

## Retail GDN Checklist: New Application Requirements

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.

| STANDARD APPLICATION INFORMATION |                                         |                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                  | <b>Application Contact</b>              | The name, email, and phone number of an individual who TxDMV may contact for questions regarding the application.                                                                                                                                                                                                                                                                                |
|                                  | <b>Application Payment</b>              | Application payment must be made from an account held by the applicant, the applicant's attorney, or the applicant's certified public accountant.                                                                                                                                                                                                                                                |
|                                  | <b>Application Question Responses</b>   | The applicant must provide responses to a variety of application questions, including but not limited to the following: applicant's military service status, licensing and disciplinary history, history of insolvency (including outstanding debts, judgments, or liens), information about the business location and compliance with premises requirements, and application payor information. |
|                                  | <b>Business Information</b>             | The legal business name, assumed name(s), business website (if applicable), business phone number, business email, Secretary of State filing number (if applicable), physical address, and mailing address must be provided.                                                                                                                                                                     |
|                                  | <b>DPS/FBI Fingerprint Report</b>       | All individuals listed on the application must complete fingerprints.<br><br><b>IMPORTANT:</b> Fingerprints should not be completed until you receive confirmation from MVD that fingerprints are required. Additional detailed instructions will be provided along with this confirmation.                                                                                                      |
|                                  | <b>ePLATE Administrator Information</b> | The applicant must provide the name, social security number, date of birth, business title, email address, and identity document information for each ePLATE account administrator.<br><br><b>IMPORTANT:</b> Account administrators must be an owner, manager, or other authorized representative listed on the application.                                                                     |

## Retail GDN Checklist: New Application Requirements

| STANDARD APPLICATION INFORMATION (CONTINUED) |                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------------------|------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                              | <b>Information About Business Entities That Own the Applicant's Business</b> | The name, employer identification number, ownership percentage, and nonprofit or publicly traded status for each legal business entity that owns the applicant's business in whole or in part.                                                                                                                                                                                                                                                                                                                                                       |
|                                              | <b>Information About Owners, Managers, and Other Individuals</b>             | The name, social security number, date of birth, ownership percentage (if applicable), business title, email address, and identity document information for each owner, partner, member, principal, officer, director, manager, trustee, general manager, bona fide employee, or other representative authorized to act on behalf of the applicant.                                                                                                                                                                                                  |
|                                              | <b>License Contact</b>                                                       | The name, email, and phone number of an individual who can provide information to the TxDMV about business operations.                                                                                                                                                                                                                                                                                                                                                                                                                               |
|                                              | <b>Salvage Information (for Dual GDN/Salvage Applicants)</b>                 | If the applicant wishes to hold a dual GDN and Salvage license, the Texas Sales Tax Identification Number and NMVTIS Identification Number must be provided.                                                                                                                                                                                                                                                                                                                                                                                         |
|                                              | <b>Standard and Temporary Dealer Plate Requests</b>                          | The number of standard and/or temporary dealer plates requested by the applicant. Note: the typical initial allocation is 2 standard dealer plates and between 5 to 25 temporary dealer plates (depending on license subtype), but exceptions may apply. More information can be found in <a href="#">Texas Administrative Code §215.139</a> and <a href="#">Texas Administrative Code §215.154</a> .                                                                                                                                                |
|                                              | <b>Zoning Certifications</b>                                                 | The applicant must confirm that the business location complies with all applicable local zoning and municipal requirements and that any required zoning certification(s) have been obtained. If required, the certification must be issued for the physical location, authorize motor vehicle sales, and be issued in the name of the dealer or the business. A Certificate of Occupancy, Certificate of Compliance, or other official documentation may be requested by the Enforcement Division during a premises site visit or compliance review. |

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### CRIMINAL HISTORY INFORMATION AND DOCUMENTATION

**IMPORTANT:** Applicants must report all misdemeanor *and* felony convictions, as well as deferred adjudications, on their application, *no matter the location of the incident or how long ago it occurred*, for each individual listed on the application. This includes in-state, out-of-state, and federal jurisdictions. Applicants must also report any convictions or pending court martials under the Uniform Code of Military Justice. 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 applying for a license may be subject to denial of their license application 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.

