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1. In-Transit Licenses

A person or business entity must have an In-Transit license to work as a drive-a-way operator in Texas. A drive-a-away operator is a person who transports and delivers a vehicle in Texas using the vehicle’s own power or using the full-mount method, the tow-bar method, or a combination of those methods.

1.1 License Term and License Fees

In-Transit licenses are issued for a term of 2 years and can be renewed for subsequent 2-year terms.

The fee for an In-Transit license is $90 and $10 for each In-Transit plate.

You can use a credit card or electronic check (eCheck) to pay your fees in eLICENSING. In addition to the application fees, different convenience processing fees are charged when paying by credit or debit card or when paying by electronic check (eCheck) transactions. These fees are based on the amount of purchase and are displayed on the payment page in eLICENSING.

1.2 In-Transit License Numbers

In eLICENSING, an In-Transit license number consists of numbers without any letters.

1.3 Gathering Information for the In-Transit License Application

You must have the following information available to enter into the In-Transit license application:

- The filing number with the Texas Secretary of State when the business entity registered (SOS number).
- The employer identification number (EIN) of the business or the owner’s social security number, if applying as a sole proprietor.
- The previous license numbers individuals or business entities possess or have possessed in the past.
- Facts of the criminal history of anyone (officer, partner, trustee, or other representative capacity) associated with the business that was arrested, has been convicted, has received deferred adjudication, or has been court martialed, or has any of these actions currently pending. This information is required for the application, as shown below, for each person and each offense.

![Criminal History Details](image)

**Figure 1: Criminal History Details**

Files containing scanned copies of official documents, including:

- Driver license (or official ID) of owners or officers of the corporation (if applicable).
- Assumed Name Certificates issued by the County Clerk (individual owners) or Secretary of State (all others).
- The Certificate of Incorporation, Registration, Formation, or Partnership filed with the Texas Secretary of State (Corporations, LP, LLP, or LLC only).
2. Applying for an In-Transit License

The In-Transit license application has several web pages that require applicants to type in information and make selections. Depending on the information entered and the selections made, the applicant will be required to upload files containing the related documents when prompted or on the Attachments page.

Important: All of the answers and requirements to obtain a license must be kept in place for the entire term of the license.

2.1 Getting Started

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

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 user name, password, and link to the eLICENSING login page, emailed to you from the eLICENSING system.

To get started, follow these steps:

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

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

2. On the Security Warning pop-up, click I ACCEPT.
3. On the Login page:
4. Type in your Username.
5. Type in your Password.
6. Click LOGIN.

Figure 2: TxDMV Security Warning

7. On the Welcome page, displayed after logging into the account, locate the Apply for a New License area and click APPLY.

Figure 3: Login Page

8. On the License Type page, locate the In-Transit License area and click SELECT.

Figure 4: Welcome, Apply for a New License

Figure 5: Select License Type
9. On the Organizations page, select the organization name used to register the company of this license holder and then click **SAVE AND NEXT**.

![Select Organization](image)

**Figure 6: Select Organization**

### 2.2 Contact Information

On the Contacts page, you will identify the people that MVD can contact for information about your license status, and daily operations.

![Application Contact Information](image)

**Figure 7: Application Contact Information**

For **Application Contact**, eLICENSING automatically enters the information for the person who is logged in and who initiates the new application. The application contact is the person TxDMV can speak with regarding application details.

Note: You have the ability to change the contact through the **Manage my Account** area of eLICENSING. See Chapter 4, Working With Your eLICENSING Account.

1. For **License Contact**, type in the name, email address, and phone number for the license contact. The license contact is the person TxDMV can speak with about the licensing file and daily operations of the business. This person can also speak about the status of the application.
Note: The license contact may be a different person than the application contact who is handling the application details through the approval of the license.

2. Click SAVE AND NEXT.

2.3 Application Reason

You are required to select a reason for this application from the following options:

- Apply for New License
- Entity Change
- Previous License Not Renewed

Note: Entity Change means a business entity with an existing license that has changed and requires a new application. When this new application is approved, the previous license will be closed. Only select this when a new entity needs a license and to replace an existing license.

2.3.1 Apply for New License Reason

On the Application Reason page:

1. From the dropdown, select Apply for New License.

![Application Reason](image)

Figure 8: Select Application Reason

2. Click SAVE AND NEXT.

2.3.2 Entity Change

On the Application Reason page:

1. From the dropdown, select Entity Change.
2. Type the existing license number into the license association field.

![Application Reason](image)

**Figure 9: Entity Change Reason**

If you do not know this information:

a. In the **License Association** area on the **Application Reason** page, click **SEARCH**.

b. On the **License Search** pop-up, you can fill in the known information and click **SEARCH**.

c. From the search results, carefully copy the License Number, close the pop-up, and paste it into the field on the **Application Reason** page.

3. Click **SAVE AND NEXT**.

### 2.3.3 Previous License Not Renewed Reason

On the Application Reason page:

1. From the dropdown, select **Previous License Not Renewed**.

![Application Reason](image)

**Figure 11: Previous License Not Renewed**

2. Type the existing license number and click **SAVE AND NEXT**.
If you do not know this information:

a. In the **License Association** area on the *Application Reason* page, click **SEARCH**.

b. On the *License Search* pop-up, you can fill in the known information and click **SEARCH**.

c. From the search results, carefully copy the License Number, close the pop-up, and paste it into the field on the *Application Reason* page.

3. Click **SAVE AND NEXT**.

### 2.4 Application Details

The Application Details are spread across several pages.

#### 2.4.1 Business Information

1. In the **License Information** section on the first *Applications Detail* page:

   a. For **Business Website** (optional), enter the web address (URL) of the business website.

   b. For **Business Phone Number**, type the business phone number where calls will be answered.
c. For **Business Email Address**, type the email address at which the business will receive emails.

d. For **Business Fax** (optional), enter the business fax number.

e. For **Secretary of State Filing Number**, type in the filing number issued by the Secretary of State when the business was established.

If you do not know this information:

1. Go to the bottom of the page and click **PREVIOUS** and then click **SAVE AND EXIT** to save all information entered so far.

2. After retrieving this information, return to the **Welcome** page, locate the **My Pending Applications** section, and click **VIEW**.

3. On the **My Accounts** page, locate this application in the list and click it.

4. Click **SAVE AND NEXT** to display the page where you left off and then enter the appropriate information.

### 2.4.2 Physical Address (The Licensed Location)

1. On the next section of the **Application Details** page, type in the physical address information for the business.

   ![Figure 14: Physical Address Information](image)

   a. For **Address Line 1**, type in the street number and name where the business will be located.

   b. For **Address Line 2** (optional), type in the additional street information, such as a suite number.

   c. For **City**, type in the name of the city.
d. For **County**, select the name of the county from the dropdown.

e. For **State**, select the name of the state from the dropdown.

f. For **Zip**, type in the five number ZIP code (or the nine numbers of the extended code).

g. For **Country**, leave USA or select the appropriate option from the dropdown.

2. After entering the components of the address, click **VALIDATE ADDRESS** to be sure the address entered is recognized by the United States Postal Service (USPS) and capable of receiving US mail. Select the correct address option and click **SAVE**.

### 2.4.3 Assumed Names (DBAs)

On the next section of the **Application Details** page, enter the assumed name under which you will conduct business, if any. After entering the first Assumed Name, you can click **ADD ANOTHER DBA** to enter the next one.

