

Retail GDN Checklist: Renewal Application

This checklist applies to the following GDN sub-types: Motor Vehicle, Motorcycle, Non-Motorized Travel Trailer, and Utility Trailer/Semi-Trailer.

The checklist is not a guarantee of approval nor is it an exhaustive list of all documentation that may be required. This is intended as a starting point for applicants. Application processing times vary based on application volume, completeness of the submission, fingerprint results, and any required follow-up review.

Please refer to [Transportation Code 503](#) and Texas Administrative Code Chapters [211](#) and [215](#) for complete licensure requirements. Requirements are subject to change based on legislative action, rule amendments, or agency policy updates. Applicants should review the [TxDMV website](#) for the most current requirements before submission.

CRIMINAL HISTORY INFORMATION AND DOCUMENTATION - RENEWALS		
IMPORTANT: Licensed dealers must report all misdemeanor <i>and</i> felony convictions, as well as deferred adjudications, <i>no matter the location of the incident or how long ago it occurred</i>, for each individual listed on the renewal application. This includes in-state, out-of-state, federal, and military (UCMJ) jurisdictions. Failure to disclose all criminal history and provide relevant court documents may result in additional delays and increased processing times. A person who knowingly makes a false statement in connection with renewing a license may be subject to denial of their license application, revocation of their license, and/or criminal prosecution. If you are in doubt as to how to respond to the criminal history questions, full and honest disclosure is highly recommended. Fingerprints previously submitted to the Department will be reviewed for any changes in criminal history status. Texas law also requires licensed dealers to report any material change in the information provided in a license application, including, but not limited to, changes in criminal history status. See Tex. Occ. Code § 2301.257(b). If an individual listed on the renewal application has criminal history, the applicant will be required to submit the following documentation, at a minimum. Additional information may be required after the criminal history has been reviewed.		
☐	Summary of Criminal History	The date of offense, date of conviction/deferred adjudication, current parole/probation status, arrest location, court information, charge information, sentence imposed, and a brief description for each offense that resulted in a conviction or deferred adjudication.
☐	Criminal Court Paperwork	Copies of court documentation for each offense disclosed on the application are required.

Retail GDN Checklist: Renewal Application

STANDARD APPLICATION INFORMATION		
☐	Application Contact	The name, email, and phone number of an individual who TxDMV may contact for questions regarding the application.
☐	Application Payment	Application payment must be made from an account held by the applicant, the applicant's attorney, or the applicant's certified public accountant.
☐	Application Question Responses	Respond to a variety of application questions, including but not limited to the following: military service status, history of insolvency (including outstanding debts, judgments, or liens), application payor information, or changes to the business. Note: Any changes to ownership, management, or physical location must be completed through the submission of a separate amendment application.
☐	Business Information	Confirm that the business website, business phone number, business email, and mailing address are correct, and update if necessary.
☐	Information About Owners, Managers, and Other Individuals	Confirm that the email address, social security number, and identity document information for each individual listed on the application is correct, and update if necessary. Ensure that at least one individual is selected as an ePLATE account administrator. Note: A General Manager can be added or removed on a renewal. However, all other changes must be completed through the submission of a separate Ownership & Management amendment.
☐	License Contact	Confirm that the name, email, and phone number of an individual who can provide information to the TxDMV about business operations is correct, and update if necessary.
☐	Salvage Information (for Dual GDN/Salvage Applicants)	If the applicant wishes to hold a dual GDN and Salvage license, confirm that the Texas Sales Tax Identification Number and NMVTIS Identification Number are correct, and update if necessary.
☐	Standard and Temporary Dealer Plate Requests	The number of standard and/or temporary dealer plates requested by the applicant. Note: the typical renewal allocation is 3 standard dealer plates and between 10 to 55 temporary dealer plates (depending on sales volume during the previous 12-month period), but exceptions may apply. More information can be found in Texas Administrative Code §215.139 and Texas Administrative Code §215.154 .

Retail GDN Checklist: Renewal Application

APPLICATION ATTACHMENTS (REQUIRED FOR ALL APPLICANTS)		
☐	Certification of Responsibility	A signed and dated Certification of Responsibility form provided by the TxDMV is required. The form must be signed by an individual listed on the application within 30 days of application submission and must attest that the statements made on the application are true, complete, and correct. IMPORTANT: Failure to sign and date this document, or submission of a document dated more than 30 days prior to submission of the application, will result in a deficiency and may delay the processing of your application.
☐	Proof of Identity	A copy of a current driver's license, Texas identification card, Texas handgun license, passport, or U.S. Military identification card for each individual listed on the application.
☐	Plate Storage Photo	Photo showing the secure plate storage area, which must be either (1) a locked and secured room or closet or (2) a securely locked, substantially constructed safe or steel cabinet bolted or affixed to the floor or wall. The room or safe must be large enough to store all license plates in the dealer's possession. Note: This is a one-time requirement and will not be requested on future renewals unless premises concerns are identified.

Retail GDN Checklist: Renewal Application

APPLICATION ATTACHMENTS (REQUIRED ONLY IF APPLICABLE)		
IMPORTANT: Not all attachments listed below are required for every application. The documents below should only be submitted if they apply to your specific business.		
☐	Assumed Name Certificate	If using an assumed name/DBA, provide the Assumed Name Certificate issued by Texas Secretary of State (if filing through TxSOS), or the DBA Certificate filed in the county of the business location.
☐	Certificate of Incorporation/Filing from the TxSOS	If the applicant's business entity requires filing through TxSOS, provide a copy of the certificate of filing, certificate of incorporation, or certificate of registration on file with the Secretary of State.
☐	Explanation of Outstanding Debts, Judgments, or Liens	If answering "Yes" to the question regarding insolvency, a statement must be uploaded summarizing the unpaid debts, judgments, and/or liens, including the names of any debtors, amounts of outstanding debts, and dates for any judgments or liens incurred.
☐	Licensing Education Certificate	Motor Vehicle GDN holders must provide a Licensing Education Certificate showing completion of the required dealer education course. The licensing education course only needs to be completed one time. Dealers who held a Motor Vehicle GDN license for at least 10 years as of 9/1/2019 are exempt from this requirement.
☐	Proof of Sales and/or Plate Waiver Statement	If requesting more than the allowable number of standard or temporary dealer plates, submit a <u>stamped</u> Vehicle Inventory Tax (VIT) Declaration showing total vehicle sales for the previous 12 months. If sales do not support the requested number of plates, also provide a statement explaining why additional plates are necessary for the continuation of business operations.
☐	Signed Bond and Power of Attorney	A signed and dated \$50,000 Motor Vehicle Dealer's Surety Bond, along with the associated Power of Attorney, including the legal business name and complete physical address. Note: Non-Motorized Travel Trailer and Utility Trailer/Semi-Trailer GDN subtypes are exempt from the bond requirement. IMPORTANT: The bond must be signed, dated, and issued for the exact two-year term of the renewed license. The effective date must be the day after the current license expires, and the expiration date must be exactly 2 years after the current license expiration date. The bond must remain active and continuous throughout the entire license term, and there cannot be any lapse or cancellation in bond coverage. Failure to meet these requirements will result in a deficiency and may delay application processing.
☐	Texas Sales and Use Tax Permit	For dual GDN/Salvage licenses, submit a copy of the Texas Sales and Use Tax Permit. Note: Agency staff will also verify that the Texas Comptroller Franchise Tax Account Status is active and in good standing.

Retail GDN Checklist: Renewal Application

COMMON DEFICIENCIES	
See below for a list of common deficiencies that are typically found during processing of renewal GDN applications. It is recommended that applicants review this list prior to submission of their application.	
Failure to meet these requirements will result in a deficiency and may delay application processing.	
Amendment Application	If the ownership, management, or physical location for the business has changed, a separate amendment application must be submitted with all required documents.
Application Payment	Application fees must be drawn from an account held by the applicant or license holder, or from a trust account of the applicant's attorney or certified public accountant. If the payment is not in compliance, the application will be withdrawn, and the payment will be refunded to the original form in which it was made.
Assumed Name	If using an assumed name, the assumed name must be active and unexpired in the Texas Secretary of State (if filing through TxSOS), or in the county where the business is located.
Certification of Responsibility	The Certification of Responsibility must be signed by an owner, manager, or authorized individual listed on the application within 30 days of the date the application was submitted. The document must be either wet-signed or electronically signed using a verifiable digital signature platform, such as DocuSign or a similar service.
Current Identification	Acceptable identification must be provided for each individual listed on the application and must be current and non-expired.
Plate Storage Photo	The photo provided must clearly confirm that the room, closet, safe, or steel cabinet is secured by a lock.
Surety Bond	The \$50,000 Motor Vehicle Dealer's Surety Bond, along with the associated Power of Attorney, must be: - Signed & Dated - Issued under the legal business name - Issued for the complete physical address - Issued for the exact two-year term of the renewed license. The effective date must be the day after the current license expires, and the expiration date must be exactly 2 years after the current license expiration date. Note: Non-Motorized Travel Trailer and Utility Trailer/Semi-Trailer GDN subtypes are exempt from the bond requirement.
TxSOS Entity Status	If the applicant's business entity type requires filing through the Texas Secretary of State, ensure that the business entity is not in an expired or forfeited status.
Vehicle Inventory Tax Statement (VIT)	If requesting more than the allowable number of standard or temporary dealer plates, ensure that the Vehicle Inventory Tax (VIT) Declaration is <u>stamped</u> by the county tax office to confirm that the declaration was appropriately filed, and contains the pages showing total vehicle sales for the previous 12 months.