If an individual listed on the 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.

|  |                                    |                                                                                                                                                                                                                                                                            |
|--|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <b>Summary of Criminal History</b> | 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. |
|  | <b>Criminal Court Paperwork</b>    | Copies of court documentation for each offense disclosed on the application are required.                                                                                                                                                                                  |

## Retail GDN Checklist: New Application Requirements

| APPLICATION ATTACHMENTS (REQUIRED FOR ALL APPLICANTS) |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                       | <b>Certification of Responsibility</b>          | <p>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.</p> <p><b>IMPORTANT: Failure to sign and date this document, or submission of a document dated more than 30 days prior to receipt, will result in a deficiency and may delay the processing of your application.</b></p>                                                                                                                        |
|                                                       | <b>Proof of Identity</b>                        | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                                                       | <b>Property Ownership / Lease Agreement</b>     | <p>If the applicant owns the property, a copy of the property deed or other official ownership documentation is required.</p> <p>If the property is leased, a copy of the fully executed lease agreement is required. The lease must be continuous for the full license term and must include the following: the name of the landlord as the lessor of the premises; the name of the dealer as the tenant or lessee of the premises; the period of time for which the lease is valid; the business street address listed on the application; the signature of the landlord as the lessor; and the signature of the dealer as the tenant or lessee.</p> |
|                                                       | <b>Property Owner Statement (if subleasing)</b> | If the property is being subleased, a signed and notarized statement from the property owner is required in addition to the fully executed lease agreement. The statement must include the property owner's full name, email address, mailing address, and phone number and must confirm that the applicant is authorized to sublease the location and may operate a vehicle sales business from the location.                                                                                                                                                                                                                                         |

## Retail GDN Checklist: New Application Requirements

| PREMISES APPLICATION ATTACHMENTS (REQUIRED FOR ALL APPLICANTS)                                                                                                                                                                                                                                                                           |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| <p>GDN dealers are required to meet and maintain all premises requirements at their business location(s) for the entire duration of their license. Premises information can be found in <a href="#">Texas Administrative Code §215.140</a> as well as in the Dealership Premises Checklist found on TxDMV's <a href="#">website</a>.</p> |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                 | <b>Business Sign Photo</b>         | Photo of the <u>permanently mounted</u> business sign showing the business or assumed name at the licensed address. Letters must be legible and at least six inches high. The photo must clearly show the sign's location in relation to the office and display area. <b>Note:</b> Business signs must be durable, weather-resistant, and cannot be banners.                                                                 |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                 | <b>Business Structure Photo</b>    | Photo showing the full front of the building where the office is located. The office must be located in a building with a permanent roof and connecting exterior walls on all sides, and cannot be located in a residence, apartment, hotel, motel, rooming house, restaurant, subscription/virtual office space, gas station, convenience store, or any other non-public room or building.                                  |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                 | <b>Display Space Photo</b>         | Photo of the designated display space, including display use signage if required due to a shared location. The photo must clearly show the display space's location in relation to the office. The display space must be of sufficient size to display at least five vehicles of the GDN subtype for which the license will be issued and must be reserved exclusively for the dealer's inventory.                           |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                 | <b>Interior Office Photo</b>       | Photo displaying a <u>full view</u> of the entire office, including a desk and at least two chairs. The office must have at least 100 square feet of interior floor space and at least seven-foot-high ceilings. Shared locations require each dealer to have their own private office space with permanent interior walls, their own office equipment, and a minimum of 100 square feet of interior floor space per dealer. |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                 | <b>Plate Storage Photo</b>         | Photo showing the secure plate storage area, which must be either (1) a locked and secured room or closet or (2) at least one 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.                                                                                         |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                 | <b>Posted Business Hours Photo</b> | Photo of the business hours for <u>each day of the week</u> posted at the main office entrance. The photo must clearly show the business hours location in relation to the entrance. Retail GDN dealers must be open at least four days per week for at least four consecutive hours per day.                                                                                                                                |