![Figure 15: Doing Business as Details Information](image)

The term assumed name is a name the business uses to operate in addition to the legal business name. This is also referred to as a DBA, which stands for “doing business as.”

The assumed name entered must exactly match the DBA as registered with the appropriate filing authority. The eLICENSING system will verify that the assumed name entered for LPs, LLPs, LLCs, and Corporations is registered with the Secretary of State.

If the business is a sole proprietorship or a general partnership that conducts business under an assumed name, you will provide proof of the Assumed Name Certificate by uploading (on the **Attachments** page) a file-stamped copy of the assumed name certificate filed with the office of the county clerk in the county where the business/dealership will be located.
For other business entities, you will provide proof of Assumed Name Certificates by uploading (on the Attachments page) a file-stamped copy of the assumed name certificate filed with the Texas Secretary of State.

### 2.4.4 Mailing Address

On the last section of the page, you must identify the address where the US Postal Service can deliver mail.

Note: If the mailing address is out of state, any metal dealer license plates will be mailed to the physical address in Texas or an alternate in-state mailing address, if one is provided.

1. To either:
   - Use the same address as entered above for the physical address, click **Same as Physical** checkbox to have the system automatically fill in the information.
   - Type in a different address:

     ![Mailing Address Information](image)

     **Figure 16: Mailing Address Information**

     a. For **Address Line 1**, type in the street number and name where mail can be delivered.

     b. For **Address Line 2** (optional), type in any additional information, such as the suite number.

     c. For **City**, type in the name of the city.

     d. For **State**, select the name of the state from the dropdown.

     e. For **Zip**, type in the five number ZIP code (or the nine numbers of the extended code).
f. For **County**, select the name of the county from the dropdown.

g. For **Country**, select the name of the country from the dropdown.

h. Click **Validate Address** to be sure the address entered is recognized by United States Postal Service (USPS) and capable of receiving US mail.

2. Click **SAVE AND NEXT**.

### 2.4.5 Dealer Plates

On the Dealer Plates page, you can choose to order metal dealer plates and specify the number ordered.

![](image17.png)

**Figure 17: Order Metal Dealer Plates Question**

The fee is $10 per metal plate.

If you select the:

- **No**, click **SAVE AND NEXT**.
- **Yes**, type in the quantity of requested plates and click **SAVE AND NEXT**.

![](image18.png)

**Figure 18: Order More Dealer Plates**

Note: Return damaged, canceled or no longer needed plates to your Regional Service Center or to the TxDMV headquarters. For instructions on how to return plates, go to [TxDMV Dealer](https://www.txdmv.dealer) and enter “Plate Return” in the search box.

### 2.5 Ownership Information

The Ownership information is spread across several pages.
### 2.5.1 Individual Ownership

1. On the *Ownership* page, click *ADD OWNER* under the *Individual Ownership* section.

   ![Individual Ownership Information](image1)
   
   **Figure 19: Individual Ownership Information**

2. On the *Individual Ownership* pop-up for a:

   ![Ownership Detail Information](image2)
   
   **Figure 20: Ownership Detail Information**

   **Sole proprietorship**

3. For *First Name* and *Last Name*, type in the legal name of the proprietor.
4. For *Title*, select the job title the proprietor prefers from the dropdown.
5. For *Email*, type in the email address where the proprietor receives and responds to email messages.
6. For *SSN*, type in the nine number social security number issued to the proprietor.
7. For *Date of Birth*, type in the mm/dd/yyyy (or select it from the calendar).
8. For *Driver License State*, select the appropriate state from the dropdown.
9. For *Driver License Number*, type in the numbers on the driver license.
10. For **Driver License Expiration Date**, type in the mm/dd/yyyy (or select it from the calendar).

Note: A copy of the driver license is requested on the *Attachments* page, later in the application process.

11. For *Ownership %*, type in 100%.

12. Click **ADD** and continue to the *Ownership Questions* section on the page.

**General partnership**

13. Click **ADD OWNER**.

   For the first partner, type in the information and repeat steps a-h, from the sole proprietorship section (see section above).

14. For *Ownership %*, type in the appropriate amount.

15. Click **Add**.

16. Click **ADD OWNER** again (under the *Individual Ownership* section).

   For the additional partners, type in the information and repeat steps a-h from the sole proprietorship section.

17. For *Ownership %*, type in the appropriate amount to make the total 100%.

18. Click **Add** and continue to the *Ownership Questions* section on the page.

**2.5.2 Business Ownership**

If a business entity (LP, LLP, LLC, or Corporations) owns the business, you must enter the legal business details and disclose whether the business is a non-profit or publicly traded entity.

Only direct ownership of the business entity is required. If direct ownership is held by another business entity, you do not need to list that other business entity’s ownership.

1. On the *Ownership* page, click **ADD BUSINESS** under the *Business Ownership* section.
2. On the Ownership Details pop-up:

![Business Ownership Form]

Figure 21: New Business Ownership

- a. For Business Name, type in the legal name of the business entity.
- b. For Business EIN, type in the employee identification number issued by the government for the business.
- c. For Ownership %, type in the percentage that this company owns.
- d. For Is It Non-Profit, select the appropriate option.
- e. For Is It Publicly Traded, select the appropriate option.

3. Click ADD.

To add another business entity, repeat steps 1 and 2, above.

2.5.3 Management Details

If the business is a corporate entity that is owned by another corporate entity or if the entity is publicly traded in the stock market, you must complete information in the business management section.

1. On the Ownership page, click NEW MANAGEMENT /REPRESENTATIVE under the Management Ownership section.
2. On the Management Details pop-up:

Figure 24: New Management Details

- a. For **First Name** and **Last Name**, type in the legal name of the manager or corporation officer.
- b. For **Title**, select the job title of this management person from the dropdown.
- c. For **Email**, type in the email address where the management person receives and responds to email messages.
- d. For **SSN**, type in the 9 numbers of the Social Security Number issued to the Individual person or the management Taxpayer Identification Number (ITIN).
- e. For **Driver License State**, select the state where the license was issued from the dropdown.
- f. For **Driver License Number**, type in the number for the license.
- g. For **Driver License Expiration Date**, type in the mm/dd/yyyy (or select it from the calendar) when the license will expire.

3. Click **ADD**.

4. When you are finished, continue with the Ownership Questions section.
2.5.4 Ownership Questions

On the lower half of the Ownership page, answer a series of questions about the past or present criminal history of anyone listed as an owner, officer, director, partner, trustee, or other person acting in a representative capacity for you or the license holder.

A warning displays to alert you that submitting an application containing false, misleading, or incomplete information may be grounds for denial or license cancellation, revocation, or suspension, and that a person who knowingly makes a false statement in connection with applying for or renewing a license may be subject to criminal prosecution.

Figure 25: Ownership Questions

If you answer:

- **No**, click SAVE AND NEXT to continue to the Questions page.
- **Yes**, to any of the questions, the Criminal History page displays.

2.5.5 Criminal History

If the Criminal History page displays, supply information about each offense and for each owner listed.
5. For each name shown, click VIEW/ADD CRIMINAL HISTORIES.

![Owners List](link)

**Figure 26: Add Criminal History**

6. Click **ADD CRIMINAL HISTORY**.

![No criminal history present](link)

**Figure 27: Criminal History Details**

7. On the **Criminal History Details** pop-up:

![Offense and Charge](link)

**Figure 28: Offense and Charge Information**

a. In the **State the Exact Crime Section**, type in a short description of the charges/crime committed.

b. For **Date of Offense**, type in the mm/dd/yyyy (or select it from the calendar) when the crime occurred.

c. For **Date of Conviction/Deferred Adjudication**, type in the mm/dd/yyyy (or select it from the calendar).

d. For **Is person currently on parole or probation**, select Yes or No.
e. For County, type in the name of the county in which the offense occurred.

f. For State, select the state in which the offense occurred from the dropdown.

g. For Court, type in the type of court in which the offense was adjudicated.

h. For Sentence or Action Imposed by court, type in a brief description of the court decision.

i. For Describe the events, type in a brief explanation of the incidents leading up to the arrest for the offense.

8. Click APPLY.

After the pop-up closes, repeat the steps above for each entry in the table on the Criminal History page.

Note: On the Attachments page displayed later, you will be required to upload documents related to the offense and charges.

9. Click SAVE AND NEXT.

2.6 Application Questions

You must answer a series of questions about military service, ownership, previous licensing, and the premises of your business. All questions require a Yes or No answer.

If you do not know the answer or have to leave the application to find it:

1. Go to the bottom of the page and click PREVIOUS and then click SAVE AND EXIT on the Ownership Details page to save all information entered to date.

2. After retrieving this information, display the Welcome page, locate the My Pending Applications section, and click VIEW.

3. On the My Accounts page, locate this application in the list and click it.

4. On the Ownership Details page displayed, click SAVE AND NEXT to display the Questions page again.

2.6.1 Military Service

On the Questions page, you are required to answer the question about your military service, or if you are a spouse of a military service member, to determine if you are eligible for expedited processing of the application.
If your response is Yes, additional questions display to determine if you currently have a license, which may mean the licensing fee will be waived.

Figure 29: Military Service

If you select:

- **No**, continue to the next question.
- **Yes**, additional questions display and if you answer Yes to either condition, type in the License Number of the current license.

Note: On the Attachments page displayed later, you will be required to upload supporting documentation (such as active duty orders for you or your spouse or DD-214) to confirm the status with either your Texas driver license number or a copy of the current license from the other jurisdiction.

### 2.6.2 Previously Held Texas Licenses

You are required to answer the question about if you (or any partners, LLC member or manager, director, officer or owner, not including stock holders of a publicly traded
company) have ever been issued a license to act in any capacity in Texas by the TxDMV (which includes the TxDMV Board, department agency, or a predecessor).

If you select:

- **No**, continue to the next question.
- **Yes**, type in the number of licenses received and then for the first license:
  
  a. For the **Business Name**, type in the name of the business that is licensed.
  
  b. For the **License Type**, type in the appropriate type.
  
  c. For the **License #**, type in the number issued for the license.
  
  d. For **Last Effective Date**, type in the mm/dd/yyyy (or select it from the calendar) when the license expired or will expire.

  1. Click **ADD**.

Repeat the steps above for each license.

**2.6.3 Denied, Suspended, or Revoked Licenses Holders**

You are required to answer a question about if you (or any partners, LLC member or manager, director, officer or owner, not including stock holders of a publicly traded company) have ever previously applied for or received any license or other authorization that was denied, suspended, or revoked by a regulatory authority.
If you select:

- **No**, continue to the next question.
- **Yes**, type in the number of licenses denied, suspended, or revoked:
  
  a. For the **Business Name**, type in the name of the licensed business.
  
  b. For the **License #**, type in the number issued for the license.
  
  c. For the **Reason for Denial/Suspended/Revoked**, type in an appropriate response.
  
  d. For **Last Effective Date**, type in the mm/dd/yyyy (or select it from the calendar) when the license expired or will expire.
  
  e. For **License Status**, select the appropriate option from the dropdown.

1. Click **ADD**.
2.6.4 Same Proposed Location

You are required to answer a question about if you (or any partners, LLC member or manager, director, officer or owner, not including stock holders of a publicly traded company) or any relative have ever applied for a license at the same proposed location that is the subject of this application.

If you select:

- **No**, click **SAVE AND NEXT**.
- **Yes**, explain this occurrence in the **Additional Details** area that displays below the question.

1. Click **SAVE AND NEXT**.

2.7 Required Attachments

On the **Required Attachments** page, you will be required to upload files containing scanned copies of certain documents. Although the exact files requested depend on the answers and selections made during the application process, Business Photo, Lease Agreement, Proof of Owner Identity, Texas Sales and Use Tax Permit statements are typically requested. If any criminal history has been reported, the resolution, adjudication or court papers may also be requested.

You should be sure that the files to upload are on your computer or a shared network resource you can access.

2.7.1 Uploading Required Attachment Files

To upload each file:
1. For each file requested on the *Required Attachments* page, click **CHOOSE FILE**.

![Figure 33: Required Attachments Uploads](image)

2. On the *Open* pop-up:
3. Navigate to the file.
4. Select the file and click **Open**.

![Figure 34: Browse for File](image)

5. 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.

### 2.7.2 Proof of Identity

You may be required to upload a file containing a scanned copy of the sole proprietor’s driver license, passport (U.S. or foreign), official ID card, or U.S. Armed Forces Identification Card.
2.7.3 Criminal Court Papers

If you responded Yes to the Ownership or other Questions about criminal history, you are required to upload a file containing the scanned court document about the offense and adjudication details.

2.7.4 Other Attachments

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

1. Click ADD MORE ATTACHMENTS.

2. For Attachment Type, type in a short phrase that identifies the content of the file before selecting and uploading it.
2.7.5 Problems with Your Application

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

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

2.8 Summary

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

## 2.9 Signature

After saving the summary, you will be prompted for your social security number and driver’s license information in order to electronically verify your identity. You will then be able to electronically agree to the Certification of Responsibility and submit your signature electronically 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 2.9.2, for instructions.

### 2.9.1 Electronically Signing the Application

1. On the eSign page displayed:

   ![Figure 41: Electronically Sign the Application](image)

   a. For **First Name**, type it in exactly as it appears on your driver license.
   
   b. For **Last Name**, type it in exactly as it appears on your driver license.
c. For **SSN**, type in the numbers of your social security number.

d. From the **Driver License Issuing State** dropdown, select Texas.

e. For **Date of Birth**, type in the mm/dd/yyyy (or select it from the calendar).

f. For **Driver License Number**, type in the numbers from your license.

g. If the **Audit Number** field displays, type in the numbers that display on the side of your license (or along the bottom).

2. Click **SAVE AND NEXT**.

3. On the Certification of Responsibility page:

   If the system cannot verify your information, continue to section 2.9.2 for printing and signing the **Certification of Responsibility** instructions.

   **Figure 42: Electronic Certification of Responsibility**

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

   - The applicant or an authorized agent hereby certifies that statements made on this application and on attachments and documents submitted are true, complete, and correct.

   - 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 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 agrees to notify the TxDMV of a material change (including but not limited to a change in criminal history) within a reasonable time.

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

   - Applicant has complied with all applicable state laws and municipal ordinances.
information, makes a false statement, or refuses or fails to provide information requested by the department.


- 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 agrees to notify the TxDMV of a material change (including but not limited to a change in criminal history) within a reasonable time.

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

- Applicant has complied with all applicable state laws and municipal ordinances.

5. Click I Agree.

6. Scroll down to the Sign Here field and type in your full legal name.

![Electronic Signature](image)

Figure 43: Electronic Signature

7. Click Finish & Submit Electronically.

8. On the Thank You page of the pop-up, click CLOSE.

9. Back on the Certification of Responsibility page, click SAVE AND NEXT.
10. On the *Please ensure you have read the terms and conditions* pop-up, you can click **OK** to go back and read the certification again or click **PROCEED TO PAYMENT** link to start the payment process.

![Figure 44: Proceed to Payment](image)

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

### 2.9.2 Manually Signing the Application

1. On the **eSign** page:
   ![Figure 45: eSign Information](image)
   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.
4. On the PDF file, click the **Printer** icon to send the PDF to your local printer.

5. Carefully read the document and sign and date it.

![Figure 46: Certification of Responsibility PDF Upload](image)

6. To upload and attach the signed certification document to this In-Transit Dealer license application:

7. Scan the document to a file and save it.

8. Back on the **eLICENSING** page, click **CHOOSE FILE**.

9. In the **Open** Windows dialog box, navigate to the file, select it and then click **Open**.
10. When the name of the file displays on the Attachments page area, scroll to the bottom of the page and click UPLOAD.

11. Click SAVE AND NEXT.

12. On the pop-up, click PROCEED TO PAYMENT link.

2.10 Payments and Application Submission

You can either pay the fees associated with this application, all applications you are waiting to submit, or select to work on another license application and then combine the payments into one transaction.

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:
2. Click the checkbox of the application or click Select All.

Note: After an application is selected for payment, the subtotal section updates with the amount due.

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

4. Click PROCEED TO PAY.

To pay by Credit Card

1. To pay by Credit Card, in the Customer Information section on the Payment page (to pay by eCheck, skip to ACH/eCheck):
Figure 52: Credit Card Information

a. For **First Name**, type in your first name as it appears on the credit card.
b. For **Last Name**, type in your last name as it appears on the credit card.
c. For **Address**, type in the street number and name of the street used to bill the credit card.
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 number ZIP code (or the nine numbers of the extended code).
h. For **Phone**, type in the phone number associated with the credit card holder.

2. Click **NEXT**.

3. In the **Payment Info** section:
Figure 53: Credit Card Information

a. For **Credit Card Number**, type in the numbers on the 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 full name printed on the card.
f. Click **NEXT**.

4. In the **Verification** section, enter the characters from the image displayed and then click **Submit Payment**.

Figure 54: Verification Page
To pay by ACH/eCheck

1. To pay by ACH/eCheck, in the Customer Information section on the Payment page:
   a. Click the checkbox if the payment is being funded by a foreign source. Otherwise, click NEXT.

![Figure 55: eCheck Foreign Payment](image_url)

2. On the Customer Information page:
   a. For First Name, type in your first name as it appears on the account used.
   b. For Last Name, type in your last name as it appears on the account used.
   c. For Address, type in the number and name of the street on the bank account information used.

![Figure 56: eCheck Customer Address](image_url)
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 number ZIP code (or, the nine numbers of the extended code).

h. For Phone, type in the phone number associated with the bank account holder.

3. Click NEXT.

4. On the Payment Info page:

![Payment Info](image)

Figure 57: 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.

5. Click NEXT.
6. Carefully read the Terms and Conditions. After reading the Terms and Conditions, check the Yes box to authorize.

![Terms and Conditions](image)

Figure 58: Terms and Conditions

7. Enter the characters from the verification image.

![Verification Page](image)

Figure 59: Verification Page

8. Click **SUBMIT PAYMENT**.

9. After the Please Wait pop-up closes, verify **Payment Successful** displays on the Payment Summary page and click **NEXT**.

![Payment Status Page](image)

Figure 60: Payment Status Page

10. 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**.
3. Accessing Your Saved Applications

If you have started an application (such as a new license, a renewal, or an amendment application), but have not finished it or were waiting to submit it, you can access it from a saved applications list. The application will open to the last page you have completed. You can click PREVIOUS to return to another page if necessary.

Note: If you only need to pay the application fees, use the Make a Payment instructions available in Chapter 9, Making Payments.

1. After logging in and displaying the Welcome page, click VIEW on the My Pending Applications area.

2. From the list of applications created, click name of the application you want to work with.

3. On the open page of the application:
   a. Complete the information and click SAVE AND NEXT on each page until you submit the application.
   b. Click PREVIOUS to return to a specific page to add or verify information.
4. Working with Your Account

You can view the information submitted for your account when it was registered (like the organization name) and the user accounts created for it. You can also add members of your staff personnel, as well as authorized attorneys, as new account users if you are the eLICENSING administrator.

4.1 Viewing Account and User Information

You can view your account to display the type of business associated with it and the account users.

1. After logging in the Welcome page displays, click MANAGE on the Manage your Account area.

2. On the My Accounts page:

3. View the details submitted when the account was registered with TxDMV, click the name of the account.

4. The Account Details page will open.
5. To view the authorized users for your account, click **VIEW & CREATE CONTACTS**.

6. To view the details about a user, click the **Contact First Name**.

7. The **Contact Details** page will open.
4.2 Adding New Account Users

If you are the eLICENSING Administrator, you can create new users in your account and assign them to the Dealer role or Authorized Attorney role, which dictates how they can access and use the eLICENSING system.

1. After logging in and displaying the Welcome page, click **MANAGE** on the Manage your Accounts area.

![Figure 69: Welcome, Manage Your Account](image)

2. On the My Accounts page, click **VIEW & CREATE CONTACTS**.

![Figure 70: View and Create Contacts](image)

3. On the My Contacts page, click **ASSOCIATE NEW USER**.

![Figure 71: Associate New User](image)
4. On the Create User page:

![Create User Page](image)

**Figure 72: Create New User Page**

- a. For **First Name** and **Last Name**, type in the appropriate information.
- b. For **Email**, type in the email address where this user can receive email messages.
- c. For **Phone**, type in the phone number where this user can be contacted.
- d. For **User Role**, select **Dealer** (for a member of the staff).
- e. Carefully read the liability statement and then click **SUBMIT**.

5. On the **My Accounts** page, be sure the new username, role, email, and phone number display correctly in the list.

### 4.3 Adding an Account to Your Organization

1. After logging in and displaying the **Welcome** page, click **MANAGE** on the **Manage your Accounts** area.
2. On the *My Accounts* page, click **CREATE BUSINESS ENTITY**.

3. On the *Create Account* page, fill in the information and click **SUBMIT**.

4. On the *My Accounts* page, be sure the new account name displays in the list.
5. Amending an In-Transit License

You can apply to amend your license if you need to:

- Change your business name if you convert from one entity to another or to update the name.
- Change ownership and management information.
- Change the 911 Address if the city or county changes the address of the office/dealership location.
- Change your address due to moving to a new location.
- Add, remove, or update address locations, or assumed name (DBA).

Note: To make changes to general information, such as the license contact, refer Chapter 6, Changing General Information.

5.1 Amendment Fee

The fee to amend a license is $25.

5.2 Gathering Information for the Amendment Application

You may be required to upload attachments to the application. You will need to scan the documents into files and save them to your local computer or a shared resource you can access. Depending on the reason for your amendment, you may need files containing scanned copies of the:

- Assumed Name Certificate issued by the county or the Secretary of State.
- Certificate of Conversion filed with the Texas Secretary of State.
- Amended Corporate papers filed with the Texas Secretary of State.
- Certificate of Filing issued by the Texas Secretary of State.
- Photo IDs for any new owners.
5.3 Applying for the Amendment to a License

After logging in and displaying the *Welcome* page, click **APPLY** on the **Amend a License** area.

![Welcome, Amend a License](image)

**Figure 76: Welcome, Amend a License**

5.3.1 Accounts

On the *Organizations* page, click dropdown and select your organization and click **SAVE AND NEXT**.

![Select Your Organization from the Dropdown](image)

**Figure 77: Select Your Organization from the Dropdown**

5.3.2 Select License

On the *Licenses* page, click the license **Select** button and click **SAVE AND NEXT**.

![Select License to Amend](image)

**Figure 78: Select License to Amend**
5.3.3 Contact Information

On the Contact Information page, make any changes that apply and click SAVE AND NEXT.

![Contact Information](image)

5.3.4 Amend Reason

On the Amend Reason page, select the appropriate checkbox:

![Select an Amendment Reason](image)

- To Change Business Name, select Change Business Name.
- To Change Ownership and Management, select Change Ownership and Management.
- For 911 Address Change, select 911 Address Change.
- For Manage Locations and DBA, select Manage Locations and DBA.

Change Business Name

1. For Effective Date, type the mm/dd/yyyy (or select it from the calendar) when the amendment goes into effect.
2. Click **SAVE AND NEXT**.

3. On the *Business Information* page, make your changes and click **SAVE AND NEXT**.

![Figure 81: Update Business Information](image)

### Change Ownership and Management

1. For **Effective Date**, type the mm/dd/yyyy (or select it from the calendar) when the amendment goes into effect.

2. Click **SAVE AND NEXT**.

3. On the *Ownership* page, locate the correct area and click **ADD OWNER, ADD BUSINESS, or NEW MANAGEMENT/REPRESENTATIVE**.

![Figure 82: Update Ownership Information](image)

4. Make your changes.

5. Scroll to the **Ownership Questions** section and answer the questions.
6. Click **SAVE AND NEXT**.

If the *Criminal History* page displays, click **VIEW/ADD CRIMINAL HISTORIES** for the person listed that has a criminal history. Then, to add criminal history information, click **ADD CRIMINAL HISTORY**.

1. On the *Criminal History Details* pop-up:
a. For **State the Exact Crime** section, type in a short description of the charges, conviction, or deferred adjunction reason.

b. For **Date of Offense**, type in the mm/dd/yyyy (or select it from the calendar) when the crime occurred.

c. For **Date of Conviction/Deferred Adjudication**, type in the mm/dd/yyyy (or select it from the calendar).

d. For **Is person currently on parole or probation**, select Yes or No.

e. For **County**, type in the name of the county in which the offense occurred.

f. For **State**, type in the name of the state in which the offense occurred.

g. For **Court**, type in the type of court in which the offense was adjudicated.

h. For **Sentence or Action Imposed by court**, type in a brief description of the court decision.

i. For **Describe the events**, type in a brief explanation of the incidents leading up to the arrest for the offense.

2. Click **APPLY**.

3. After the pop-up closes, repeat the steps above for each entry in the table on the **Criminal History** page.

4. When you are finished, click **SAVE AND NEXT**.

   Note: On the **Attachments** page displayed later, you will be required to upload documents related to the offenses and charges.

**911 Address**

For **Effective Date**, type the mm/dd/yyyy (or select it from the calendar) on which the amendment goes into effect.

1. Click **SAVE AND NEXT**.

2. On the **911 Address Change** page, click **EDIT** from the Actions column of the item to change.
3. On the **Business Address** pop-up, make your changes.

4. On the **911 Address Change** page, verify that the corrected address displays in the **Requested Changes** section and click **SAVE AND NEXT**.
Manage Locations and DBAs

1. For **Effective Date**, type the mm/dd/yyyy (or select it from the calendar) when the amendment goes into effect.

2. Click **SAVE AND NEXT**.

3. On the **Manage Locations** page, click **EDIT** for the appropriate location.

4. On the Business Address pop-up, make your changes and click **SAVE**.

5. Back on the **Manage** page, click **SAVE AND NEXT**.

**5.3.5 Questions**

Respond to the following questions presented.
Figure 90: Military Service Questions

Note: If you or your spouse is a military service member, you may be eligible for expedited processing of the application.

1. If you select:
   - **No**, continue to the next question.
   - **Yes**, several more questions display and if you answer Yes to either condition, type in the License Number of the current license.

   Note: On the Attachments page displayed later, you will be required to upload supporting documentation (such as active duty orders or DD-214) to confirm the status as well as either your Texas license number or a copy of the current license from the other jurisdiction.

2. Click SAVE AND NEXT.

### 5.3.6 Required Attachments

Depending on the amendment reason, different attachments may be requested.

- Assumed Name Certificate Issued by the Texas Secretary of State.
- DBA certificates that have changed.
- Driver licenses (or passport, or official ID) for new owners or management staff.
- Criminal history of anyone associated with the dealership (officer, partner, trustee, or in other representative capacity) that has ever been arrested, been convicted, received deferred adjudication, or been court martialed, or has any of these actions currently pending.
- Copies of court papers that back up the adjudication, dismissal, or decision made in each criminal matter.

1. For each file listed on the page, click **CHOOSE FILE**.
2. On the Open pop-up:

3. Navigate to the file.

4. Select the file and click Open.

5. 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, you can click UNDO or the red trash can.

### 5.3.7 Other Attachments

For files not required, but you want to submit to explain elements of your application:

1. Click ADD MORE ATTACHMENTS.

2. For Attachment Type, type in a short phrase that identifies the content of the file before selecting and uploading it.
5.3.8 Problems with Your Application

If the application has issues that need to be resolved, the Problems with Your Application page displays:

- **REVISIT** to return to the 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 display the Summary page. In many instances, the problems may cause the application approval to be delayed.

5.3.9 Summary

1. When the Summary page displays, review the information.

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

If you are not going to be making a payment immediately, you can save and exit the application on the Summary page. Otherwise, you can submit your signature electronically and continue to the Payments section.

If you have a valid Texas driver license, you can electronically sign the application, which includes a Certification of Responsibility that you must agree to.

If you do not have a Texas driver license or your license cannot be verified by the system, you must download a file containing the Certification of Responsibility that you must agree to and manually sign. Then you must scan the file and upload it.

5.3.10.1 Electronically Signing the Application

1. On the eSign page:

   a. For First Name, type it in as it appears on your driver license.
   b. For Last Name, type it in as it appears on your driver license.
c. For SSN, type in the numbers of your social security number.

d. From the Driver License Issuing State dropdown, select Texas.

e. For Date of Birth, type in the mm/dd/yyyy (or select it from the calendar) that appears on your driver license.

f. For Driver License Number, type in the numbers.

g. If the Audit Number field displays, type in the numbers that display on the side of your license (or along the bottom).

2. Click SAVE AND NEXT.

3. On the Certification of Responsibility page:

   Certification of Responsibility
   
   - The applicant or an authorized agent hereby certifies that statements made on this application and on attachments and documents submitted are true, correct, and complete.
   - 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 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 agrees to notify the TxDMV of a material change (including but not limited to a change in criminal history) within a reasonable time.
   - Applicant swears they are not at this time delinquent in any court-ordered obligation to pay child support.
   - Applicant has complied with all applicable state laws and municipal ordinances.

   Figure 98: Certification of Responsibility

4. Carefully read the Certification of Responsibility for the license.

5. Click I Agree.

6. Scroll down to the Sign Here field and type in your full legal name.
7. Scroll back up to the top of the pop-up and click **Finish & Submit Electronically**.
8. On the **Thank You** pop-up, click **CLOSE**.
9. Back on the **Certification of Responsibility** page, click **SAVE AND NEXT**.

### 5.3.10.2 Manually Signing the Application

1. On the **eSign** page:
   
   ![Figure 100: Customer Information](image)
   
   a. For **First Name**, type it in as it appears on your driver license/ID.
   b. For **Last Name**, type it in as it appears on your driver license/ID.
   c. Click **SAVE AND NEXT**.

2. Click **CERTIFICATION OF RESPONSIBILITY PDF** link.
3. On the PDF file, click the **Printer** icon to send the PDF to your local printer.

4. Carefully read the document and sign and date it.

To upload and attach the signed document to this application:

1. Scan the document to a file and save it.
2. Back on the eLICENSING page, click **CHOOSE FILE**.
3. In the *Open Windows* dialog, navigate to the file, select it and then click **Open**.

4. 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, you can click **UNDO** or the red trash can.

5. Click **SAVE AND NEXT**.

**5.3.11 Amendment Application Submitted**

After you have successfully submitted your amendment application, you will receive a confirmation notice in eLICENSING. Click **CLOSE** to return to the *Welcome* page.
Figure 103: Application Submitted
6. Changing General License Information

You can change general license information, such as the contact person that TxDMV may speak with about your license details.

There are no fees to make these changes.

1. After logging in and displaying the Welcome page, click APPLY on the Change General License Info area.

![Figure 104: Welcome, Change General License Information](image)

2. On the Organizations page, click the dropdown and select your organization.

![Figure 105: Select Organization](image)

3. On the Licenses page, click the appropriate license for which information needs to be changed. Click SAVE AND NEXT.

![Figure 106: Select Licenses](image)

4. On the Apply Changes page:
Figure 107: Edit License Information Page

a. Click into the field to edit and make the changes.

b. Click **SAVE AND SUBMIT**.

5. On the *Submitted* page, click **CLOSE** to exit.

Figure 108: Change General License Information Submitted
7. Renewing Licenses

You should receive a renewal notice in your email in advance of the expiration date of your license. The application to renew your license follows a process similar to the original application.

Instead of renewing, the system may prompt you that you should file a new application if you have changed locations or added additional used car sales locations in the same city as the main physical location or changed business structure or ownership since the last application or renewal.

7.1 Renewal Fees

The fee to renew a license is $90 and $10 for each plate.

If the renewal application is received after the license expiration date, a late fee will be assessed. The late fee is 50% of the license fee for each 30 days late. If a renewal application is not received on or before the 90th day after the license expiration date, the license will be closed and you will be required to apply for a new license.

If your license has been expired for more than a year, you are required to file an application for a new license.

7.2 Gathering Information

To complete this application, you will need access to:

- Facts of the criminal history of anyone associated with the organization (officer, director, member, or partner) that has ever been arrested, been convicted, received deferred adjudication, or been court martialed, or has any of these actions currently pending for each person and each offense.

- Files containing the following information scanned in:
  - Assumed Name Certificate.
  - The Certificate of Incorporation, Registration, Formation, or Partnership filed with the Texas Secretary of State (Corporations, LP, LLP, or LLC only).
  - Court papers that support the adjudication, dismissal, or decision made in each criminal matter (if applicable).
7.3 Renewal Application

After logging in and displaying the Welcome page, click APPLY on the Renew a License area.

![Figure 109: Welcome, Renew a License](image)

7.3.1 Accounts

1. On the Organizations page, click the dropdown and select your organization.

![Figure 110: Select Your Organization](image)

2. Click SAVE AND NEXT.

7.3.2 Select License

1. On the Licenses page, select the license to renew. Only the licenses eligible for renewal are displayed.

![Figure 111: Select License for Renewal](image)
2. Click **SAVE AND NEXT**.

### 7.3.3 Contact Information

1. On the *Contact Information* page, make any changes needed to the person listed who can be contacted about this renewal application.

![Update Application Contact Information](image)

**Figure 112: Update Application Contact Information**

2. Click **SAVE AND NEXT**.

### 7.3.4 License Information

1. On the *License Contact Information* page, verify that the information is correct or make any necessary changes.

![Verify License Contact Information](image)

**Figure 113: Verify License Contact Information**

2. In the *Business* section of the page, verify that the information is correct or make the changes necessary.

![Verify Business Information](image)

**Figure 114: Verify Business Information**

3. In the *Mailing Address* section of the page, verify that the information is correct or make any changes necessary.
4. Click **SAVE AND NEXT**.

### 7.3.5 Renew or Cancel Plates

1. On the Plates page, under the ACTIONS column, select to renew or cancel.

#### Figure 116: Renew or Cancel Option

Note: The selected plate(s) will be canceled at no cost. All canceled plates must be returned to your Regional Service Center or TxDMV headquarters. For instructions on how to return plates, go to [TxDMV Dealer License Plates](#). You will have the opportunity to order additional plates on the next screen.

2. Click **SAVE AND NEXT**.
7.3.6 Purchase New Plates

1. On the *Purchase Additional Plates* page, for **Do you want to order metal dealer plates**.

   ![Figure 117: Purchase Additional Plates](image)

   - **No**, click **SAVE AND NEXT**.
   - **Yes**, enter the number of plates needed in the **Quantity Requested** field.

2. **Click SAVE AND NEXT**.

7.3.7 Ownership

1. On the *Ownership* page:
   a. Verify that the information listed is correct.

   ![Figure 119: Verify Ownership Information](image)

2. In the *Ownership Questions* section:
Figure 120: Ownership Questions

If you answer:

- **No**, click SAVE AND NEXT.
- **Yes**, to any of the questions:
  1. On the *Criminal History* page, click **VIEW/ADD Criminal Histories** for the first name. Then click **ADD CRIMINAL HISTORY**.

Figure 121: View Owners Criminal History

2. On the *Criminal History Details* pop-up:

Figure 122: Criminal Offense and Charge Information
a. In the first field in the **State the Exact Crime** section, type in a short description of the charges, conviction, or deferred adjucation reason.
b. For **Date of Offense**, type in the mm/dd/yyyy (or select it from the calendar) when the crime occurred.
c. For **Date of Conviction/Deferred Adjudication**, type in the mm/dd/yyyy (or select it from the calendar).
d. For **Is person currently on parole or probation**, select Yes or No.
e. For **County**, type in the name of the county in which the offense occurred.
f. For **State**, select the state from the dropdown where the offense occurred.
g. For **Court**, type in the type of court in which the offense was adjudicated.
h. For **Sentence or Action Imposed by court**, type in a brief description of the court decision.
i. For **Describe the events**, type in a brief explanation of the incidents leading up to the arrest for the offense.

3. Click **UPDATE**.
4. After the pop-up closes, repeat the steps above for each entry in the table on the **Criminal History** page or click **SAVE AND NEXT**.

Note: On the **Required Attachments** page displayed later, you will be required to upload documents related to the offenses and charges for each criminal offense.

### 7.3.8 Questions

You must answer a series of questions about military service and compliance with licensing requirements. A yes or no answer is required for each question. If you answer that you are not in compliance with the requirement, the item will display on the **Possible Issues** pop-up and the application may not be approved until you can provide proof that this requirement is satisfied.

If you do not know the answer or have to leave the application to find it:

1. Go to the bottom of the page and click **PREVIOUS** and then click **SAVE AND EXIT** on the **Ownership Details** page to save all information entered to date.
2. After retrieving this information, display the Welcome page, locate the My Applications section, and click VIEW.

3. On the My Accounts page, locate this application in the list and click it.

4. On the Ownership Details page displayed, click SAVE AND NEXT to display the Question page again.

5. Respond to each question.

6. Click SAVE AND NEXT.

7.3.9 Required Attachments

You may be required to upload the following information:

- Assumed Name Certificates
- The Certificate of Incorporation, Registration, Formation, or Partnership filed with the Texas Secretary of State (Corporations, LP, LLP, or LLC only)
- Files containing scanned copies of court papers that support the adjudication, dismissal, or decision made in each criminal matter
- Proof of ID for any owner/management changes

1. For each file requested on the Required Attachments page, click CHOOSE FILE.
2. On the *Open Window* pop-up:
3. Navigate to the file.
4. Select the file and click **Open**.

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

**Attachments not Required**

1. Click **ADD MORE ATTACHMENTS** (at the bottom of the page).

2. For **Attachment Type**, type in a short phrase that identifies the content of the file before selecting and uploading it.
3. Click the file.
4. Click **UPLOAD**.
5. Click **SAVE AND NEXT**.

If the *Problems with Your Application* page displays:

- **REVISIT** to return to the 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 display the *Summary* page. In many instances, the problems may cause the application approval to be delayed.

### 7.3.10 Summary

1. When the *Summary* page displays, scroll down the page and review your entries and selections.
2. Click **SAVE AND NEXT**.

### 7.3.11 Signature

If you are not going to make a payment immediately, you can save and exit the application on the *Summary* page. Otherwise, you can submit your signature electronically and continue to the *Payments* section.

If you have a valid Texas driver license, you can electronically sign the application, which includes a Certification of Responsibility that you must agree to.

If you do not have a Texas driver license or your license cannot be verified by the system, you must download a file containing the Certification of Responsibility that you must agree to and manually sign. Then you must scan the file and upload it.

#### 7.3.11.1 Electronically Signing the Application

1. On the *eSign* page:

   ![Figure 129: Electronically Sign the Application](image)

   a. For **First Name**, type it in as it appears on your driver license.
   b. For **Last Name**, type it in as it appears on your driver license.
   c. For **SSN**, type in the numbers of your social security number.
   d. From the **Driver License Issuing State** dropdown, select Texas.
   e. For **Date of Birth**, type in the mm/dd/yyyy (or select it from the calendar) that appears on your driver license.
f. For **Driver License Number**, type in the numbers.

g. If the **Audit Number** field displays, type in the numbers that display on the side of your license (or along the bottom).

2. Click **SAVE AND NEXT**.

3. On the **Certification of Responsibility** page:

   Note: If the system cannot verify your information, continue to print and signing the **Certification of Responsibility** in section 7.3.11.2.

```
CERTIFICATION OF RESPONSIBILITY

The applicant or an authorized agent hereby certifies that statements made on this application and on attachments and documents submitted are true, complete, and correct.

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 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 agrees to notify the TxDMV of a material change (including but not limited to a change in criminal history) within a reasonable time.

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

Applicant has complied with all applicable state laws and municipal ordinances.
```

Figure 130: Certification of Responsibility

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

5. Click **I Agree**.

6. Scroll down to the **Sign Here** field and type in your full legal name.
7. Click **Finish & Submit Electronically**.

8. On the **Thank You** page of the pop-up, click **CLOSE**.

9. Back on the **Certification of Responsibility** page, click **SAVE AND NEXT**.

10. On the **Please ensure you have read the terms and conditions** pop-up, click **PROCEED TO PAYMENT** link to start the payment process.

11. Continue to the **Payments and Application Submission**, section 7.3.10.

### 7.3.11.2 Manually Signing the Application

1. On the **eSign** page only three fields are required:
Figure 133: eSign Customer Information

- For **First Name**, type it in as it appears on your driver license/ID.
- For **Last Name**, type it in as it appears on your driver license/ID.
- For **Driver License Issuing State**, select Other.

2. Click **SAVE AND NEXT**.

3. Click the **CERTIFICATION OF RESPONSIBILITY PDF** link.

Figure 134: Print Certification of Responsibility PDF

- On the PDF file, click the **Printer** icon to send the PDF to your local printer.

4. Carefully read the document and sign and date it.
5. To upload and attach the signed document:
   a. Scan the document to a file and save it.
   b. Back on the eLICENSING page, click **CHOOSE FILE**.
   c. In the *Open Window* dialog box, navigate to the file, select it and then click **Open**.
   d. 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, you can click **UNDO** or the red trash can.

6. Click **SAVE AND NEXT**.

7. On the *Please ensure you have read the terms and conditions* pop-up, click **PROCEED TO PAYMENT** link.
7.3.12 Payment

You can either pay the fees associated with this application, all applications you are waiting to submit, or select to work on another license application and then combine the payments into one transaction.

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

To pay the fees and submit this application, follow these steps:

1. On the Payment Summary page:
   a. Click the checkbox of the application you want to pay or click Select All.

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

3. Click PROCEED TO PAY.

Credit Card Payment

1. To pay fees with a Credit Card, in the Customer Information section on the Payment page (to pay by eCheck, go ACH/eCheck Payment Section):
Figure 139: Credit Card Payment Address Information

1. For **First Name**, type in your first name as it appears on the credit card.
2. For **Last Name**, type in your last name as it appears on the credit card.
3. For **Address**, type in the street number and name of the street used to bill the credit card.
4. For **Address 2** (optional), type in the additional street information, such as the suite number.
5. For **City**, type in the name of the city.
6. For **State**, select the name of the state from the dropdown.
7. For **ZIP/Postal Code**, type in the five number ZIP code (or the nine numbers of the extended code).
8. For **Phone**, type in the phone number associated with the credit card holder.

2. Click **Next**.
3. In the **Payment Info** section:
Figure 140: Credit Card Payment Information

a. For **Credit Card Number**, type in the numbers of 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 number on the back of the card.
e. For **Name on Card**, type in the full name printed on the credit card.
f. Click **NEXT**.

4. In the **Verification** section, enter the characters from the image displayed.

Figure 141: Verification Page

5. Click **Submit Payment**.

6. After the *Please Wait* pop-up closes, be sure the **Payment Status** on the **Payment Summary** page displays as **Payment Successful**.
Figure 142: Payment Successful Status

7. Click **NEXT**.

**ACH/eCheck Payment**

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

![Payment Type](image)

Figure 143: Payment by Foreign Source

3. On the **Customer Information** screen:

![Customer Information](image)

   a. For **First Name**, type in your first name as it appears on the account used.
b. For **Last Name**, type in your last name as it appears on the account used.

c. For **Address**, type in the street number and name of the street used 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 state from the dropdown.

g. For **ZIP/Postal Code**, type in the five number Zip code (or the nine numbers of the extended code).

h. For **Phone**, type in the phone number associated with the account holder.

4. Click **NEXT**.

5. On the **Payment Info** section:

   ![Payment Info](image)

   **Figure 145: ACH/eCheck Payment 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 to authorize.

![Terms and Conditions](image1.png)

Figure 146: Terms and Conditions

8. Enter the characters from the verification image.

![Verification Page](image2.png)

Figure 147: Verification Page

9. Click Submit Payment.

10. After the Please Wait pop-up closes and the Payment Summary page displays, verify that the Payment Status is Payment Successful.

![Payment Successful Status](image3.png)

Figure 148: Payment Successful Status

11. Click NEXT.

12. You will receive a confirmation that your application was submitted successfully.
8. Closing an In-Transit Dealer’s License

You can apply to close a license for various reasons. You can close it voluntarily, for example if it is no longer needed, or if you have filed for bankruptcy.

There is no fee to close a license.

8.1 Application to Close a License

8.1.1 Steps to Close Your License

1. After logging in on, the Welcome page, click APPLY on the Close a License area.

![Figure 149: Welcome, Close a License](image)

2. On the Organizations page, select your organization from the dropdown and click SAVE AND NEXT.

![Figure 150: Select Your Organization](image)

3. On the Licenses page, select the license to close and click SAVE AND NEXT.
4. On the Contact Information page, confirm the information is correct and click SAVE AND NEXT.

5. On the License Information page, confirm the information is correct and click SAVE AND NEXT.

6. On the Closure Explanation page:
Figure 154: Reason for Closure

a. For **Reason**, select the appropriate option from the dropdown.

b. For **Effective Date**, type in the appropriate date mm/dd/yyyy (or select it from the calendar).

7. Click **SAVE AND NEXT**.

8. On the **Attachments** page:

   ![Figure 155: Upload a Statement About Closure]

   a. Locate and upload statement about your closure (optional).

   b. Click **SAVE AND NEXT**.

9. On the **Summary** page, confirm that the information is correct. Then click **SAVE AND NEXT** at the bottom of the page.

![Figure 156: Summary of Application]

**8.2 Signing the License Closure Application**

If you have a valid Texas driver license, you can electronically sign the application, which includes a Certification of Responsibility that you must agree to.
If you do not have a Texas driver license or your license cannot be verified by the system, you must download a file containing the Certification of Responsibility that you must agree to and manually sign. Then you must scan the file and upload it.

### 8.2.1 Electronically Signing the Application

1. On the *eSign* page displayed:

   ![Figure 157: Electronic Signature Page](image)

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

2. Click **SAVE AND NEXT**.

3. On the **Certification of Responsibility** page:

   Note: If the system cannot verify your information, continue with the section about printing and signing the Certification of Responsibility in section 8.2.2
4. Carefully read the terms and conditions for the license.

5. Click I Agree.

6. Scroll down to the Sign Here field and type in your full legal name.

7. Scroll back up to the top of the pop-up and click Finish & Submit Electronically.

8. On the Thank You page pop-up, click CLOSE.

8.2.2 Manually Signing the Application

1. On the eSign page displayed:
a. For **First Name**, type it in as it appears on your driver license/ID.

b. For **Last Name**, type it in 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 the **CERTIFICATION OF RESPONSIBILITY PDF** link.

   a. On the PDF file, click **Printer** icon to send the PDF on your local printer.

4. Carefully read the Certification of Responsibility document, then sign and date it.
5. To upload and attach the signed document to this closure application:
   a. Scan the document and save it to your local computer (or a shared network resource).
   b. On the eLICENSING page, click **CHOOSE FILE**.
   c. In the **Open** Window dialog, navigate to the file (on the computer or a shared network resource), select it and then click **Open**.
   d. 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, you can click **UNDO** or the red trash can.
   
   6. Click **SUBMIT**.

### 8.3 Closure Application Confirmation Statement

After you have successfully submitted your application to close your license, you will receive a notice from eLICENSING. Click **CLOSE** to return to the **Welcome** page.
Your application has been submitted. A confirmation email has been sent to your email Intansit.Corp@mailinator.com.

You must return any plates, temporary tags, stickers, and plate receipts within 10 days to the TxDMV headquarters, 4000 Jackson Ave, Austin, TX 78731 or to your Regional Service Center.

Items may be mailed or dropped off. For instructions on how to return plates, go to [www.txdmv.gov](http://www.txdmv.gov) and enter “Plate Return” in the search box or call 1.888.368.4689 for additional information.

**Figure 163: Notice That the Application Was Submitted**
9. Making Dealer License Fee Payments

You can make payments separately from within a new license application, amendment or renewal and if you have other fees and penalties issued to your organization.

1. After logging in and displaying the Welcome page, click PAY on the Make a Payment area.

   ![Welcome, Make a Payment](Figure 164: Welcome, Make a Payment)

2. On the Organizations page, click the dropdown and select your organization.

   ![Select Your Organization](Figure 165: Select Your Organization)

3. Click SAVE AND NEXT.

4. On the Payment Summary page, select the appropriate item and click PAY NOW.

   ![Payment Summary Page](Figure 166: Payment Summary Page)

5. On the top portion of the Payment Summary page, click the application checkbox you want to pay or click Select All.
6. On the bottom portion of the *Payment Summary* page, for **Method of Payment**.

   - **Credit Card**
   - **ACH/eCheck**

7. Click **PROCEED TO PAY**.

**Credit Card Payment**

1. To pay fees with a credit card, in the *Customer Information* section on the *Payment* page (to pay with an eCheck, go to **ACH/eCheck**).
a. For **First Name**, type in your first name as it appears on the credit card.
b. For **Last Name**, type in your last name as it appears on the credit card.
c. For **Address**, type in the street number and name of the street for the account.
d. For **Address 2** (optional), type in additional information such as the suite number.
e. For **City**, type in the name of the city.
f. For **State**, select the state from the dropdown.
g. For **ZIP/Postal Code**, type in the five number ZIP code (or the nine numbers of the extended code).
h. For **Phone**, type in the phone number associated with the credit card holder.

2. Click **Next**.

3. In the **Payment Info** section:
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 number on the back of the card.
e. For **Name**, type in the name as it appears on the credit card.
f. Click **Next**.

4. In the **Verification** section, enter the characters from the image displayed.

5. Click **Submit Payment**.

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

ACH/eCheck Payment

To pay fees with an ACH/eCheck, in the **Customer Information** section on the **Payment** page:

1. Select the check box if the payment is being funded by a foreign source. Otherwise, click **NEXT**.

![Figure 173: Payment by Foreign Source](image)

2. On the **Customer Information** screen:

   a. For **First Name**, type in your first name as it appears on the account used.
   b. For **Last Name**, type in your last name as it appears on the account used.

![Figure 174: eCheck Customer Information](image)
c. For **Address**, type in the street number and name of the street used for the account.

d. For **Address 2** (optional), type in the additional 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 number ZIP code (or the nine numbers of the extended code).

h. For **Phone**, type in the phone number associated with the account holder.

3. Click **NEXT**.

4. On the **Payment Information** page:

```
Figure 175: ACH/eCheck 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.
5. Click NEXT.

6. Carefully read the Terms and Conditions. After reading the Terms and Conditions, check the Yes box to authorize.

![Terms and Conditions](image)

**Figure 176: Terms and Conditions**

7. Enter the characters from the verification image.

![Verification Page](image)

**Figure 177: Verification Page**

8. Click Submit Payment.

9. After the Please Wait pop-up closes, be sure the Payment Status on the Payment Summary page displays as Payment Successful.

![Payment Successful Status](image)

**Figure 178: Payment Successful Status**

10. Click NEXT.

11. You will receive a confirmation that your application was submitted successfully.

12. Click CLOSE.