



Texas Department *of* Motor Vehicles

HELPING TEXANS GO. HELPING TEXAS GROW.

eLICENSING User Guide for Independent GDN Licenses

October, 2017

About the eLICENSING User Guide for Independent GDN Licenses

This User Guide describes the types of Independent GDN licenses and how to apply for one using the eLICENSING system. Your organization (business entity or yourself) must be registered for an eLICENSING account to get the appropriate credentials to log in and use eLICENSING.

Prerequisite information (such as how to register and log into the eLICENSING system) is explained in the eLICENSING Quick Start Guide, which you should read before applying for a license.

An Introduction to the eLICENSING System Guide describes the eLICENSING system.

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1 Independent Dealer GDN Licenses

A person or business entity must have an independent dealer GDN license to buy, sell, or exchange:

- Used motor vehicles at a dealership (or multiple dealerships in the same city)
- Used motorcycles at a dealership (or multiple dealerships in the same city)
- Used non-motorized travel trailers at a dealership (or multiple dealerships in the same city)

Note: TxDMV does not license mobile homes. Inquiries should be directed to the Texas Department of Housing and Community Affairs.

- New or used utility trailers or semi-trailers at a dealership (or multiple dealerships in the same city)
- New or used mobility vehicles for the transport of disabled passengers at a dealership (or multiple dealerships in the same city)
- Wholesale vehicles to other licensed dealers.
- Wholesale vehicles by bid to licensed dealers by at a bona fide auction at a permanent location

Each type of vehicle listed above requires its own GDN license.

Note: Some types of dealer licenses (such as Franchised Dealers who sell new vehicles and Salvage Agent Licenses who sell non-repairable vehicles) include selecting an existing GDN or applying for the GDN as part of the application process for that license type. Other dealer applicants may be required to obtain an additional license before they apply for their GDN license (such as mobility vehicle dealers who must have a Converter License to associate with the IMMV GDN).

1.1 License Term

GDN licenses are generally issued for terms of 2 years and can be renewed for subsequent 2-year terms.

1.2 License and Metal Dealer License Plate Fees

You must pay the license, plate, and processing fees in the eLICENSING system (although you may notice that Texas.gov actually handles the payment).

1.2.1 License Fees

The fee for a new GDN license is \$700.00 for each license category (independent motor vehicle dealer, IMMV, and so on) for which an application is submitted.

1.2.2 Metal Dealer License Plate Fees

While applying for the GDN, you can request metal dealer license plates that are valid during the term of the license. You can renew the plates when you renew your license.

The fee per plate is \$90.00.

The number of metal dealer plates allowed depends on the type of GDN license category being applied for. Most independent dealers can request 1 or 2 plates while wholesale dealers are allowed to request only 1 plate.

Wholesale auction license holders do not request metal dealer plates because they have no inventory.

1.2.3 Forms of Payment Accepted

You can use a credit card or electronic check (eCheck) to pay your fees. 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.

1.3 GDN License Numbers

Independent GDN license numbers are strings of numbers and letters that start with the letter P and are referred to as the P Number. Some strings end with specific letters.

Type	Starts With	Ends with	Example
Motor Vehicle Dealer GDN	P	N/A	P123456
Motorcycle Dealer GDN	P	N/A	P345678
Travel Trailer Dealer GDN	P	X	P123456X
Trailer Semi-Trailer Dealer GDN	P	X	P789123X
IMMV Dealer GDN	P	M	P123456M
Wholesale Dealer GDN	P	W	P123456W
Wholesale Auction Dealer GDN	P	A	P123456A

2 Independent GDN License Types

The various types of Independent GDN licenses are described in the following sections.

2.1 Independent Motor Vehicle Dealer GDN License

An independent motor vehicle dealer refers to a person or business entity who buys, sells, or exchanges more than 5 motor vehicles titled and registered in their name in a calendar year (January through December) from a permanent location; or who sells a single vehicle that is not titled and registered in their name.

The term motor vehicle refers to:

- Cars
- Trucks
- Vans
- Buses
- All-terrain vehicles (ATVs)
- Recreational off-road vehicles (ROVs)
- Motor homes (RVs)
- Ambulances
- Fire-fighting vehicles (fire trucks)

Note: TxDMV does not license mobile homes. Inquiries should be directed to the Texas Department of Housing and Community Affairs.

2.2 Independent Motorcycle Dealer GDN License

An independent motorcycle dealer refers to a person or business entity who buys, sells, or exchanges more than 5 used motorcycles titled and registered in their name in a calendar year (January through December) from a permanent location; or who sells a single used motorcycle that is not titled and registered in their name. Refer to Tex. Transp. Code § 503.001(4) at the www.txdmv.gov/statutes-and-rules website.

The term **motorcycle** refers to the traditional two or three wheeled motorcycle vehicle. It also includes motor scooters, all-terrain vehicles (ATVs), and recreational off-road vehicles (ROVs).

2.3 Independent Travel Trailer GDN License

An independent travel trailer dealer refers to a person or business entity who buys, sells, or exchanges more than 5 used non-motorized travel trailers titled and registered in their name in a calendar year (January through December) from a permanent location; or who sells a single used non-motorized travel trailer that is not titled and registered in their name.

The term **non-motorized travel trailer** refers to a trailer designed for living quarters and for carrying people or property. The following are examples of non-motorized travel trailers.



For the complete definition and examples, refer to Tex. Transp. Code § 501.002(3) on the www.txdmv.gov/statutes-and-rules website.

2.4 Independent Trailer/Semi-Trailer GDN License

An independent trailer/semi-trailer dealer refers to a person or business entity who buys, sells, or exchanges more than 5 new or used trailers and semi-trailers titled and registered in their name in a calendar year (January through December) from a permanent location; or who sells a single used trailer/semi-trailer that is not titled and registered in their name.

The term **trailer** refers to a vehicle without motive power that is designed and used to carry its load on its own structure or a pulling unit drawn by a motor vehicle by a tongue fixed to a front axle (such as a camper trailer, double-bottom trailer, farm trailer, house-moving dolly, house trailer, Park Model trailer, rental trailer, token trailer, and utility trailer).

The term **semi-trailer** refers to a vehicle designed and used with a motor vehicle to carry its load as part of the weight of the vehicle and its load rests on or is carried by another vehicle (such as a farm trailer, token trailer, or Twin Twenties). This contrasts with a trailer where the load rests on or is carried wholly on its own structure.

The following are examples of trailers and semi-trailers.



For the complete definition and examples, refer to Tex. Transp. Code § 501.002(3) on the www.txdmv.gov/statutes-and-rules website.

2.5 Independent Mobility Motor Vehicle (IMMV) GDN License

An independent mobility motor vehicle (IMMV) dealer refers to a person or business entity who buys, sells, or exchanges more than five mobility motor vehicles titled and registered in their name in a calendar year (January through December) from a permanent location; or who sells a single vehicle that is not titled and registered in their name.

The term **mobility motor vehicle** refers to a motor vehicle designed and equipped to transport a person with a disability. The vehicle must have a permanently lowered floor or raised ceiling, and includes a wheel chair lift, ramp, or system to secure a wheelchair while driving.

IMMV dealers are required to have an active:

- Converter License that can be associated with the IMMV GDN
- Welder's certification (or employ an approved subcontractor that holds a certificate) that complies with the standards of the American Welding Society Sections D1.1 and D1.3 if structural work will be done
- Garage keeper's insurance policy of at least \$50,000 and a products-completed operations insurance policy of at least \$1 million per occurrence and in the aggregate

And required to meet the following requirements:

- Currently possess a Converter License from TxDMV. Note that you must enter the current Converter License Number in the application.
- Will be engaged in the business of buying, selling, or exchanging mobility motor vehicles and servicing or repairing the devices installed on mobility motor vehicles at an established and permanent place of business in this state
- Are certified by the manufacturer of each mobility device that the dealer installs if the manufacturer offers that certification
- Will maintain written records, as required by Texas Occupations Code Chapter 2301, Texas Transportation Code Chapter 503, and the rules promulgated thereunder, until at least the third anniversary of the date that adaptive work is performed
- Agree to comply with Government Code Chapter 469, which has the purpose of eliminating unnecessary barriers encountered by persons with disabilities
- Will maintain a garage keeper's insurance policy in an amount of at least \$50,000 and a products-completed operations insurance policy in an amount of at least \$1 million per occurrence and in the aggregate
- Hold a welder's certification, or have an approved subcontractor that holds a certificate, that complies with the standards of the American Welding Society Sections D1.1 and D1.3, if you or subcontractor will perform any structural modifications
- Are registered with the National Highway Traffic and Safety Administration

These requirements are displayed in the license application for you to affirm that you meet them. If you cannot truthfully respond affirmatively to these requirements, the system will prevent you from moving forward with your application.

2.6 Independent Wholesale Dealer GDN License

An independent wholesale dealer refers to a person or business entity that buys or sells used motor vehicles, motorcycles, and travel trailers or new and used trailers/semi-trailers to other dealers licensed to sell that type of vehicle from at a permanent location.

The term **wholesale** refers to selling a quantity of vehicles to another business instead of individuals.

Wholesale dealers can sell only to other licensed dealers – not to the general retail public.

2.7 Independent Wholesale Motor Vehicle Auction GDN License

An independent wholesale motor vehicle auction dealer refers to a person who offers vehicles for sale by bid to licensed dealers at a bona fide auction with a permanent location.

The term **wholesale auction** refers to selling a quantity of vehicles by bid to another business instead of individuals. This license is required to **hold** an auction, not attend one.

Wholesale motor vehicle auction GDN holders cannot sell to the public (at retail).

3 Independent GDN Licensing Requirements

Dealerships must comply with certain requirements such as acquiring a motor vehicle surety bond as well as having adequate signage and appropriate dealership office and display spaces. If not a sole proprietorship or general partnership, the business must be registered with the Texas Secretary of State and you must have that SOS number.

Throughout the application process, you must answer questions regarding these requirements and may be required or requested to provide an explanation or proof of the answer given (like uploading a copy of a photo driver license of each owner or the SOS filing certificate).

3.1 Proof of Owner Identities Requirement

Proof of identification will be required for each owner, officer, or general partner listed.

Acceptable identification includes a copy of a **current**:

- State issued driver license (from any state)
- State issued identification card (from any state)
- U.S. passport
- U.S. Armed Forces Identification
- Texas concealed handgun license

3.2 Motor Vehicle Surety Bond Requirement

Most dealers are required to obtain a \$25,000 motor vehicle dealer surety bond, which is like an insurance policy for the dealer's customers and is the only acceptable form of security.

The surety bond is required for:

- Motor vehicle dealers
- Motorcycle dealers
- Mobility motor vehicle (IMMV) dealers
- Wholesale only dealers
- Wholesale motor vehicle auctions

Note: A separate bond is required for each GDN category that a dealer applies for.

The bond is not required for independent travel trailer and trailer/semi-trailer GDN licenses.

The surety bond may be obtained from an insurance company or bonding company licensed to sell motor vehicle dealer surety bonds in the state of Texas.

Note: To locate a bonding company, the dealership can visit the Texas Department of Insurance Bond Resources page or through an Internet search.

A copy of the bond must be uploaded as instructed in the application process.

3.2.1 Surety Bond Content

All information on the bond must exactly match the information on the application. This includes the:

- Business name. Examples include:
 - Sole Proprietor: John Doe DBA John Doe Motors
 - Partnership: John Doe and Jane Doe DBA Doe Motors (all partners listed)
 - Corporation with no DBA: John Doe, Inc.
 - Corporation with a DBA: John Doe, Inc., DBA John Doe Motors
- Physical address (street number and name, suite number, city, state, and ZIP Code). If a single GDN is issued for multiple locations, all physical addresses must be reflected on the bond.
- Effective dates that are equal to the license term.

The bond must be signed and dated by the owner/principal of the dealership and by an authorized agent for the bonding company (“Attorney in Fact”).

3.2.2 Surety Bond Terms

The bond must be valid for the term of the license (2 years).

The bond must begin on the first day of the month and **expire on the last day of the month**, two years later. The expiration month will always be the month prior to the start date (for example, 9/1/15 through 8/31/17 or 1/1/15 through 12/31/16).

3.2.3 Surety Bond Errors

Misspellings and typographic errors will invalidate the bond document, however they can be corrected with a rider and a power of attorney.

If there are any errors on the bond, contact the bonding company or bonding agent to get a rider to correct the errors. Making changes on the document itself will invalidate it.

TxDMV will not accept a rider with an “obligee” or “in favor of” listing TxDMV. You may use a variation of “Unknown Third Party” or “Person Who Claims a Judgment”.

3.3 SOS Certificate of Business Filing Requirement

Dealers (other than Sole Proprietors and General Partnerships) must have a Certificate of Formation or Registration that they filed with the Texas Secretary of State when they registered or formed their business entity. You must have access to a copy of this certificate to upload it.

Depending on the type of business entity or when the certificate was issued, the certificate may also be referred to as:

- Certificate of Organization
- Certificate of Incorporation
- Certificate of Partnership

If the business entity was formed out of state, upload a copy of the Certificate of Authority issued by the Texas Secretary of State.

3.4 Temporary Tags (eTAG) for Buyers Requirement

Dealers must have access to temporary tags (eTAG) so they can issue them to initial buyers and supplemental buyers for each type of vehicle they are licensed to sell. eTAG must also be available for emergencies and when the Internet access is unavailable.

Texas law requires dealers to issue one temporary buyer’s tag to a person who buys a vehicle.

3.5 Dealership Office Requirements

Dealers are required to lease or own the property listed as the physical address (or licensed location) of their dealership and must follow certain requirements.

Proof of occupancy is not always required but may be requested during the application process. If the licensed location is:

- Owned by the business owner, the proof of occupancy is a copy of the property deed. If the property owner name does not match the legal business name, a lease is required.
- Being leased from a property owner, the proof of occupancy is a copy of the lease document between the property owner (lessor) and the owner of the dealership (lessee). The lease must show:
 - Name/signature of the lessor;
 - Name/signature of the lessee (in the business name, not the DBA);
 - Physical address of the leased property; and
 - The lease term, which cannot expire before the license.)
- Being sublet by the lessee to another dealership, the proof of occupancy is a copy of the sublease and written permission from the lessors.

Note: An independent (retail) dealer and a wholesale dealer cannot be located in the same business structure.

3.5.1 Sharing Space with Other Dealers

Dealers may share office space with other dealers with the following restrictions:

- No more than four independent (retail) dealers can be located in the same business structure. For example, only four independent dealers may occupy the physical address at 4000 Jackson Avenue.
- No more than eight wholesale dealers can be located in the same business structure.

An application will not be approved if MVD records show the maximum number of dealers are already at the location.

Note: The system automatically updates this information if any of the dealers have applied to amend the location on their license or have submitted a request to close their dealership.

3.5.2 Office Structure

Dealers must have an office structure located in a building with connecting exterior walls on all sides and must comply with applicable zoning ordinances and deed restrictions.

The office may be in a portable-type structure or trailer only if the structure meets the listed requirements and is not readily moveable (that is, it cannot have wheels). The undercarriage should be skirted, which means that framing has been placed around the bottom of the structure where the wheels have been removed (called a skirt).

The office cannot be located within an apartment house, hotel, motel, or rooming house. If the office is located at a private residence, it must be completely separate from the actual residence and must meet the zoning requirements from that city/county.

3.5.3 Office Equipment

At a minimum, the dealership business office must include a desk with at least 2 chairs. It must have a working telephone and Internet access.

If a dealer shares their location with another business, the dealer must have their own office area. For example, if a dealer shares their dealership location with a gas station, the dealer cannot use the gas station's office equipment to conduct dealership business and have a designated area of their own.

3.6 Display Area Requirement

The dealer display area must be:

- Located in a building or outside at the dealer's physical address
- Large enough to hold at least five spaces for the types of vehicles sold (for example, a dealer selling 18-wheeler trucks must have display area big enough to hold at least five 18-wheelers.)
- Lighted sufficiently so that customers can inspect the vehicles

The display area cannot be located on a right-of-way unless the dealer has written permission from the city, county, or state.

Wholesale dealers are not required to have a display area.

3.6.1 Sharing a Display Area

Space must be reserved specifically for the dealer's inventory and cannot be shared or intermingled with another business or dealer's display area, a public parking area, or a driveway to the dealership business office.

If the display area is shared with another dealership or business, the display area must be separated from the parking area of any other dealer or business by a material object or barricade that cannot be readily moved by an individual. Temporary barricades are not acceptable.

3.6.2 Display Area for Dealer with a Salvage Dealer License

If the dealer also holds a salvage dealer license, each salvage vehicle must be clearly marked with a sign indicating it is a salvage vehicle (for example, by putting a sign in the window of the salvage vehicle.)

Note: This does not apply to a salvage pool operator because they are only licensed to sell salvage vehicles at auction.

3.7 Signage Requirement

Retail dealers must clearly display a permanent sign with their business name or DBA in letters at least 6 inches in height. The sign may omit the entity type identifiers, such as Inc., LLC, LP, and so on.

Wholesale dealerships located in an office building with other businesses where an outside sign is not permitted by the landlord must have a sign with the business name or DBA in letters at least 2 inches in height permanently mounted on or beside the main door to the dealer's office. The sign does not need to be readable from the road.

A temporary sign or banner may be used if the dealer can show proof that a permanent sign that meets the requirements has been ordered.

3.8 Hours of Operation Requirement

Dealers must maintain certain hours and post the business hours of operation at the main office entrance. Dealers may choose their own open work hours within the 24-hour period of a day (for example, 5 p.m. to 9 p.m.), however:

- Retail dealers are required to be open at least 4 consecutive hours a day and 4 days each week.
- Wholesale dealers are required to be open at least 2 consecutive hours a day and 2 days each week.

3.8.1 Blue Law for Saturday and Sunday Operations

A dealer cannot sell vehicles on both Saturday and Sunday. A dealer may choose only one of those days to be open. (Texas Transportation Code §§ 728.001 and 728.002)

This law does not apply to the travel trailer and trailer/semi-trailer license categories – they can sell all 7 days. If the dealer has licenses to sell both motor vehicles and travel trailers, they can sell the travel trailers every day but they can only sell motor vehicles one of the weekend days.

3.8.2 Mandatory Assistance during Certain Hours

Regardless of business hours, the dealer's telephone must be answered from 8 a.m. to 5 p.m. weekdays by a bona fide employee, answering service, or answering machine.

3.8.3 Away from the Office

The owner or a bona fide employee must be at the dealership office during the posted business hours.

If the owner or a bona fide employee is not available to conduct business during the dealer's posted business hours, due to special circumstances or emergencies, a separate sign must be posted indicating the date and time the dealer will resume operations.

A dealer is not required to notify the agency of changes to hours of operation.

4 Gathering Information for the GDN License Application

You must have the following information available to complete a 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 social security number
- The numbers of previous GDN licenses the individuals or business entity may possess or have possessed in the past
- The number of the \$25,000 motor vehicle dealer surety bond, the name of the issuing company, and the effective and expiration dates of the bond.
- The number of your Converter License if applying for an IMMV GDN License
- Files containing scanned copies of official documents containing the:
 - Assumed Name Certificate for each DBA
 - Driver licenses (or passport, official identification cards, and so on)
 - Motor Vehicle Surety Bond (must be signed and dated by owner)
 - Power of Attorney information for working with the surety bond
 - Certificate of Incorporation, Registration, or Formation filed with the Texas Secretary of State
- Lease or deed to the dealership property (only provide if requested)Facts of the criminal history of anyone associated with the dealership (officer, partner, trustee, or other representative capacity) that has ever been arrested, been convicted, received deferred adjudication, or been court martialled, or has any of these actions currently pending, to fill out certain information as shown below for each person and each offense.

* Please state the exact crime for which the person was charged, convicted, or received a deferred adjudication

* Date of Offense Date of Conviction/Deferred Adjudication * Is the person currently on parole or probation?

* County * State * Court

* Sentence or Action imposed by court(example- six months in Travis County Jail):

* Describe the events and circumstances that lead to the charge.

- Files containing scanned copies of court papers that back up the adjudication, dismissal, or decision made in each criminal matter.

5 Applying for an Independent GDN License

The Independent GDN license application has several web pages that require you to type in information and make selections. All 7 types of Independent GDN licenses use the same basic application but some (like the Mobility Motor Vehicle and Wholesale Dealer) have extra information required, which is noted in the following steps.

Depending on the information entered and the selections made, you will be required to upload files containing related documents when prompted or on the Attachments page.

IMPORTANT: All of the answers and requirements to obtain the dealer license must be kept in place for the entire term of the license. For example, you cannot answer in the affirmative that the dealership has a permanent sign and then remove the sign once the application is approved.

If you must exit the application process before completing the application, you can save all of the information to date and then access the saved application and pick up where you left off. Refer to the section about Accessing Your Saved License Applications on page 73.

5.1 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.

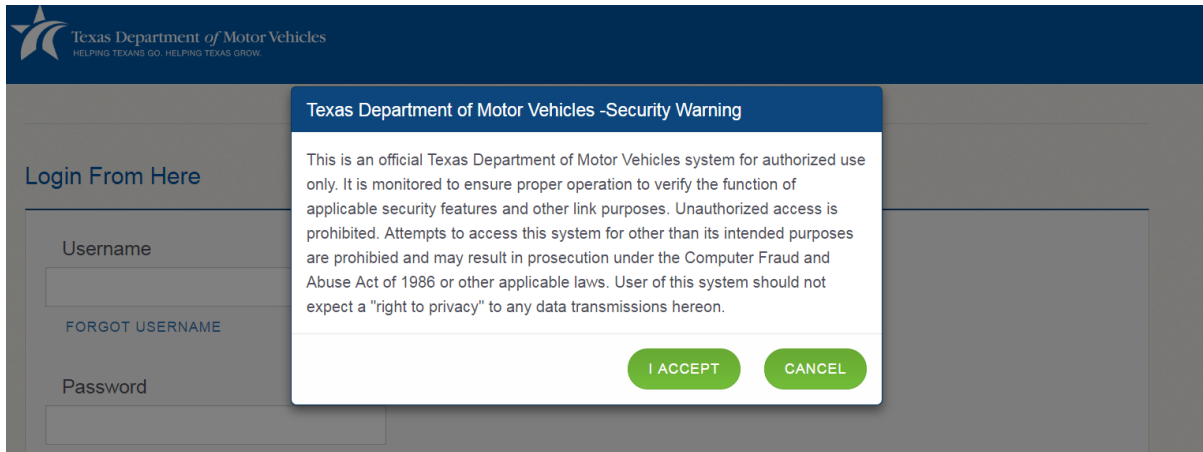
Note: If you/your company are existing TxDMV license holders and you are the eLICENSING administrator, you may already be registered. TxDMV eLICENSING will have sent you 3 emails with your user name, password, and link to the eLICENSING login page.

To get started, you must log into your account in eLICENSING and then select your intent to apply for a new license, and associate your company with the license as an organization.

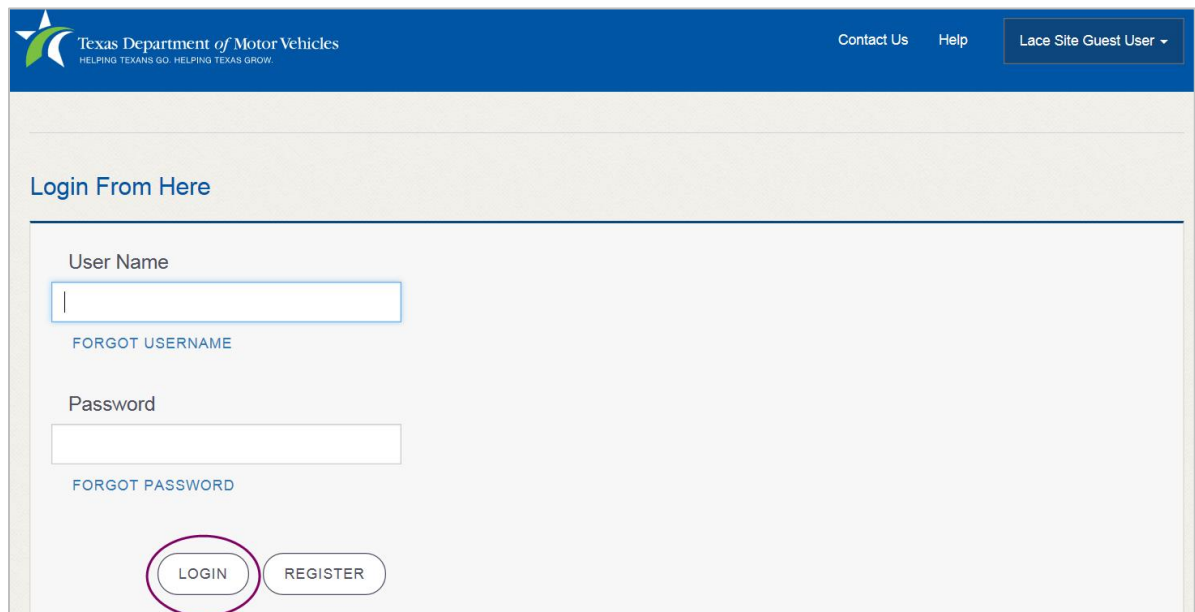
1. Access eLICENSING using the link from your emails from TxDMV with your eLICENSING login credentials and the link to the eLICENSING login page.

Note: You can also display the www.txdmv.gov/dealers page and click the  button to display the eLICENSING login page.

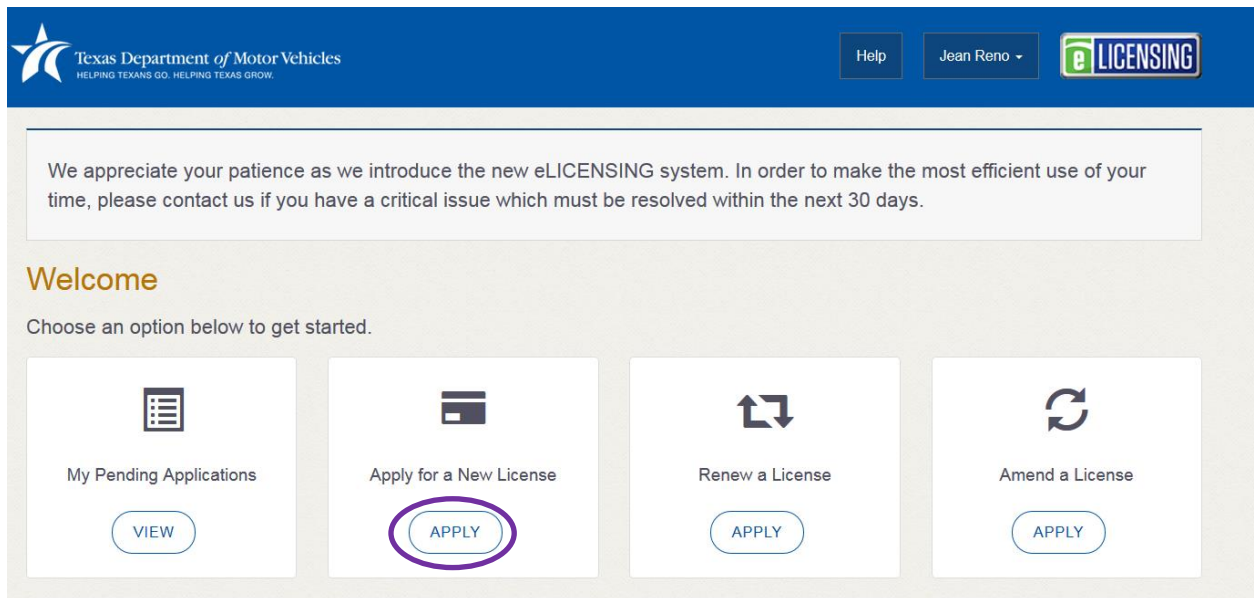
2. On the *Security Warning* popup, click the **I ACCEPT** button.



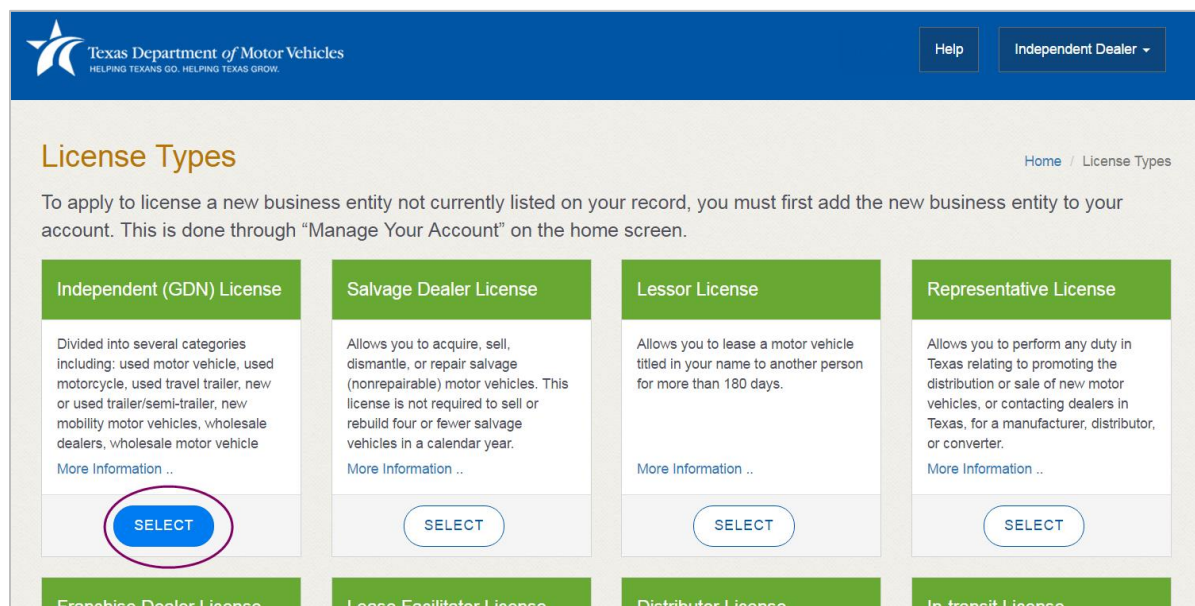
3. On the *Login* page:
 - a. Type in your **User Name**.
 - b. Type in your **Password**.
 - c. Click the **LOGIN** button.



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




- On the *License Type* page, locate the **GDN License** area and click its **SELECT** button.



6. On the *Organizations* page, select the organization name used to register this dealership and then click the **SAVE AND NEXT** button.

5.2 Contact Information

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


Independent Dealer ▾

1 Accounts
2 Contact Information
3 Application Reason
4 Application Details
5 Ownership
6 Questions
7 Attachments
8 Summary
9 E-sign
10 Payments

Contact Information

Enter the contact information for the person TxDMV may contact for questions regarding this application:

Application Contact

* First Name

Middle Name

* Last Name

* Email

* Phone

License Contact

* First Name

Middle Name

* Last Name

* Email

* Phone

E-Tag Contact

☐ Same as Application Contact
☐ Same as License Contact

* First Name

Middle Name

* Last Name

* Email

* Phone

CANCEL
PREVIOUS
SAVE AND EXIT
SAVE AND NEXT

1. For **Application Contact**, the system automatically enters the information for the user who is logged in as the person who MVD can speak with about the details of the application and its status. Note that you can optionally change it.
2. For **License Contact**, type in the name, email address, and telephone number for the person who MVD and CRD 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.

3. For **eTAG Contact**, click one of the checkboxes to automatically fill in the name, email address, and telephone number (or type in a completely new information) for the person who MVD and CRD can speak with about the temporary tags issued to vehicle buyers.
4. Click the **SAVE AND NEXT** button to continue.

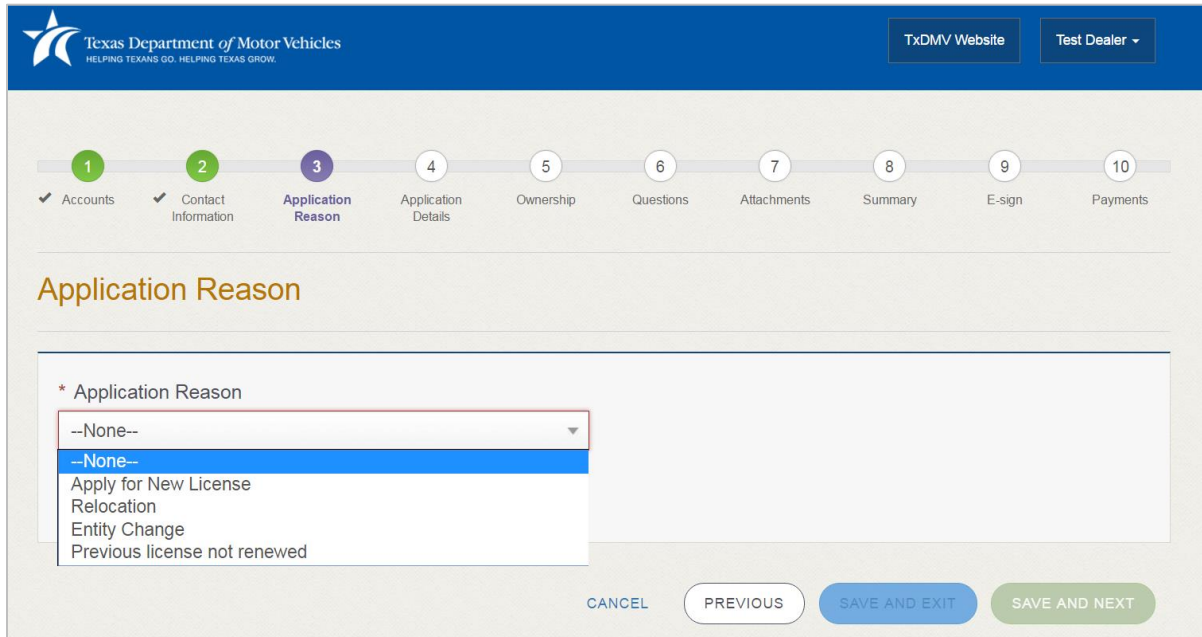
Note that you can update this contact information during the license term using the Change General License Information or Amend License.

5.3 Application Reason

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

- Apply for new license
- Relocation (if the dealership is moving to a new address in a different city)
- Entity change (such as changing from a sole proprietorship to a general partnership)
- Previous license was not renewed

1. On the *Application Reason* page:
 - a. From the dropdown, select the appropriate option.



If you selected the:

- **Apply for New License**, click the **SAVE AND NEXT** button and skip to the next section about the application details on page 23.
- **Relocation, Entity Change or Previous License Not Renewed** options, for **License Association**, type in the existing license number or if you do not know this number:

2. Click the **SEARCH** button.

Application Reason

* Application Reason
Relocation

License Association
Click on search button if you don't know license number

- On the *License Search* popup, fill in the information you know and click the **SEARCH** button.

Application Reason

Search for license

License #	Business Name	DBA Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address Line 1		Address Line 2
<input type="text"/>		<input type="text"/>
City	Zip Code	
<input type="text"/>	<input type="text"/>	

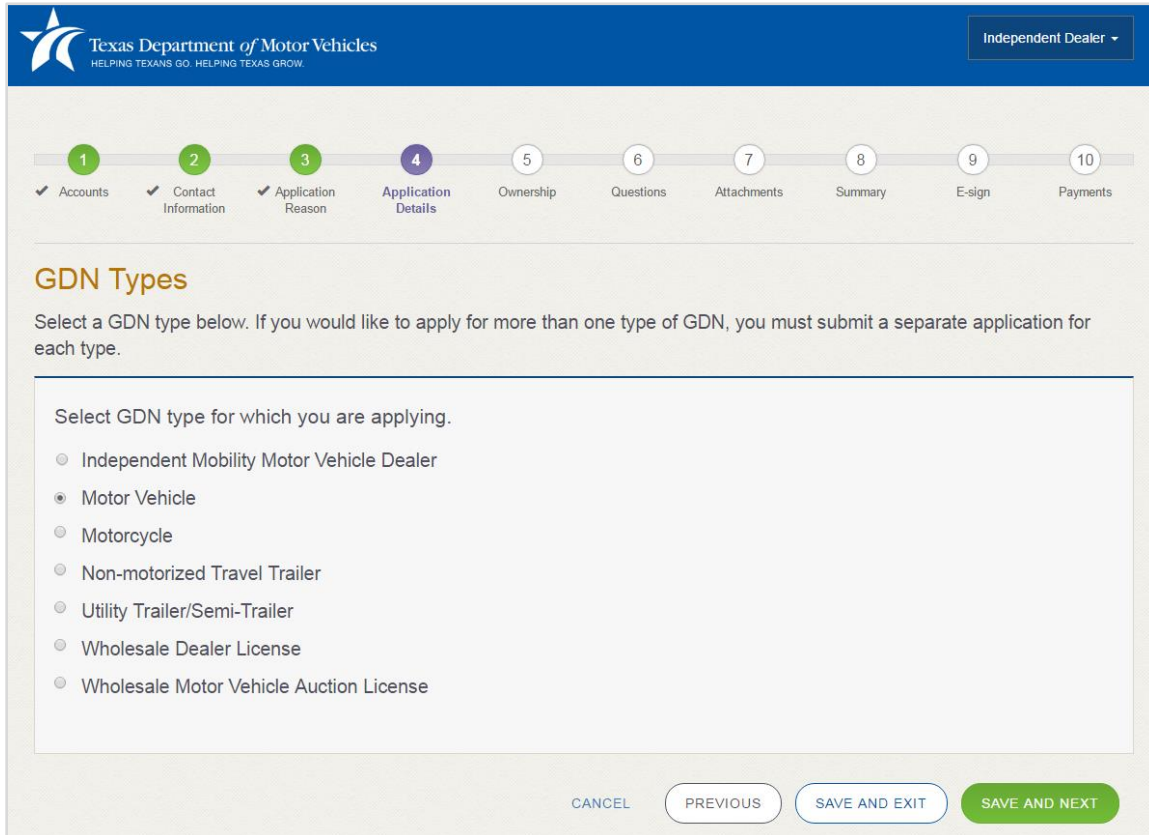
- From the search results displayed, select the appropriate license.
- Back on the *Application Reason* page, click the **SAVE AND NEXT** button.

5.4 Application Details

The Application Details information is spread across several web pages.

5.4.1 Selecting the GDN License Type

1. On the *GDN Types* page, select the type of GDN being applied for from the list of types.



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1 2 3 4 5 6 7 8 9 10
✓ Accounts ✓ Contact Information ✓ Application Reason Application Details Ownership Questions Attachments Summary E-sign Payments

GDN Types

Select a GDN type below. If you would like to apply for more than one type of GDN, you must submit a separate application for each type.

Select GDN type for which you are applying.

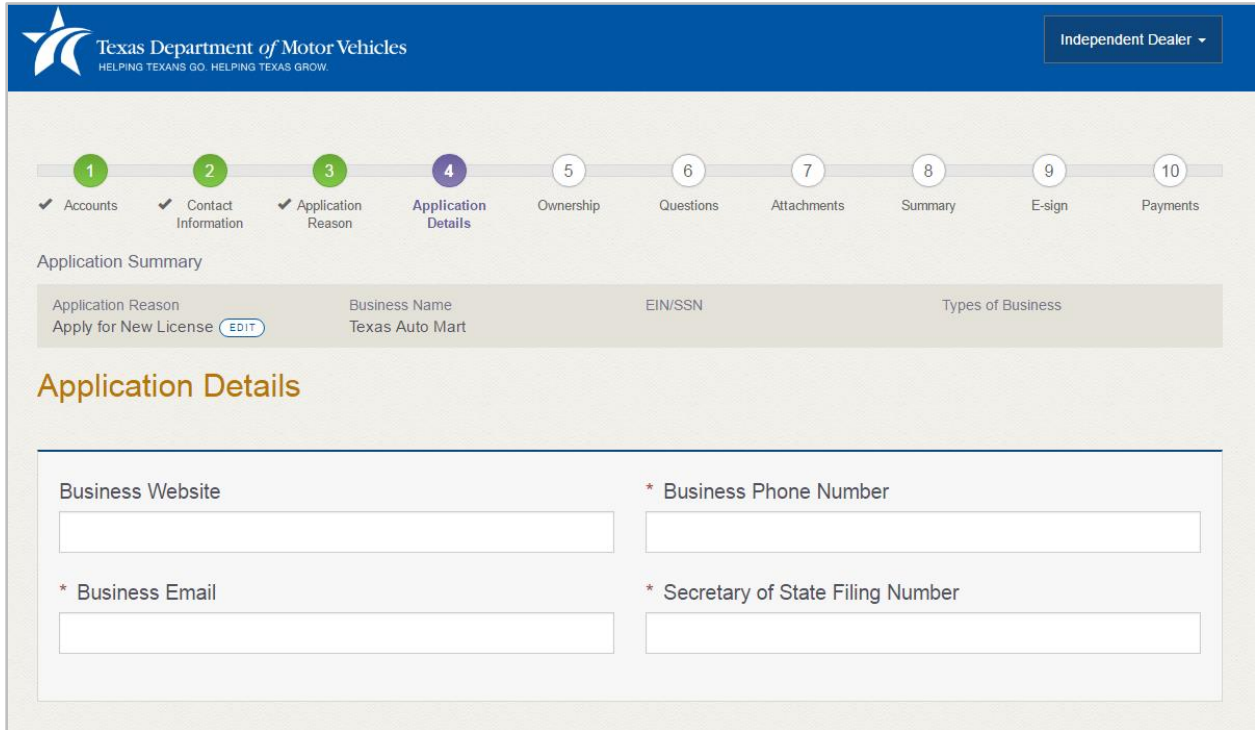
- ☐ Independent Mobility Motor Vehicle Dealer
- ☒ Motor Vehicle
- ☐ Motorcycle
- ☐ Non-motorized Travel Trailer
- ☐ Utility Trailer/Semi-Trailer
- ☐ Wholesale Dealer License
- ☐ Wholesale Motor Vehicle Auction License

CANCEL PREVIOUS SAVE AND EXIT SAVE AND NEXT

2. Click the **SAVE AND NEXT** button.

5.4.2 Business Details

1. On the top portion of the *Application Details* page:



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1 2 3 4 5 6 7 8 9 10

✓ Accounts ✓ Contact Information ✓ Application Reason Application Details Ownership Questions Attachments Summary E-sign Payments

Application Summary

Application Reason Apply for New License EDIT	Business Name Texas Auto Mart	EIN/SSN	Types of Business
------------------------------------------------------------------	----------------------------------	---------	-------------------

Application Details

Business Website <input type="text"/>	* Business Phone Number <input type="text"/>
* Business Email <input type="text"/>	* Secretary of State Filing Number <input type="text"/>

- For **Business Website**, optionally enter the web address (URL) of the dealership website that the public may view.
- For **Business Phone Number**, type the business telephone at which telephone calls will be answered.

If a dealer shares their dealership location with:

- Multiple dealers, each dealer must have a separate telephone number and listing.
- Another business they own (same business name or DBA), the dealer can use the same telephone number and listing. For example, Pat Smith owns a used car dealership AND a gas station. It is acceptable to use the same phone number for both.
- Another business they do not own or own with a separate DBA, the dealer must have a separate telephone number and listing. For example, if Pat Smith owns the used car dealership but operates it within the same location as the PSmith, Inc. gas station, the dealership must have its own separate number.

- c. For **Business Email Address**, type the email address at which the business will receive emails.
- d. For **Secretary of State Filing Number**, (also known as the SOS number) type in the filing number issued by the Secretary of State when the dealership business was established.

Note: If you do not know this information:

1. Go to the bottom of the page and click the **PREVIOUS** button and then click the **SAVE AND EXIT** button to save all information entered to date.
2. After retrieving this information, display the *Welcome* page, locate the **My Applications** section, and click its **VIEW** button.
3. On the *My Accounts* page, locate this application in the list and click it open.
4. On the page displayed, click the **SAVE AND NEXT** button to display the page where you left off and then enter the appropriate information.

5.4.3 Physical Address (“The Licensed Location”)

1. On the next section of the page, type in the physical address information for the dealership, which is commonly referred to as the dealer’s licensed location. You cannot conduct business from any other locations unless you are licensed for those locations as well.

Address Information

Physical Address

* Address Line 1

Address Line 2

* City

* State

* Zip

* County

* Country

VALIDATE ADDRESS

- a. For **Address Line 1**, type in the street number and name where the dealership will be located.
- b. For **Address Line 2**, optionally type in the additional street 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 list.
- e. For **Zip**, type in the five number string representing the postal ZIP Code (or, the nine numbers of the extended code).
- f. For **County**, select the name of the county from the dropdown list.
- g. For **Country**, leave USA or select the appropriate option from the dropdown list.
- h. Click the **VALIDATE ADDRESS** button.

If the system cannot validate the mailing address as one recognized by the United States Postal Service (USPS) capable of receiving postal mail, you will be prompted to upload a file of a scanned statement by the USPS confirming the address is deliverable later in the process. You may also be asked to provide a statement from the county or city 911 addressing if the physical address is also not validated.

5.4.4 Assumed Names (DBAs)

On the next section of the page, type in an assumed name under which the dealership will do business, if any.

The term **assumed name** is a name under which the business also operates 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.

For example, John Doe is sole proprietor of a business that John named Doe Auto Sales. John can put Doe Auto Sales on the sign outside the dealership but the legal business name is John Doe.

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 dealership will be located.

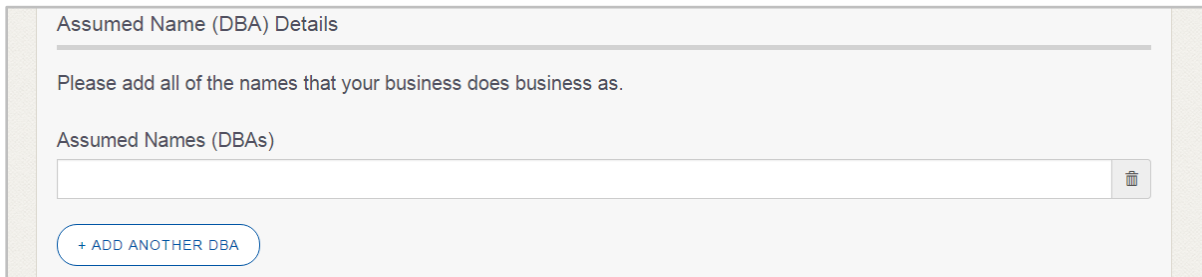
For other business entities (LP, LLP, LLC, and Inc.), you will provide proof of Assumed Name Certificates by uploading (on the Attachments page) a file-stamped copy of the

assumed name certificate filed with the Texas Secretary of State. Note that they do not need the certificate they filed with the county.

A dealer is not required to have an assumed name or DBA. It is rare, but the owner may choose to operate only under their legal business name. This means that the sole proprietor will apply as John Doe, put only “John Doe” on the business sign, the surety bond, and all legal documents. Any deviation from “John Doe” is considered an assumed name (DBA). If the dealer deviates at all from the business (legal) name, they are required to file an assumed name certificate with the office of the county clerk in the county in which the dealership is located and must upload their assumed name certificate into eLICENSING.

Reminder: Dealers cannot use the words “Lease” or “Leasing” in a DBA unless licensed as a Lessor or Lease Facilitator or applying for the leasing license. Retail dealers cannot use the word “Wholesale” in their DBA.

1. In the **Assumed Names (DBAs)** field, type in an appropriate name.



2. To add another one, click the **ADD ANOTHER DBA** button and fill in the field.

5.4.5 Mailing Address

1. On the last section of the page, provide the address at which the US postal service can deliver mail. If the mailing address is the same as the physical address click the box next to “Same As Physical”. If it is different than the physical you will need to type in the address. If the mailing address is out of state, the license and any dealer plates will be mailed to the physical address in Texas or an alternate in-state mailing address, if one is provided.

Mailing Address

☐ Same As Physical

* Address Line 1

Address Line 2

* City

* State

Texas

* Zip

* County

--None--

* Country

USA

VALIDATE ADDRESS

CANCEL

PREVIOUS

SAVE AND EXIT

SAVE AND NEXT

- For **Address Line 1**, type in the street number and name where mail can be delivered.
- For **Address Line 2**, optionally type in the additional street information, such as the suite number.
- For **City**, type in the name of the city.
- For **State**, select the name of the state from the dropdown list.
- For **Zip**, type in the five number string representing the postal ZIP Code (or, the nine numbers of the extended code).
- For **County**, select the name of the county from the dropdown list.
- For **Country**, leave USA or select the appropriate option from the dropdown list.
- Click the **VALIDATE ADDRESS** button.

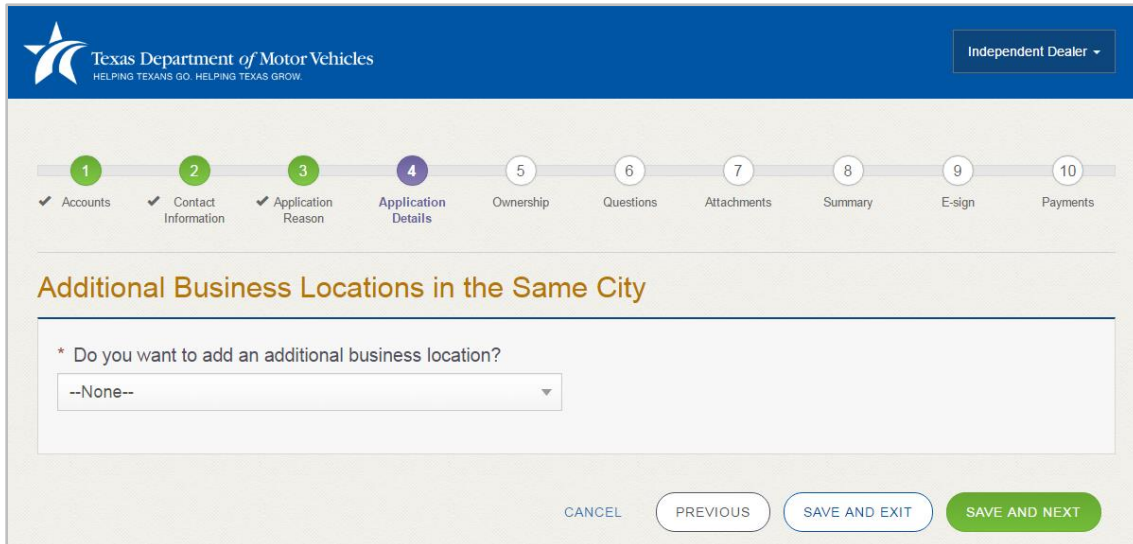
If the system cannot validate the mailing address as one recognized by the United States Postal Service (USPS) capable of receiving postal mail, you will be prompted to upload a file of a scanned statement by the USPS confirming the address is deliverable later in the process. You may also be asked to provide a statement from the county or city 911 addressing if the physical address is also not validated.

5.4.6 Additional/Supplemental Locations

On the *Additional Business Locations in the Same City* page, you can select to include additional locations if the supplemental locations are located within the same city.

If an additional location is in (or will be in) a different city or is for a different license category, the dealer must submit a new application for a separate license.


1. Click the appropriate option.



The screenshot shows the Texas Department of Motor Vehicles application interface. At the top, there is a blue header with the TDMV logo and the text 'Texas Department of Motor Vehicles' and 'HELPING TEXANS GO. HELPING TEXAS GROW.' On the right, there is a dropdown menu labeled 'Independent Dealer'. Below the header is a progress bar with 10 steps: 1. Accounts, 2. Contact Information, 3. Application Reason, 4. Application Details (current step), 5. Ownership, 6. Questions, 7. Attachments, 8. Summary, 9. E-sign, and 10. Payments. The main content area is titled 'Additional Business Locations in the Same City'. It contains a question: '* Do you want to add an additional business location?' followed by a dropdown menu with the option '--None--'. At the bottom, there are four buttons: 'CANCEL', 'PREVIOUS', 'SAVE AND EXIT', and 'SAVE AND NEXT'.

If you select the:

- **NO** response, you can click the **SAVE AND NEXT** button to continue.
- **YES** response, the *Supplemental Location* popup displays.


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Independent Dealer ▾

×

Supplemental Location

Business Details

* Address Line 1

Address Line 2

* City

* State

* County

* Zip

* Country

* Business Phone Number

* Business Email

VALIDATE ADDRESS

Location Contact Details

* Contact First Name

Contact Middle Name

* Contact Last Name

* Contact Email

* Contact Phone

Doing Business As Details

Please add all of the names that your business does business as.

Doing Business As

+ ADD ANOTHER DBA

SAVE

2. In the **Business Details** section:

- For **Address Line 1**, type in the street number and name of the additional physical location.
- For **Address Line 2**, optionally type in the additional street information, such as the suite number.
- For **City**, type in the name of the city.
- For **State**, leave Texas selected.

- e. For **Zip**, type in the five number string representing the postal ZIP Code (or, the nine numbers of the extended code).
 - f. For **County**, select the name of the county from the dropdown list.
 - g. For **Country**, leave USA or select the appropriate option from the dropdown list.
 - h. For **Business Phone Number**, type the telephone number where business calls will be answered.
 - i. For **Business Email**, type the email address where email messages will be accepted and answered.
3. Click the **VALIDATE ADDRESS** button. If the system cannot validate the mailing address as one recognized by the United States Postal Service (USPS) capable of receiving postal mail, you will be prompted to upload a file of a scanned statement by the USPS confirming the address is deliverable later in the process. You may also be asked to provide a statement from the county or city 911 addressing if the physical address is also not validated.
4. In the **Location Contact Details** section:
 - a. For **Contact First Name**, type the first name of the contact for this location.
 - b. For **Contact Middle Name**, optionally type the middle name (or the maiden name) of the contact for this location.
 - c. For **Contact Last Name**, type the last name of the contact for this location.
 - d. For **Contact Email**, type the email address at which contact for this location will receive and respond to email messages.
 - e. For **Contact Phone**, type the telephone number at which the contact for this location will receive and respond to calls.
5. In the **Doing Business As** section, for **Doing Business As**, enter the assumed name under which the company also operates under (if any).

Note: If appropriate, click the **+ ADD ANOTHER DBA** button for each assumed name.
6. Click the **SAVE** button to continue.
7. Back on the *Additional Business Locations* page, click the **SAVE AND NEXT** button to continue.

5.4.7 Dealer Plates

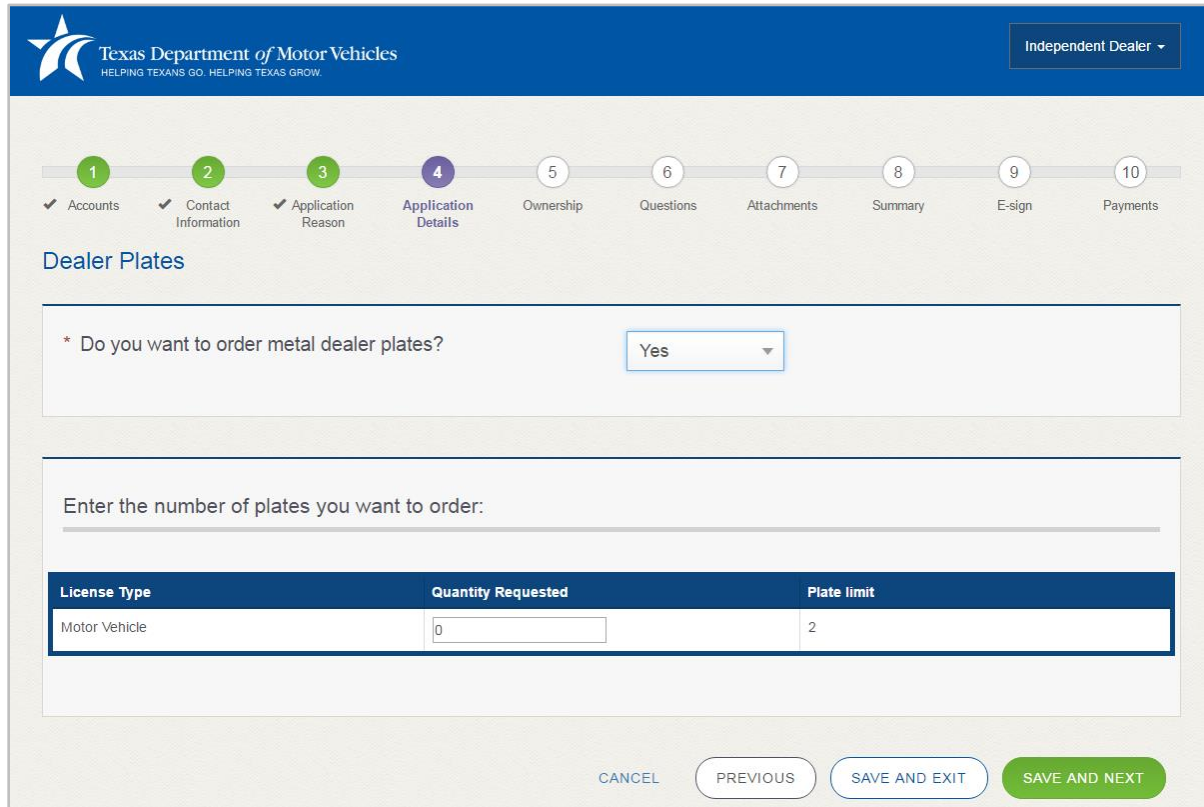
On the *Dealer Plates* page, you can choose to order metal dealer plates and specify the number ordered.

The fee is \$90 per metal plate.

1. In the drop-down, select the appropriate option.

If you select the:

- **NO** response, then you can click the **SAVE AND NEXT** button to continue.
- **YES** response, enter the number of plates in the area displayed and then click the **SAVE AND NEXT** button.




The screenshot shows the Texas Department of Motor Vehicles application form for Dealer Plates. The form is titled "Dealer Plates" and includes a progress bar at the top with 10 steps: 1. Accounts, 2. Contact Information, 3. Application Reason, 4. Application Details (current step), 5. Ownership, 6. Questions, 7. Attachments, 8. Summary, 9. E-sign, and 10. Payments. The form includes a dropdown menu for "Do you want to order metal dealer plates?" with "Yes" selected. Below this is a text input field for "Enter the number of plates you want to order:". At the bottom, there is a table with columns "License Type", "Quantity Requested", and "Plate limit". The table shows "Motor Vehicle" with a quantity of 0 and a plate limit of 2. At the bottom right, there are buttons for "CANCEL", "PREVIOUS", "SAVE AND EXIT", and "SAVE AND NEXT".

License Type	Quantity Requested	Plate limit
Motor Vehicle	0	2

5.5 Ownership Information

The Ownership information is spread across several web pages.

On the Ownership page, you will enter information about all individuals or business entities with direct ownership interest in the business.


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12345678910

✓ Accounts
✓ Contact Information
✓ Application Reason
✓ Application Details
Ownership
Questions
Attachments
Summary
E-sign
Payments

Ownership

Enter the business ownership details below.

Individual Ownership

Name	Ownership % - Total must equal 100%	Actions
+ NEW OWNERSHIP		

Business Ownership

Company Name	Ownership % - Total must equal 100%	Actions
+ NEW OWNERSHIP		

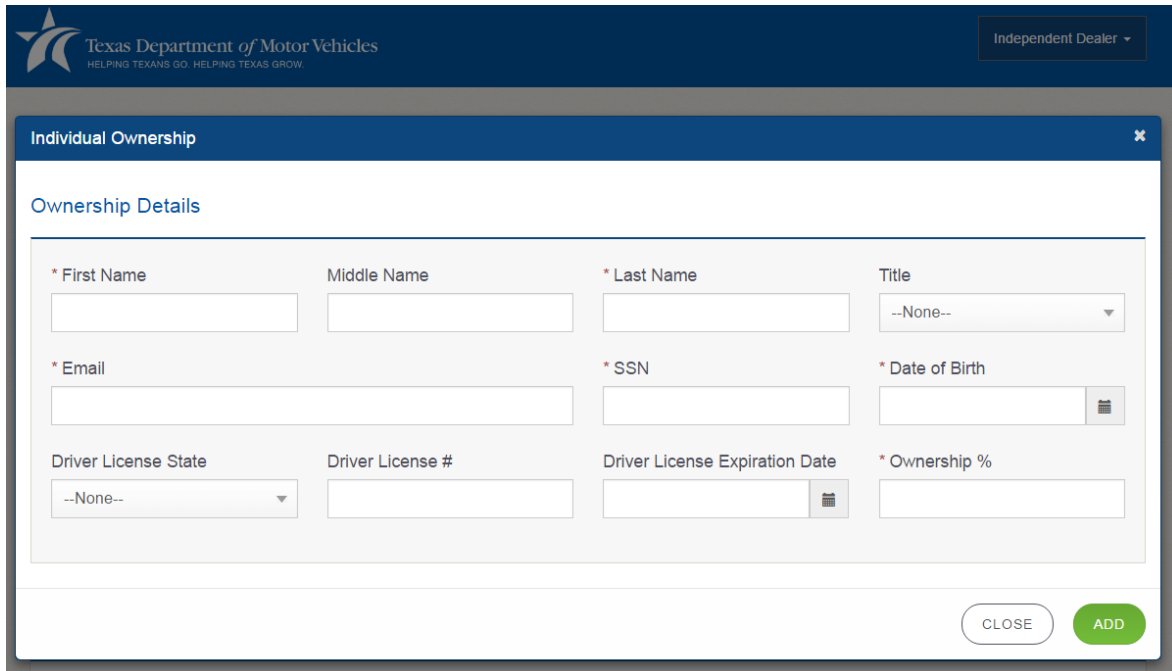
Management Ownership

Name	Title	Actions
+ NEW MANAGEMENT		

5.5.1 Individual Ownership (Sole Proprietors/General Partnerships)

If the dealership is owned by one person or a general partnership, you must provide personal information about the sole proprietor or for all partners in a general partnership.

1. On the *Ownership* page, click the **NEW OWNERSHIP** button under the **Individual Ownership** section.



Individual Ownership

Ownership Details

* First Name Middle Name * Last Name Title
 --None--

* Email * SSN * Date of Birth

Driver License State Driver License # Driver License Expiration Date * Ownership %
 --None--

CLOSE ADD

2. On the *Individual Ownership* popup for a:

- Sole proprietorship:
 - a. For **First Name** and **Last Name**, type in the legal name of the proprietor.
 - b. For **Title**, select the job title the proprietor prefers from the drop-down.
 - c. For **Email**, type in the email address where the proprietor receives and responds to email messages.
 - d. For **SSN**, type in the 9 number Social Security Number issued to the proprietor.
 - e. For **Date of Birth**, select the date from the calendar or type in the mm/dd/yyyy (two-letter month designator/two numbers representing the day/four numbers of the year).
 - f. For **Driver License State**, select the appropriate state from the drop-down.
 - g. For **Driver License Number**, type in the string of letters and numbers of the current driver license.
 - h. For **Driver License Expiration Date**, select the appropriate date from the calendar or type in the dd/mm/yyyy.

Note: A copy of the driver license is requested on the Attachments page.
 - i. For **Ownership %**, type in 100%.
 - j. Click the **ADD** button

- k. Continue on to the **Ownership Questions** section page 33.
- General partnership:
 - a. Click the **NEW OWNERSHIP** button.
 - b. For the first partner, type in the information as described in steps a-h in the previous section.
 - c. For **Ownership %**, type in the appropriate amount.
 - d. Click the **ADD** button.
 - e. Click the **NEW OWNERSHIP** button again (under the **Individual Ownership** section).
 - f. For the second partner, type in the information as described in steps a-h in the previous section.
 - g. For **Ownership %**, more than one owner can be listed as long as the total number of owners listed make the total 100%.
 - h. Click the **ADD** button.
 - i. Continue on to the **Ownership Questions** section page 33.

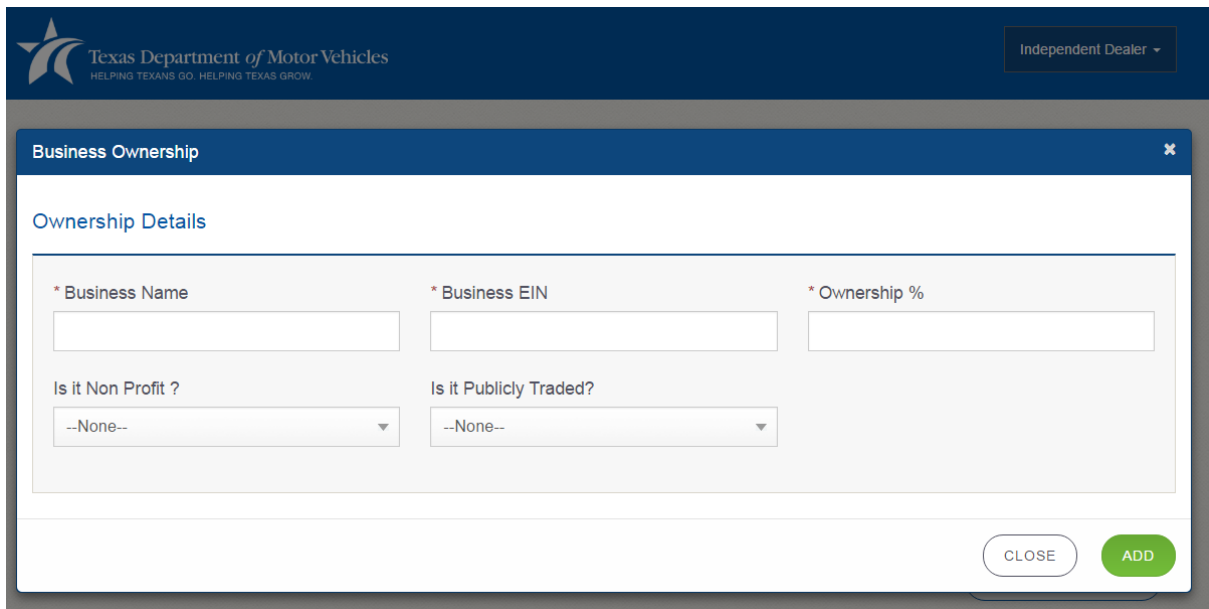
5.5.2 Business Ownership

If a business entity (LP, LLP, LLC, or Corporations) owns the dealership, you must enter the legal business details and disclose whether the business is a non-profit or publicly traded entity. For applications with only Business Ownership, information for the management personnel of the applicant entity must also be entered.

Only direct ownership of the business entity involved in this application 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 the **NEW OWNERSHIP** button under the **Business Ownership** section.

2. On the *Business Ownership* popup:



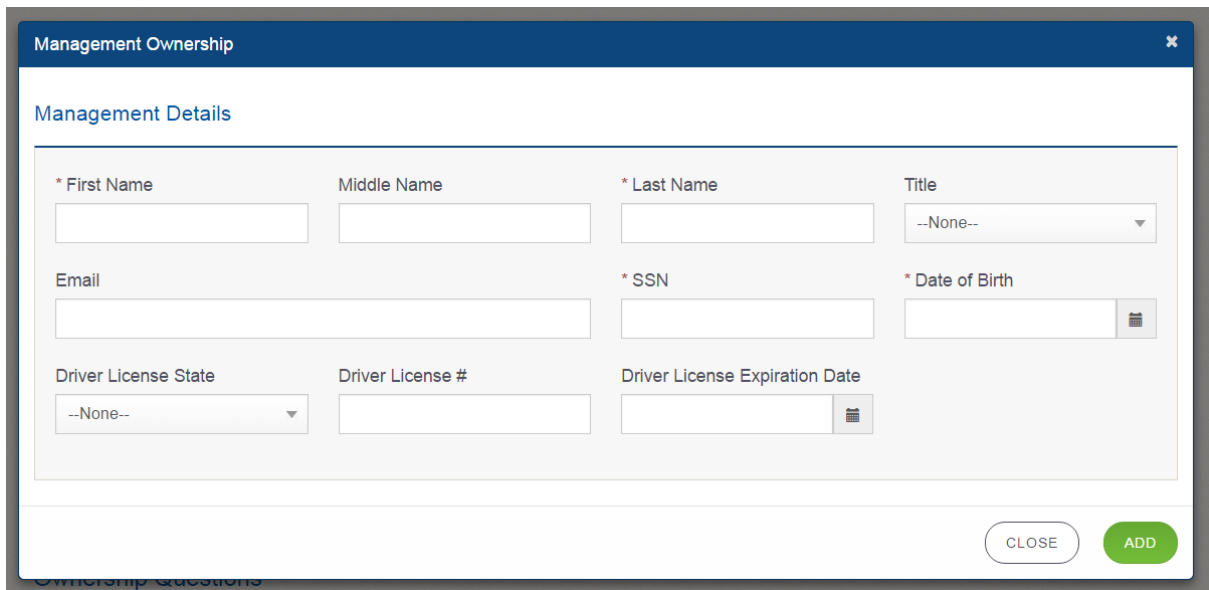
- For **Business Name**, type in the legal name of the business entity.
- For **Business EIN**, type in the employer identification number issued by the government for the business.
- For **Ownership %**, type in the percentage that this company owns.
- For **Is it Non Profit**, select the appropriate option.
- For **Is it Publicly Traded**, select the appropriate option.
- Click the **ADD** button.
- To add another business entity, repeat step 1 and 2 above.
- When finished, continue to the **Ownership Questions** section on the page.

5.5.3 Management Details

If the dealer is a corporate entity that is owned by another corporate entity or if the entity is publicly traded on the stock market, you must fill out information in the Business Management section.

- On the Ownership page, click the **NEW MANAGEMENT** button under the **Management Ownership** section.

2. On the *Management Details* popup:



The image shows a 'Management Ownership' popup window. It has a title bar with a close button. Below the title bar is a section titled 'Management Details'. This section contains several input fields: 'First Name' (required), 'Middle Name', 'Last Name' (required), 'Title' (a dropdown menu with '--None--' selected), 'Email', 'SSN' (required), 'Date of Birth' (with a calendar icon), 'Driver License State' (a dropdown menu with '--None--' selected), 'Driver License #' (with a calendar icon), and 'Driver License Expiration Date' (with a calendar icon). At the bottom right of the popup are two buttons: 'CLOSE' and 'ADD'.

- For **First Name** and **Last Name**, type in the legal name of the manager.
- For **Title**, select the job title the proprietor prefers from the drop-down.
- For **Email**, type in the email address where the proprietor receives and responds to email messages.
- For **SSN**, type in the string of 9 numbers of the Social Security Number issued to the proprietor.
- For **Driver License State**, select the state where the license was issued.
- For **Driver License Number**, type in the number string valid for the license.
- For **Driver License Expiration Date**, type in the mm/dd/yyyy when the license will expire.
- When you are finished, continue with the **Ownership Questions** section.

5.5.4 Ownership Questions

On the lower half of the *Ownership* page, answer a series of questions about 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 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.

Ownership Questions

This is important:

- Submitting an application containing false, misleading, or incomplete information may be grounds for denial or license cancellation, revocation, or suspension.
- A person who knowingly makes a false statement in connection with applying for or renewing a license may be subject to criminal prosecution.

If you are in doubt as to how to respond to these questions, full and honest disclosure is highly recommended.

* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever been arrested for an offense that is currently pending?

--None-- ▼

* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever been convicted of a felony or misdemeanor offense in any in-state, out-of-state, or federal jurisdiction?

--None-- ▼

* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever received a deferred adjudication for a felony or misdemeanor offense in any in-state, out of state, or federal jurisdiction?

--None-- ▼

* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever been convicted by a court martial or is currently the subject of a pending court martial under the Uniform Code of Military Justice?

--None-- ▼

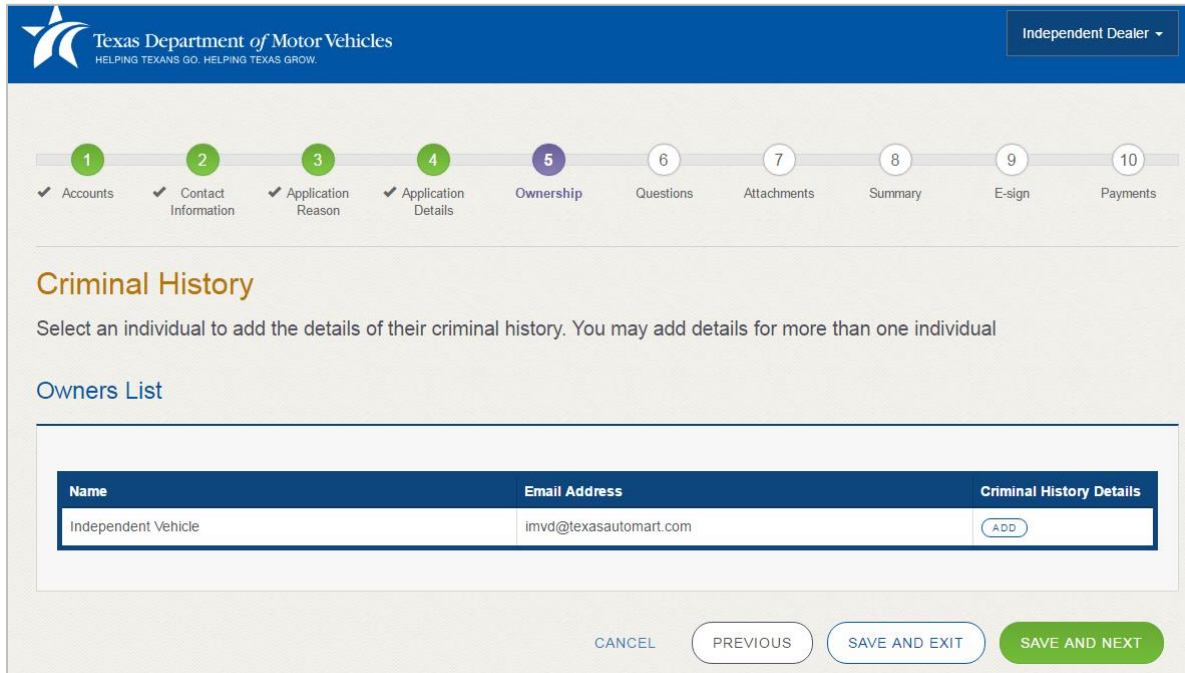
CANCEL PREVIOUS SAVE AND EXIT SAVE AND NEXT

If you answer:

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

5.5.5 Criminal History

1. For each name shown on the Criminal History page, click the **ADD** button.



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1 Accounts 2 Contact Information 3 Application Reason 4 Application Details 5 Ownership 6 Questions 7 Attachments 8 Summary 9 E-sign 10 Payments

Criminal History


Select an individual to add the details of their criminal history. You may add details for more than one individual

[Owners List](#)

Name	Email Address	Criminal History Details
Independent Vehicle	lmvd@texasautomart.com	ADD

CANCEL PREVIOUS SAVE AND EXIT SAVE AND NEXT

2. On the *Criminal History Details* popup:


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Criminal History Details. Separate details must be provided for each offense.

Name
Independent Dealer

Encrypted SSN
***-**-6789

Email
independentdealer@texasautomart.com

Date of Birth
31/10/1956

Offense and Charge

* Please state the exact crime for which the person was charged, convicted, or received a deferred adjudication
DUI

* Date of Offense
09/12/2000

Date of Conviction/Deferred Adjudication
01/05/2001

* Is the person currently on parole or probation?
No

* County
Williamson

* State
Texas

* Court
Municipal

* Sentence or Action imposed by court(example- six months in Travis County Jail):
6 month in Williamson County Jail

* Describe the events and circumstances that lead to the charge.
Drank too much

CLOSE UPDATE

- In the first field in the **Offense and Charge** section, type in a short description of the charges/crime committed.
- For **Date of Offense**, type in the mm/dd/yyyy (or selects it from the calendar) when the crime occurred.
- For **Date of Conviction/Deferred Adjudication**, type in the mm/dd/yyyy (or selects it from the calendar)
- For **Is person currently on parole or probation**, select Yes or No.
- For **County**, type in the name of the county in which the offense occurred.
- 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 incident leading up to the arrest for the offense.
 - j. Click the **UPDATE** button.
3. After the popup closes, repeat the steps above for each entry in the table on the *Criminal History* page or click the **SAVE AND NEXT** button.

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

5.6 Additional Questions

You must answer a series of questions about military service, dealership owners, previous licensing, and the office and display area of the dealership.


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

- a. Go to the bottom of the page and click the **PREVIOUS** button and then click the **SAVE AND EXIT** button on the *Ownership Details* page to save all information entered to date.
- b. After retrieving this information, display the *Welcome* page, locate the **My Applications** section, and click its **VIEW** button.
- c. On the *My Accounts* page, locate this application in the list and click it.
- d. On the *Ownership Details* page displayed, click the **SAVE AND NEXT** button to display the Question page again.

5.6.1 Military Service Questions

On the *Questions* page, you must 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**, several more questions display to determine if you currently have a license, which may mean the licensing fee will be waived.


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✓ Accounts
✓ Contact Information
✓ Application Reason
✓ Application Details
✓ Ownership
Questions
Attachments
Summary
E-sign
Payments

Questions

Enter the following questions in order to complete your application.

1

* Is the applicant a Military Service member, Military Veteran, or Military Spouse?

Yes ▾

* Does the applicant currently hold this type of license in another jurisdiction?

Yes ▾

* Did the applicant at some time in the last five years hold this type of license in Texas?

Yes ▾

Additional Details

By Texas law your license fee is waived. Please note that the License Plate fees are not waived. Please provide documentation such as you or your spouse's active duty orders or DD-214 to confirm your status and a copy of your current license from another jurisdiction.

By Texas law you are eligible for expedited processing of this application. Please provide documentation such as you or your spouse's active duty orders or DD-214 to confirm your status, and either your Texas License Number or a copy of your current license from another jurisdiction.

License Number

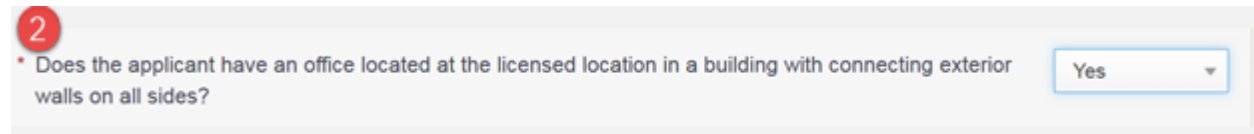
If you select the:

- **No** response, continue to the next question.
- **Yes** response, 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.

5.6.2 Place of Business Structure Question

On the *Questions* page, you will be required to answer the question about if you have an office with connecting exterior walls at the location for which you are attempting to obtain a license.




2

* Does the applicant have an office located at the licensed location in a building with connecting exterior walls on all sides? Yes

The dealer's office structure must be located in a building with connecting exterior walls on all sides or in a portable-type structure/trailer without wheels that meets the listed requirements and the undercarriage is skirted. If the office is located at a private residence, it must be completely separate and meet the zoning requirement of that city or county.

If you select the:

- **Yes** response, continue to the next question.
- **No** response, the item will display on the *Possible Issues* popup and the application will not be approved by the licensing specialist until you can provide proof that this situation is corrected.



Possible Issues

The following items should be corrected before proceeding. If you would like, you can still continue but your application might take longer to process.

- Please review your answers. This application cannot be approved until you meet the requirement of having a sign that is visible to the public.

CONTINUE ANYWAYS CLOSE AND CORRECT

5.6.3 Previously Held Texas Licenses Question

On the *Questions* page, you will be 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).

3 * Has TxDMV ever licensed the applicant to act in any capacity in Texas? "TxDMV" includes but is not limited to the TxDMV Board, the department, a division of the department, or a predecessor of any of these entities. "Applicant" includes the applicant's partner(s); any LLC member or manager; or any director, officer, or owner (except for stockholders of publicly-traded companies). If you answered "yes" then provide the license business name(s), license type(s), license number(s) issued, and the last effective date(s) for each license. Yes ▾

Additional Details

If Yes, how many License?

1

Business Name	License Type	License #	Last Effective Date
Texas Motorcycles	Motorcycle GDN	P234567	01/01/2016

ADD

If you select the:

- **No** response, continue to the next question.
- **Yes** response, 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 when the license expired or will expire.
 - e. If you have more than one previous license click the **ADD** button.
 - f. Repeat the steps above for each license.

5.6.4 Previous License Question

You will be 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.

4 * Has the applicant previously applied for or received any license or other authorization that was denied, suspended, or revoked by a regulatory authority? "Applicant" includes the applicant's partner(s); any LLC member or manager; or any director, officer, or owner (except for stockholders of publicly-traded companies). "Authorization" includes, but is not limited to, any license, permit, registration, certification, credential, etc. issued by a regulatory authority. If you answered "yes," then please provide the applicant or licensed business name(s), license number(s), and the last effective date(s) of the license(s), along with the reason the license(s) was/were denied, suspended, or revoked.

Additional Details

If Yes, how many License?

1

Business Name

Autos of Texas

License #

P987654

Reason For Denial/Suspended Or Revoked


Lied on application

Last Effective Date

01/01/1982

License Status

Revoked



ADD

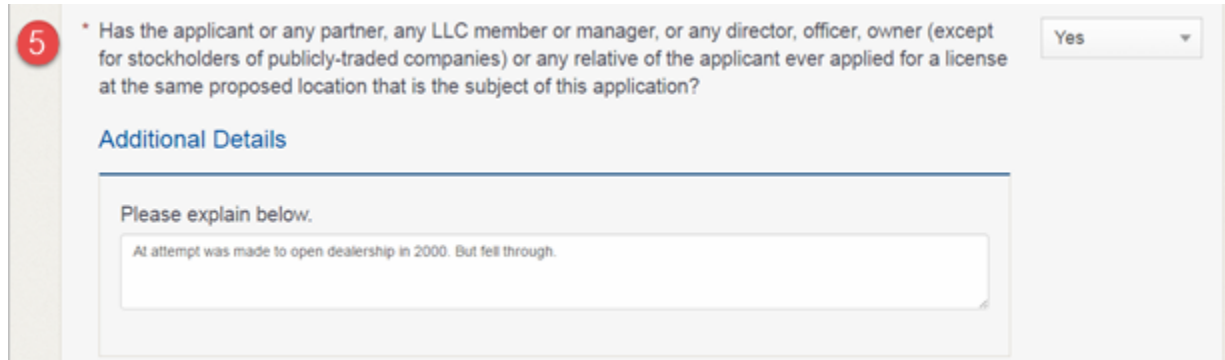
Yes

If you select the:

- **No** response, continue to the next question.
- **Yes** response, type in the number of licenses received and then for the first license:
 - a. For **Business Name**, type in the name of the business licensed.
 - b. For **License #**, type in the number issued for the license.
 - c. For **Reason For Denial/Suspended/Revoke**, type in an appropriate response.
 - d. For **Last Effective Date**, type in the mm/dd/yyyy when the license expired or will expire.
 - e. For **License Status**, select the appropriate option from the dropdown list.
 - f. If you have more than one license click the **ADD** button.
 - g. Repeat the steps above for each license.

5.6.5 Same Proposed Location Question

You will be required 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 the:

- **No** response, continue to the next question.
- **Yes** response, explain this occurrence in the **Additional Details** area that displays below the question.

5.6.6 Signage Question

You will be required answer a question about if the dealership has a permanent sign with the business name or DBA in letters at least 6 inches in height that is clearly visible to the public.

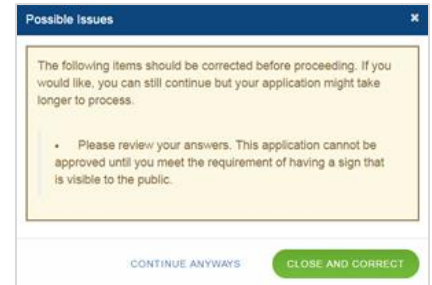
Note: Wholesale dealerships located in offices must have a sign with the business name or DBA in letters at least 2 inches in height and must be permanently mounted on or beside the main door to the dealer's office.



If you select the:

- **Yes** response, continue to the next question.

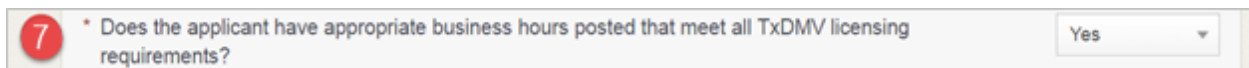
- **No** response, the item will display on the *Possible Issues* popup and the application will not be approved by the licensing specialist until you can provide proof that this situation is corrected.



5.6.7 Posted Business Hours Question

You will be required answer a question about if the dealership has appropriate days and hours of business posted at the main office entrance.

At minimum, independent dealers are required to be open at least 4 consecutive hours a day on 4 days each week while wholesale dealers are required to be open at least 2 consecutive hours a day on 2 days each week.



If you select the:

- **Yes** response, continue to the next question.
- **No** response, the item will display on the *Possible Issues* popup and the application will not be approved by the licensing specialist until you can provide proof that this situation is corrected.

5.6.8 Lease/Ownership of Dealership Property Question

You must answer a question about if the dealership has a lease or ownership document for the property that they can submit that demonstrates that the dealership meets all TxDMV licensing requirements, including the a term of two years if leased.



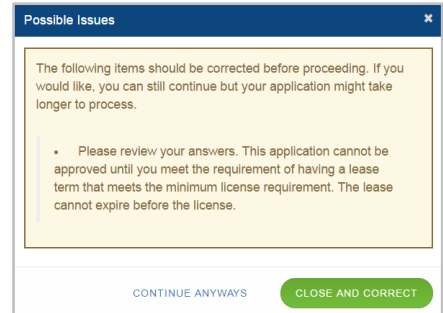
If you select the:

- **Yes** response, continue to the next question.

- **No** response, the item will display on the *Possible Issues* popup and the application will not be approved by the licensing specialist until you can provide proof that this situation is corrected.

5.6.9 Property Compliance Question

You must answer a question about if the proposed place of business complies with the applicable state and local government occupancy laws, ordinances, and deed restrictions.

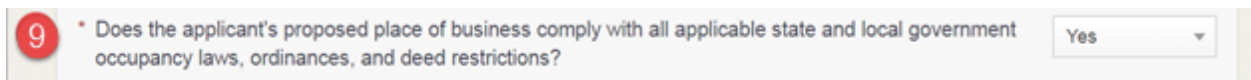


Possible Issues

The following items should be corrected before proceeding. If you would like, you can still continue but your application might take longer to process.

- Please review your answers. This application cannot be approved until you meet the requirement of having a lease term that meets the minimum license requirement. The lease cannot expire before the license.

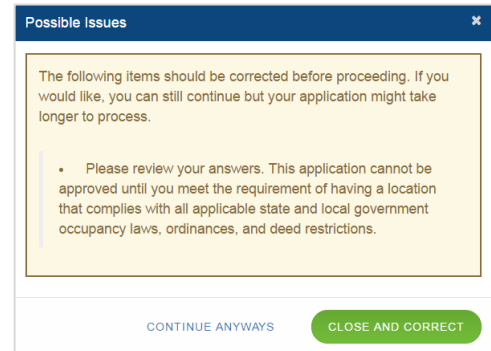
CONTINUE ANYWAYS CLOSE AND CORRECT



9 * Does the applicant's proposed place of business comply with all applicable state and local government occupancy laws, ordinances, and deed restrictions? Yes

If you select the:

- **Yes** response, continue to the next question.
- **No** response, the item will display on the *Possible Issues* popup and the application will not be approved by the licensing specialist until you can provide proof that this situation is corrected.



Possible Issues

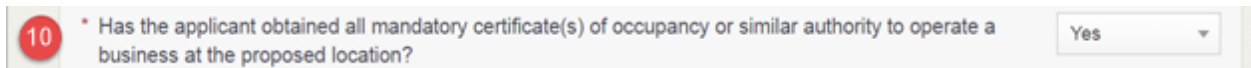
The following items should be corrected before proceeding. If you would like, you can still continue but your application might take longer to process.

- Please review your answers. This application cannot be approved until you meet the requirement of having a location that complies with all applicable state and local government occupancy laws, ordinances, and deed restrictions.

CONTINUE ANYWAYS CLOSE AND CORRECT

5.6.10 Proof of Occupancy Question

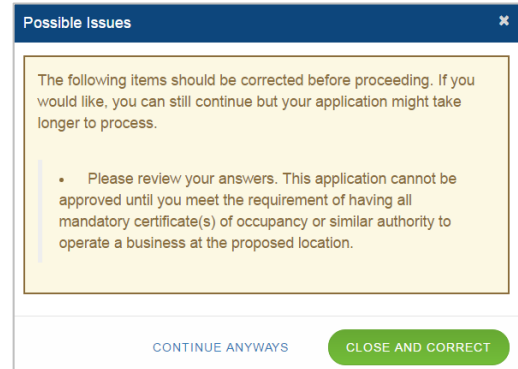
You must answer a question about if all mandatory certificates of occupancy or similar authority to operate a business at the proposed location have been obtained.



10 * Has the applicant obtained all mandatory certificate(s) of occupancy or similar authority to operate a business at the proposed location? Yes

If you select the:

- **Yes** response, continue to the next question.
- **No** response, the item will display on the *Possible Issues* popup and the application will not be approved by the licensing specialist until you can provide proof that this situation is corrected.



5.6.11 Place of Business Location Question

You must answer a question about if the proposed place of business is located within a residence, apartment house, motel, or rooming house (which is prohibited).

11

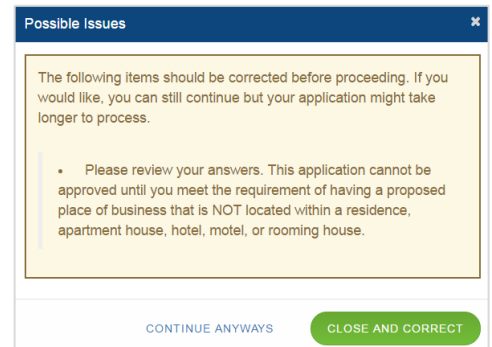
* Is the applicant's proposed place of business located within a residence, apartment house, hotel, motel, or rooming house?

Yes

The dealer's office structure must be located in a building with connecting exterior walls on all sides or in a portable-type structure/trailer without wheels that meets the listed requirements and the undercarriage is skirted. If the office is located at a private residence, it must be completely separate and meet the zoning requirement of that city or county.

If you select the:

- **No** response, continue to the next question.
- **Yes** response, the item will display on the *Possible Issues* popup and the application will not be approved by the licensing specialist until you can provide proof that this situation is corrected.



5.6.12 Previous Texas Occupations Code Violations

You must 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 been found to have violated the Texas Occupations Code, Chapter 2301 (formerly the Texas Motor Vehicle Commission Code) or Texas Transportation Code, Chapter 503.

12 * Has the applicant ever been disciplined or signed an Agreed Order with the TxDMV? "Applicant" includes the applicant's partner(s); any LLC member or manager; or any director, officer, or owner (except for stockholders of publicly-traded companies). Yes

Additional Details

TxDMV Enforcement Actions – description of all TxDMV Enforcement actions with detailed explanation of the circumstances.

If you select the:

- **No** response, continue to the next question.
- **Yes** response, explain the license revocation details in the **Additional Details** area that displays.

5.6.13 Dealership Office Question

You must answer a question about if the dealership has an office area with a desk, at least 2 chairs, a telephone with a listed number, and access to the Internet.

The office area and equipment cannot be shared with another business.

13 * Does the applicant have an office area with desk, at least two chairs, internet access, and phone with a listed number? Yes

If you select the:

- **No** response, continue to the next question.
- **Yes** response, the item will display on the *Possible Issues* popup and the application will not be approved by the licensing specialist until you can provide proof that this situation is corrected.

Possible Issues

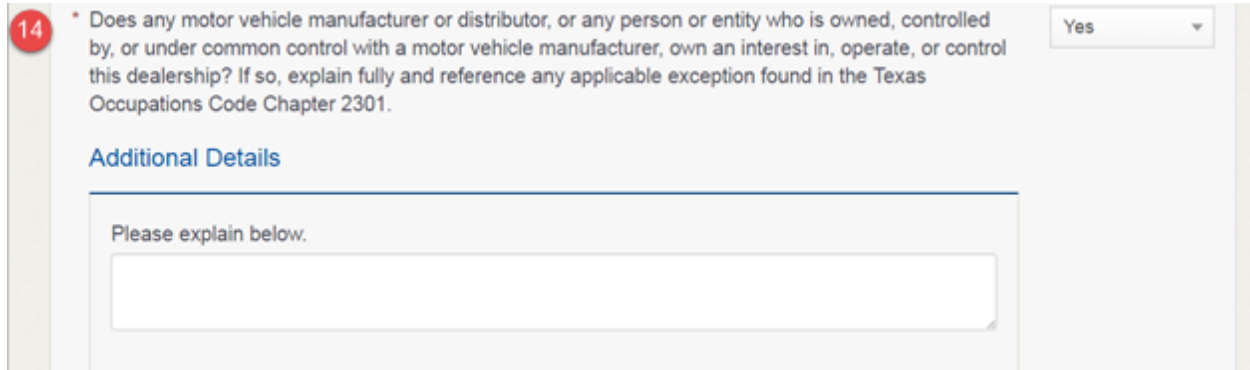
The following items should be corrected before proceeding. If you would like, you can still continue but your application might take longer to process.

- Please review your answers. This application cannot be approved until you meet the requirement of having an office area with desk, at least two chairs, internet access, and phone with a listed number.

CONTINUE ANYWAYS CLOSE AND CORRECT

5.6.14 Manufacturer or Distributor Ownership Question

You must answer a question about if any motor vehicle manufacturer or distributor, or any person or entity who is owned, controlled by, or under common control with a motor vehicle manufacturer, own an interest in, operate, or control this dealership.

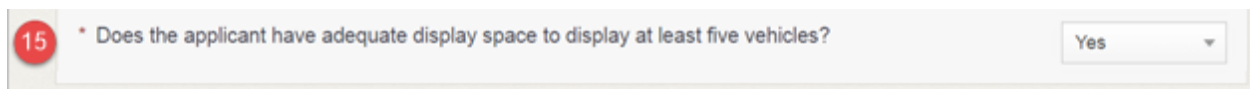


If you select the:

- **No** response, continue to the next question.
- **Yes** response, explain the details in the **Additional Details** area that displays.

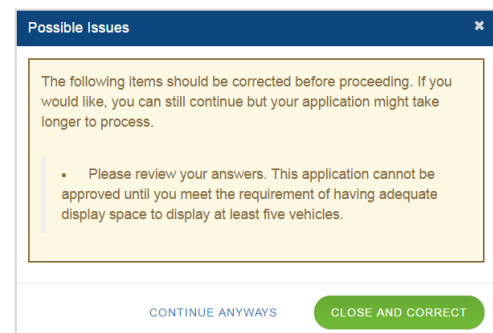
5.6.15 Display Area Question

You must answer a question about if the dealership has adequate display area to display at least five vehicles as required (not required for wholesale dealers).



If you select the:

- **No** response, you can click the **SAVE AND NEXT** button.
- **Yes** response, the item will display on the *Possible Issues* popup and the application will not be approved by the licensing specialist until you can provide proof that this situation is corrected.