## Retail GDN Checklist: New Application Requirements

| APPLICATION ATTACHMENTS (REQUIRED ONLY IF APPLICABLE) |                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------------------------------|---------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                       | <b>Assumed Name Certificate</b>                                           | If using an assumed name/DBA, the applicant must provide either the Assumed Name Certificate issued by the Texas Secretary of State (if the business entity type requires filing through TxSOS), or the DBA Certificate filed in the county where the business is located.                                                                                                                                                                                                                                                       |
|                                                       | <b>Certificate of Incorporation/Filing from the TX Secretary of State</b> | If the applicant's business entity requires filing through TxSOS, a copy of the certificate of filing, certificate of incorporation, or certificate of registration on file with the Secretary of State is required.                                                                                                                                                                                                                                                                                                             |
|                                                       | <b>Explanation of Outstanding Debts, Judgments, or Liens</b>              | If answering "Yes" to the application question regarding insolvency, a statement must be uploaded summarizing the unpaid debts, judgments, and/or liens, including the names of any outstanding debtors, amounts of outstanding or unpaid debts, and dates for any judgments or liens incurred.                                                                                                                                                                                                                                  |
|                                                       | <b>Licensing Education Certificate</b>                                    | If applying for a motor vehicle GDN, the applicant must provide a certificate of completion for the required Licensing Education course issued by a TxDMV-approved vendor. 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.                                                                                                                                                               |
|                                                       | <b>Plate Waiver Statement</b>                                             | If requesting more than the allowable number of standard or temporary dealer plates, a statement must be uploaded explaining what exception the dealer is applying under and why additional plates are necessary for the continuation of the dealer's business operations.                                                                                                                                                                                                                                                       |
|                                                       | <b>Signed Bond and Power of Attorney</b>                                  | <p>A <b>signed</b> and <b>dated</b> \$50,000 Motor Vehicle Dealer's Surety Bond, along with the associated Power of Attorney, including the legal business name and complete physical address, is required. <b>Note:</b> Non-Motorized Travel Trailer and Utility Trailer/Semi-Trailer GDN subtypes are exempt from the bond requirement.</p> <p><b>IMPORTANT: Please ensure your bond is signed and dated before submission. Failure to do so will result in a deficiency and delay the processing of your application.</b></p> |
|                                                       | <b>Texas Sales and Use Tax Permit</b>                                     | If applying for the dual GDN/Salvage license, a copy of the applicant's Texas Sales and Use Tax Permit is required. <b>Note:</b> In addition to submitting the tax permit, agency staff will verify that the applicant's Texas Comptroller Franchise Tax Account Status is active and in good standing.                                                                                                                                                                                                                          |

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| APPLICATION SUBMISSION READINESS CHECK                                 |                                                                   |
|------------------------------------------------------------------------|-------------------------------------------------------------------|
| Ensure the following is complete prior to submitting your application: |                                                                   |
|                                                                        | Verify your legal business name matches all supporting documents. |
|                                                                        | Verify your physical address matches all supporting documents.    |
|                                                                        | Confirm all required photos are attached.                         |
|                                                                        | Confirm all individuals have been included in the application.    |
|                                                                        | Confirm all criminal history has been disclosed.                  |
|                                                                        | Confirm all documents are legible and current.                    |

| COMMON DEFICIENCIES                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| See below for a list of common deficiencies that are typically found during processing of new GDN applications. It is recommended that applicants review this list prior to submission of their application. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Application Payment</b>                                                                                                                                                                                   | 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. Upon receipt of an application, MVD's Payment Compliance staff evaluates the payment to ensure compliance. 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.                                                                                                                              |
| <b>Assumed Name</b>                                                                                                                                                                                          | If using an assumed name, the assumed name must be active and unexpired in the Texas Secretary of State (if the business entity type requires filing through TxSOS), or in the county where the business is located.                                                                                                                                                                                                                                                                                                                                                    |
| <b>Bona Fide Employee</b>                                                                                                                                                                                    | If all owners and managers live outside of Texas, there must be a Texas resident added to the account to act as the bona fide employee and be available on site during posted business hours. This individual must be added to the application and must complete fingerprinting requirements.                                                                                                                                                                                                                                                                           |
| <b>Certification of Responsibility</b>                                                                                                                                                                       | <p>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.</p> <p><b>IMPORTANT: Failure to sign and date this document, or submission of a document dated more than 30 days prior to receipt, will result in a deficiency and may delay the processing of your application.</b></p> |

## Retail GDN Checklist: New Application Requirements

| COMMON DEFICIENCIES (CONTINUED)                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Current Identification</b>                      | Acceptable identification must be provided for each individual listed on the application and must be current and non-expired.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Lease Agreements and Property Owner Letters</b> | <p>A complete copy of the lease must be provided and must include the lessor and lessee, full business address (including suite number, if applicable), two-year term OR one-year term with the option to renew for an additional year, and lessor and lessee signatures.</p> <p>If the location is shared with another dealer or business, the lease must include text confirming the business is allotted at least five spaces for display use only.</p> <p>If the lessor listed on the lease does not match the property owner's information listed with the appropriate County Appraisal District or the property owner cannot be confirmed, a notarized letter from the property owner must be submitted with the requirements listed above.</p> |
| <b>Premises Photos</b>                             | Ensure that the premises photos provided are clear and in an acceptable file format (PDF, JPEG, or TIF). Ensure that photos are provided for each of the premises requirements listed above.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Surety Bond</b>                                 | <p>If a bond is required, it must include the correct full business name, physical address (including suite, if applicable), be valid for a two-year term, and must include signatures from both the applicant and bond company representative. If a Power of Attorney is provided with the bond, it must also be submitted.</p> <p><b>IMPORTANT: Please ensure your bond is signed and dated before submission. Failure to do so will result in a deficiency and delay the processing of your application.</b></p>                                                                                                                                                                                                                                   |
| <b>TxSOS Entity Status</b>                         | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |