



Commercial Fleet Services Apportioned Registration New Applicant Checklist for Section 305 Applications

MCD USE ONLY
Verified: _____
Initials _____
Date _____

In accordance with the International Registration Plan, Section 305, Select of Base Jurisdiction, the Texas Department of Motor Vehicles verifies residence or established place of business for applicants selecting Texas as their base jurisdiction.

Answer the following questions to determine the account type:

- Yes No Does the entity have a physical structure located within Texas that is owned or leased by the Applicant?
- Yes No Is the physical structure open for business and staffed during regular business hours by one or more persons employed by the Applicant on a permanent basis; not an independent contractor?
- Yes No Is the physical structure used for the purpose of general management of the Applicant's trucking-related business?

If "No" is the answer to any of the above questions, establish account under the principal owner's residence.

- Business** - Submit items 1, 2, and 3 below.
- Residence** - Submit items 2 and 3 below.

Qualifying Documentation

ALL submitted documents must have the same address.

1. **Corporation, company, partnership, LLC/LP, etc., must provide:**
 - Proof of corporation or registered to conduct business in Texas
- Texas Secretary of State corporation filing or Assumed Name Certificate as filed with County Clerk (must outline the business ownership.)
2. **All applicants must submit the following items:**
 - Property deed or lease/rental agreement
 - Identification of the applicant or principal owner of the business (drivers license, passport, state ID, etc. This is used to determine if the applicant should apply under Section 305.)
3. **All applicants must submit at least two of the following:**
 - Applicant has filed a federal income tax return from the address in Texas
 - Texas drivers license displaying location address
 - Applicant has paid property taxes to Texas
 - Applicant receives utility bills in their name in Texas
 - Applicant has a vehicle titled in their name in Texas
 - Other evidence clearly indicating the business address in Texas (i.e., searching Google Maps, County Appraisal District, payroll pay stubs, Franchise Tax, etc.)