SAVE AND NEXT**.
11. On the pop-up, click **PROCEED TO PAYMENT**.

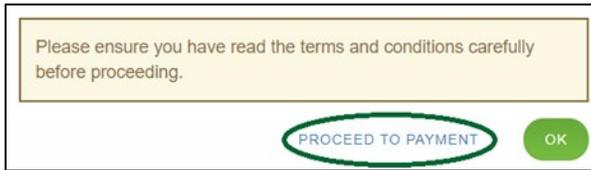


Figure 35: Proceed to Payment

2.7.3 Payments and Application Submission

You can either pay the fees associated with this application, pay all applications (if you have multiple), or work on another license application and then combine the payments into one transaction later.

To return to the *Welcome* page and work through another application to submit, click **ADD APPLICATION**.

To make a payment:

1. On the *Payment Summary* page:
 - a. Click the checkbox of the specific application you would like to pay for or click **Select All**.

Applications for Payment :

Select All

00095485 Plate/Sticker Franchise Application P105105

Fee Description	Total / Prorated Fees/ Penalty %	Unit	Quantity	Total Term	Sub Total
Franchise New Plate/Renewal Plate/Sticker Fee	\$90.00	per plate	35		\$3150.00
				Total	\$3150.00

Figure 36: Select Application for Payment

2. On the bottom of the page, for **Method of Payment**, select the appropriate option.
 - **Credit Card**
 - **ACH/eCheck**

Method of Payment :

Credit Card ACH/eCheck

Figure 37: Method of Payment

3. Click **PROCEED TO PAY**.

To Pay by Credit Card

- To pay by Credit Card, in the **Customer Information** section on the *Payment* page (to pay by eCheck, skip to ACH/eCheck):

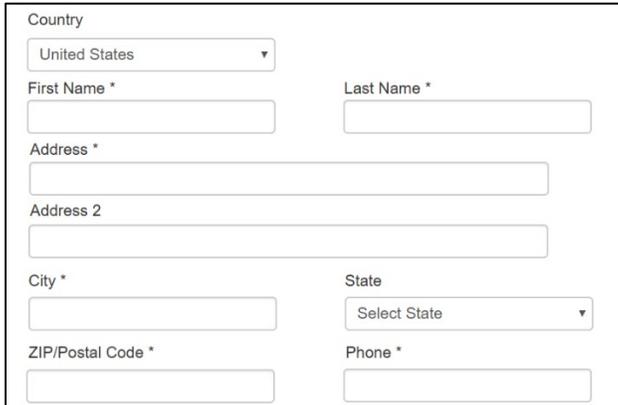


Figure 38: Customer Information

- For **First Name**, type in your first name as it appears on the credit card used.
 - For **Last Name**, type in your last name as it appears on the credit card used.
 - For **Address**, type in the number and name of the street used to bill the credit card.
 - For **Address 2** (optional), type in the additional street information, such as the suite number.
 - For **City**, type in the name of the city.
 - For **State**, select the name of the state from the dropdown.
 - For **ZIP/Postal Code**, type in the five-digit ZIP code (or the nine numbers of the extended zip code).
 - For **Phone**, type in the phone number associated with the credit card holder.
- Click **Next**.
 - In the **Payment Info** section:

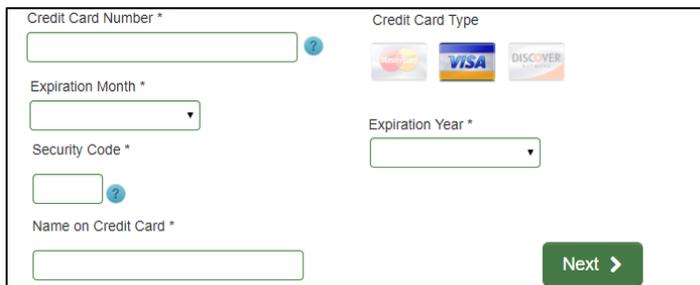


Figure 39: Credit Card Information

- a. For **Credit Card Number**, type in the numbers from the credit card.
 - b. For **Expiration Month**, select the appropriate month from the dropdown.
 - c. For **Expiration Year**, select the appropriate year from the dropdown.
 - d. For **Security Code**, type in the 3-digit number from the back of the card.
 - e. For **Name on Card**, type in the name as it appears on the credit card.
 - f. Click **Next**.
4. In the Verification section, click I'm not a robot.

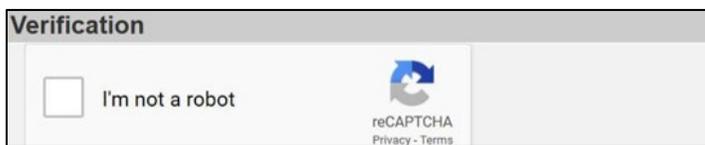


Figure 40: Verification "I'm not a robot"

5. In the *Verification* pop-up, select all the images that the verification is asking for, then click **Verify**.



Figure 41: Verification Page

6. Click Submit Payment.
7. After the *Please Wait* pop-up closes, be sure the **Payment Status** on the *Payment Summary* page displays as **Payment Successful**.

Payment Status :	Payment Successful
<p>You should receive an email with your Application Summary and receipt for payment after the application and payment is received by TxDMV. If you have not received this email at your contact email address within 2 hours of submission, please check the status of your payment under the "Make a Payment" menu option.</p>	

Figure 42: Payment Successful Status

8. Click **NEXT**.

To Pay by ACH/eCheck

1. To pay fees with an ACH/eCheck, in the **Customer Information** section on the *Payment* page:
2. Select the check box if the payment is being funded by a foreign source. Otherwise, click **NEXT**.

<p>Payment Type *</p> <p>Electronic Check *</p> <p><input type="checkbox"/> Select if this payment IS being funded specifically by a FOREIGN source (bank or company), an International ACH Transaction ("IAT").</p>
--

Figure 43: Foreign Source Payment

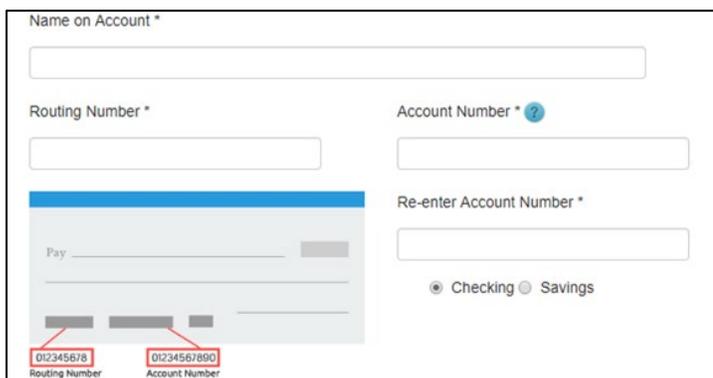
3. On the Customer Information page:

Country	
United States ▼	
First Name *	Last Name *
<input type="text"/>	<input type="text"/>
Address *	
<input type="text"/>	
Address 2	
<input type="text"/>	
City *	State
<input type="text"/>	Select State ▼
ZIP/Postal Code *	Phone *
<input type="text"/>	<input type="text"/>

Figure 44: eCheck Customer Information

- a. For **First Name**, type in your first name as it appears on the account.
- b. For **Last Name**, type in your last name as it appears on the account.
- c. For **Address**, type in the number and name of the street for the account.

- d. For **Address 2** (optional), type in the additional street information, such as the suite number.
 - e. For **City**, type in the name of the city.
 - f. For **State**, select the name of the state from the dropdown.
 - g. For **ZIP/Postal Code**, type in the five digit ZIP code (or the nine numbers of the extended zip code).
 - h. For **Phone**, type in the phone number associated with the account holder.
4. Click **NEXT**.
 5. On the *Payment Info* page:



The screenshot shows a form with the following fields and elements:

- Name on Account ***: A text input field.
- Routing Number ***: A text input field.
- Account Number * ?**: A text input field.
- Re-enter Account Number ***: A text input field.
- Account Type**: Radio buttons for **Checking** (selected) and **Savings**.
- Sample Check**: A preview of a check with red boxes highlighting the routing number (012345678) and account number (01234567890).

Figure 45: Checking Account Information

- a. Enter the **Name on the Account**.
 - b. Enter the **Routing Number**.
 - c. Enter the **Account Number**.
 - d. Re-enter the **Account Number**.
 - e. Select whether the account is a **Checking** or **Savings** account.
6. Click **Next**.
 7. Carefully read the Terms and Conditions. After reading the Terms and Conditions, check the **Yes** box to authorize.

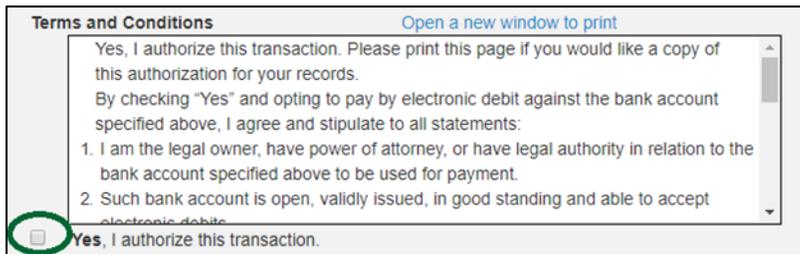


Figure 46: Terms and Conditions Page

- In the Verification section, click I'm not a robot.



Figure 47: Verification "I'm not a robot"

- In the *Verification* pop-up, select all the images that the verification is asking for, then click **Verify**.



Figure 48: Verification Page

- Click **Submit Payment**.
- After the *Please Wait* pop-up closes and the *Payment Summary* page displays again, verify that the **Payment Status** is **Payment Successful** and click **NEXT**.



Figure 49: Payment Status

12. On the *Application Submitted* page, click **GO TO HOME** to return to the *eLICENSING* home page or click your name in the upper right corner to display the dropdown and click **Log Out**.

APPENDIX A

Allocation Amounts for Dealer Temporary and Standard Dealer Plates

(Sources: 43 TEX. ADMIN. CODE § 215.139 and 43 TEX. ADMIN. CODE § 215.154)

Dealer Temporary Plates:

- The maximum number of dealer temporary plates that the department will issue to a new dealer license applicant during the applicant's first license term is indicated in the table below:

If a new license applicant is:	Maximum number of dealer's temporary license plates issued during the first license term is:
1. A franchised motor vehicle dealer	200
2. A franchised motorcycle dealer	50
3. An independent motor vehicle dealer	25
4. An independent motorcycle dealer	10
5. A franchised or independent travel trailer dealer	10
6. A trailer or semitrailer dealer	5
7. An independent mobility motor vehicle dealer	5
8. A wholesale motor vehicle dealer	10

[Table 1]

- A dealer may obtain more than the maximum number of dealer's temporary license plates by submitting to the department proof of sales (e.g., a file-stamped copy of the most recent vehicle inventory tax declaration or monthly statements filed with the taxing authority in the county of the dealer's licensed location) for the previous 12-month period that justifies additional license plates. The number of additional dealer's temporary license plates the department will issue to a dealer that demonstrates need through proof of sales is indicated in the table below:

If a vehicle dealer is:	Maximum number of additional dealer's temporary license plates issued with a demonstrated need through proof of sales is:
1. A dealer selling 26 to 50 during the previous 12-month period	5
2. A dealer selling 51 to 100 during the previous 12-month period	10
3. A dealer selling 101 to 150 during the previous 12-month period	15
4. A dealer selling 151 to 199 during the previous 12-month period	20
5. A dealer selling 200 to 299 during the previous 12-month period	25
6. A dealer selling more than 300 vehicles during the previous 12-month period	30

[Table 2]

- A person holding a dealer license on July 1, 2025, is eligible to receive the maximum number of dealer's temporary plates reflected in Tables 1 and 2, and in accordance with their type of license and proof of sales documentation.
- A dealer that applies for a license is not subject to the initial allotment limits described in this section and may rely on that dealer's existing allocation of dealer's temporary license plates if that dealer is:
 - a franchised dealership subject to a buy-sell agreement, regardless of a change in the entity of ownership;
 - any type of dealer that is relocating and has been licensed by the department for a period of one year or longer; or
 - any type of dealer that is changing its business entity type and has been licensed by the department for a period of one year or longer.

- **Wholesale Dealers and Dealer Temporary Plates:**

A wholesale motor vehicle dealer may obtain more than the maximum number of dealer's temporary license plates provided in Table 1 by submitting to the department proof of the number of vehicles the dealer has purchased in the previous 12-month period that justifies additional license plates.

- Evidence of the wholesale motor vehicle dealer's vehicle purchases for the previous 12-month period must include the date of purchase, VIN of the vehicle purchased, and the selling dealer's name, and any other information the department in its discretion deems necessary to determine the need for additional dealer's temporary license plates for the wholesale motor vehicle dealer.
- Upon review and approval of a wholesale motor vehicle dealer's proof of vehicle purchases documentation, the department shall issue up to 5 additional dealer's temporary license plates to the dealer.

- **Waiver of Dealer Temporary Plate Limits Available:**

- The Director of the Motor Vehicle Division may waive the dealer's temporary license plate issuance restrictions if the waiver is essential for the continuation of the business.
- The director will determine the number of dealer's temporary license plates the department will issue based on the dealer's past sales, dealer's inventory, and any other factor the Director determines pertinent.
- A request for a waiver must be submitted to the director in writing and specifically state why the additional dealer's temporary license plates are necessary for the continuation of the dealer's business.
- A request for a waiver must be accompanied by proof of the dealer's sales for the previous 12- month period, if applicable.

Standard Dealer Plates:

- The maximum number of dealer's standard license plates that the department will issue to a new dealer license applicant during the applicant's first license term is indicated in the table below:

If a new license applicant is:	Maximum number of dealer's standard license plates issued during the first license term is:
1. A franchised motor vehicle dealer	5
2. A franchised motorcycle dealer	5
3. An independent motor vehicle dealer	2
4. An independent motorcycle dealer	2
5. A franchised or independent travel trailer dealer	2
6. A trailer or semitrailer dealer	2
7. An independent mobility motor vehicle dealer	2
8. A wholesale motor vehicle dealer	1

[Table 3]

- A dealer applying for a license is not subject to the initial allotment limits described in this section and may rely on that dealer's existing allocation of dealer's standard license plates if that dealer is:
 - (1) a franchised dealership subject to a buy-sell agreement, regardless of a change in the entity or ownership;
 - (2) any type of dealer that is relocating and has been licensed by the department for a period of one year or longer; or
 - (3) any type of dealer that is changing its business entity type and has been licensed by the department for a period of one year or longer.
- The maximum number of dealer's standard license plates the department will issue to a vehicle dealer per license term is indicated in the table below:

If a vehicle dealer is:	Maximum number of dealer's standard license plates issued per license term is:
1. A franchised motor vehicle dealer	30
2. A franchised motorcycle dealer	10
3. An independent motor vehicle dealer	3
4. An independent motorcycle dealer	3
5. A franchised or independent travel trailer dealer	3
6. A trailer or semitrailer dealer	3
7. An independent mobility motor vehicle dealer	3
8. A wholesale motor vehicle dealer	1

[Table 4]

- A dealer may obtain more than the maximum number of standard dealer license plates by submitting to the department proof of sales (e.g., a file-stamped copy of the most recent vehicle inventory tax declaration or monthly statements filed with the taxing authority in the county of the dealer's licensed location) for the previous 12-month period that justifies additional license plates. The number of additional standard dealer license plates the department will issue to a dealer that demonstrates need through proof of sales is indicated in the table below:

If a vehicle dealer is:	Maximum number of additional standard dealer's license plates issued with a demonstrated need through proof of sales is:
1. A wholesale motor vehicle dealer	1
2. A dealer selling fewer than 50 vehicles during the previous 12-month period	1

3. A dealer selling 50 to 99 vehicles during the previous 12-month period	2
4. A dealer selling 100 to 200 during the previous 12-month period	5
5. A dealer selling more than 200 vehicles during the previous 12-month period	Any number of standard license plates the dealer requests.

[Table 5]

- **Wholesale Dealers & Standard Dealer License Plates:**

The department may not issue more than two dealer's standard license plates to a wholesale motor vehicle dealer. A wholesale motor vehicle dealer's proof of sales may be demonstrated to the department by submitting:

- evidence of the wholesale motor vehicle dealer's sales for the previous 12-month period, if the wholesale motor vehicle dealer has been licensed during those 12 months; or
- other documentation approved by the department demonstrating the wholesale motor vehicle dealer's transactions.

- **Waiver of Standard Dealer Plate Limits Available:**

The director of the Motor Vehicle Division may waive the dealer's standard license plate issuance restrictions if the waiver is essential for the continuation of the business. The director will determine the number of dealer's standard license plates the department will issue based on the dealer's past sales, dealer's inventory, and any other factor the director determines pertinent.

- (1) A request for a waiver must be submitted to the director in writing and specifically state why the additional plates are necessary for the continuation of the applicant's business.
- (2) A request for a waiver must be accompanied by proof of the dealer's sales for the previous 12-month period, if applicable.
- (3) A wholesale motor vehicle dealer may not apply for a waiver of the dealer's standard license plate issuance restrictions.
- (4) A waiver granted by the director under this section for a specific number of

dealer's standard license plates is valid for four years.