5.7 Application Attachments

On the *Attachments* page, you will upload files containing scanned copies of the documents requested. Although the exact files requested depend on the answers and selections made during the application process, Proof of Owner Identity and Assumed



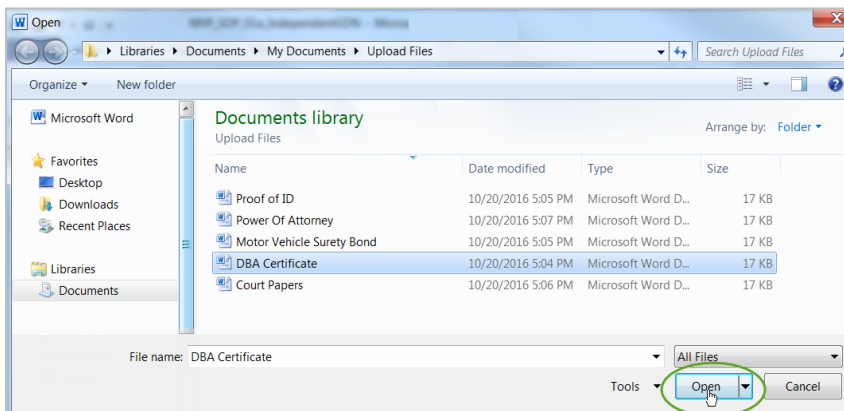
Name Certificates for DBAs are typically requested. If any criminal history has been reported, the Criminal History adjudication or court papers may also be requested.

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

5.7.1 Uploading Attachment Files

1. On the *Attachments* page, click the **BROWSE** button.

- a. On the *Open* popup:
- b. Navigate to the file (on the computer or a shared network resource).
- c. Select the file and click the **Open** button.



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

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Independent Dealer ▾

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✓ Accounts

✓ Contact Information

✓ Application Reason

✓ Application Details

✓ Ownership

✓ Questions

Attachments

Summary

E-sign

Payments

Required Attachments

Note: All attachments must be reviewed by a licensing specialist. Incorrect attachments may delay processing.

Assumed Name Certificate Issued by the Texas Secretary of State

* Assumed Name Certificate Issued by the Texas Secretary of State

Choose File

DBA Certificate

UNDO

Select file and scroll to bottom of page to click **UPLOAD** button.

UPLOAD

Other Attachments

+ ADD MORE ATTACHMENTS

CANCEL

PREVIOUS

SAVE AND EXIT

SAVE AND NEXT

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

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✓ Accounts

✓ Contact Information

✓ Application Reason

✓ Application Details

✓ Ownership

✓ Questions

Attachments

Summary

E-sign

Payments

Required Attachments

Note: All attachments must be reviewed by a licensing specialist. Incorrect attachments may delay processing.

Criminal Court Papers

* Criminal Details

independent dealer

Choose File

Court Papers.docx

UNDO

COURT PAPERS.DOCX

5.7.2 Assumed Name Certificate

You may be required to upload a file containing the scanned copy of the Assumed Name Certificate issued by the county clerk in the county where the dealership will be operated (Sole Proprietorship or General Partnership) or by the Texas Secretary of State.

Assumed Name Certificate Issued by the Texas Secretary of State

* Assumed Name Certificate Issued by the Texas Secretary of State

Choose File

No file chosen

UNDO

5.7.3 Proof of Owner Identity

You may be required to upload files containing the scanned copies of driver licenses, passports (U.S. or foreign), official state or government issued picture identification cards, or U.S. Armed Forces Identification cards for the owners, officers, and other people listed in the application.

Proof of Identity

* Proof of Identity Details

independent dealer

Choose File

No file chosen

UNDO

5.7.4 Certificate of Incorporation

If you indicate that your business entity is other than a Sole Proprietor or General Partnership, you may be required to upload a file containing a scanned copy of the Certificate of Incorporation filed with the Texas Secretary of State.

Certificate of Incorporation filing from Texas Secretary of States Office

* Certificate of Incorporation filing from Texas Secretary of States Office

Choose File

UNDO

5.7.5 Criminal Court Papers

If you responded Yes to the Ownership or other Questions about criminal history, you will be required to upload a file containing scanned court documents about the offense and adjudication details for each individual listed.

Criminal Court Papers

* Criminal Details

independent motor vehicle

Choose File No file chosen

UNDO

5.7.6 Other Attachments

You can add attachments to explain other circumstances pertinent to the application. For example, you may be asked to submit a copy of the lease, the confirmation of the postal address from USPS, or other deficiency in the application.

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

Other Attachments

+ ADD MORE ATTACHMENTS

CANCEL
PREVIOUS
SAVE AND EXIT
SAVE AND NEXT

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

Other Attachments

* Attachment Type

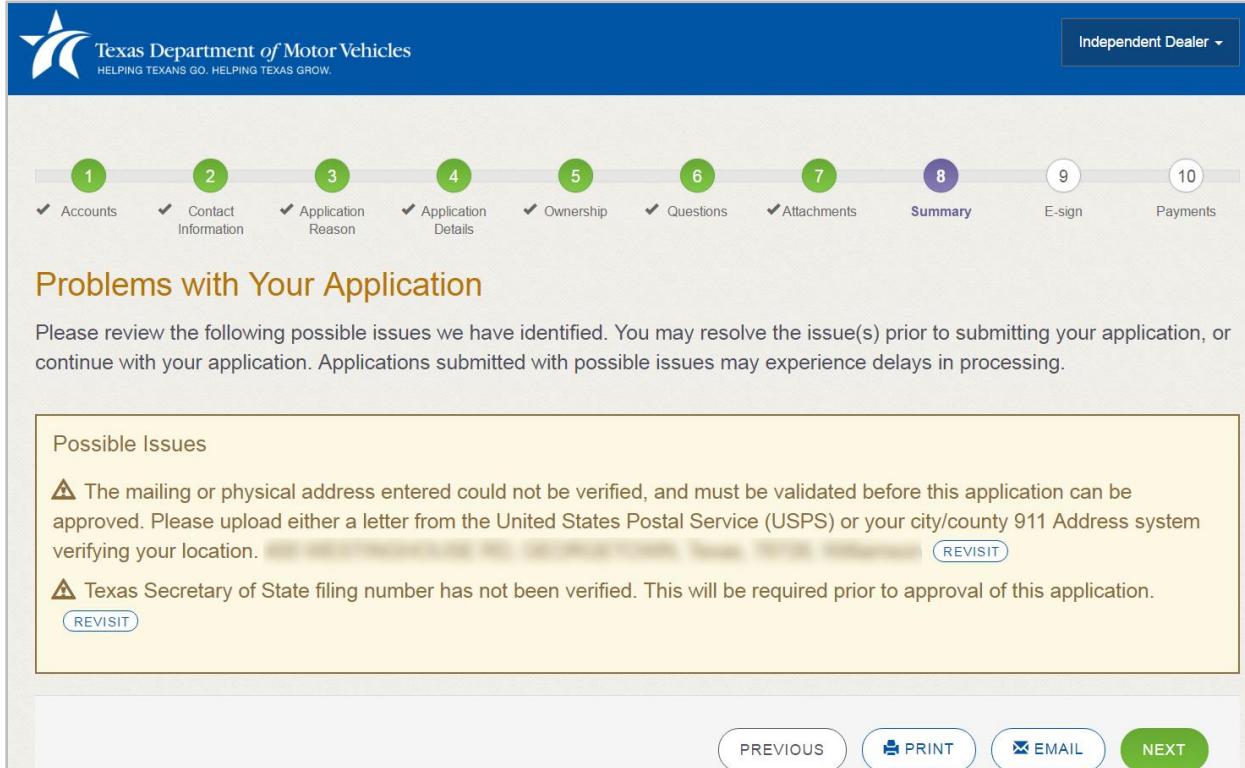
Choose File No file chosen

UNDO

UPLOAD

5.7.7 Problems with Your Application

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



The screenshot shows the 'Problems with Your Application' page. At the top is a blue header with the Texas Department of Motor Vehicles logo and the tagline 'HELPING TEXANS GO. HELPING TEXAS GROW.' On the right of the header is a dropdown menu labeled 'Independent Dealer'. Below the header is a progress bar with 10 steps: 1. Accounts, 2. Contact Information, 3. Application Reason, 4. Application Details, 5. Ownership, 6. Questions, 7. Attachments, 8. Summary (highlighted in purple), 9. E-sign, and 10. Payments. Below the progress bar is the title 'Problems with Your Application' in orange. A paragraph of text explains that the user should review possible issues and resolve them before submitting the application. Below this is a yellow box titled 'Possible Issues' containing two error messages. The first message states that the mailing or physical address could not be verified and provides instructions to upload a letter from the USPS or a city/county 911 Address system, with a 'REVISIT' button. The second message states that the Texas Secretary of State filing number has not been verified and provides a 'REVISIT' button. At the bottom of the page are four buttons: 'PREVIOUS', 'PRINT', 'EMAIL', and 'NEXT'.

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Independent Dealer ▾

1 2 3 4 5 6 7 8 9 10
✓ Accounts ✓ Contact Information ✓ Application Reason ✓ Application Details ✓ Ownership ✓ Questions ✓ Attachments **Summary** E-sign Payments

Problems with Your Application

Please review the following possible issues we have identified. You may resolve the issue(s) prior to submitting your application, or continue with your application. Applications submitted with possible issues may experience delays in processing.

Possible Issues

- ⚠ The mailing or physical address entered could not be verified, and must be validated before this application can be approved. Please upload either a letter from the United States Postal Service (USPS) or your city/county 911 Address system verifying your location. [REVISIT](#)
- ⚠ Texas Secretary of State filing number has not been verified. This will be required prior to approval of this application. [REVISIT](#)

[PREVIOUS](#) [PRINT](#) [EMAIL](#) [NEXT](#)

To return to the page on which the issue can be resolved, you can click the **REVISIT** button and make the correction, and then click **SAVE AND NEXT** button as many times as it takes to return to this page.

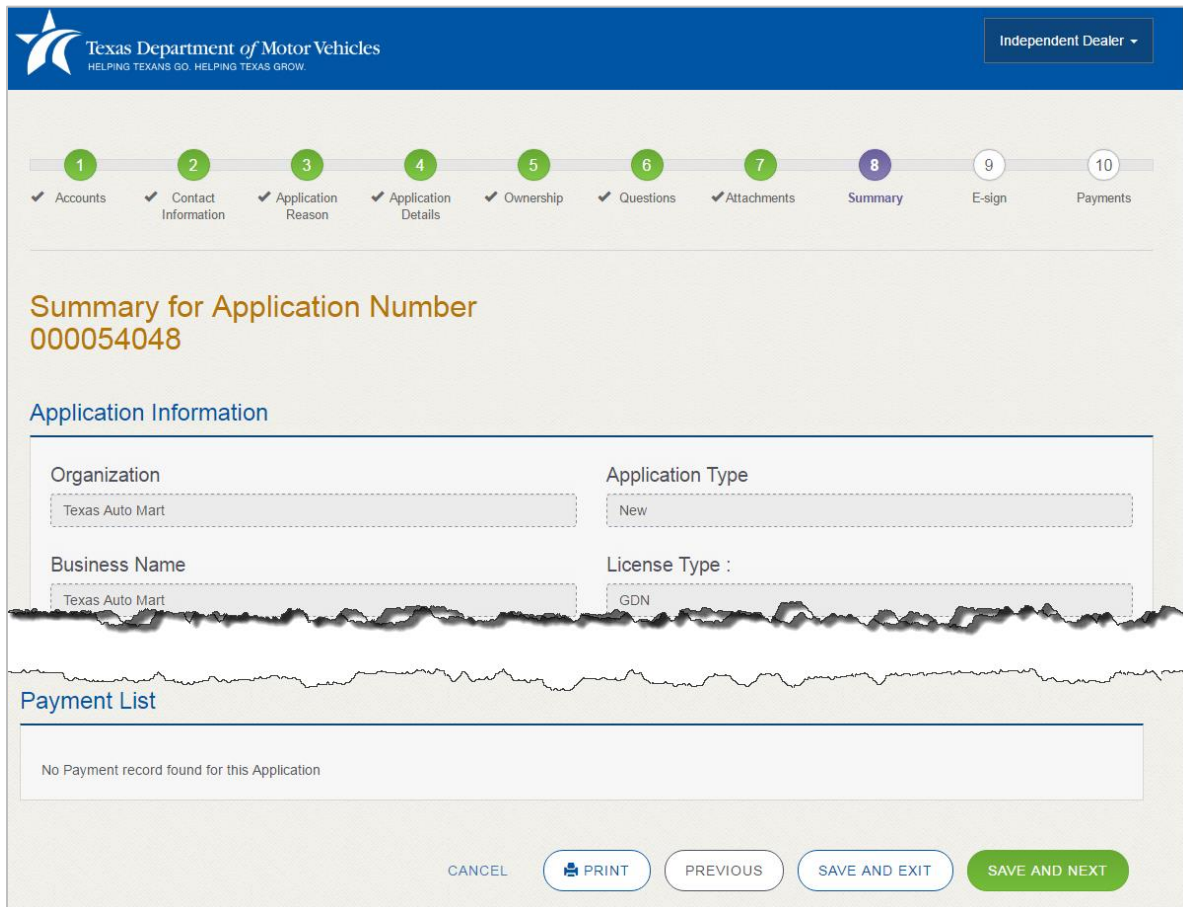
To skip making fixes at this time, you can click the **NEXT** button to display the *Summary* page. In many instances, the problems may cause the application approval to be delayed.

5.8 Summary

After entering all of the required information and resolving potential issues (or continuing without resolving them), the *Summary* page displays.

Note: Once the application has been submitted and approved, the information within cannot be changed without licensing specialist assistance and must be kept in place for the entire term of the license. For example, you cannot respond Yes that the dealership has a permanent sign and then remove the sign once the application is approved.

3. Review the entries and selections you have made.



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Independent Dealer ▾

1 Accounts 2 Contact Information 3 Application Reason 4 Application Details 5 Ownership 6 Questions 7 Attachments 8 Summary 9 E-sign 10 Payments

Summary for Application Number 000054048

Application Information

Organization: Texas Auto Mart Application Type: New

Business Name: Texas Auto Mart License Type: GDN

Payment List

No Payment record found for this Application

CANCEL PRINT PREVIOUS SAVE AND EXIT SAVE AND NEXT

Click the:

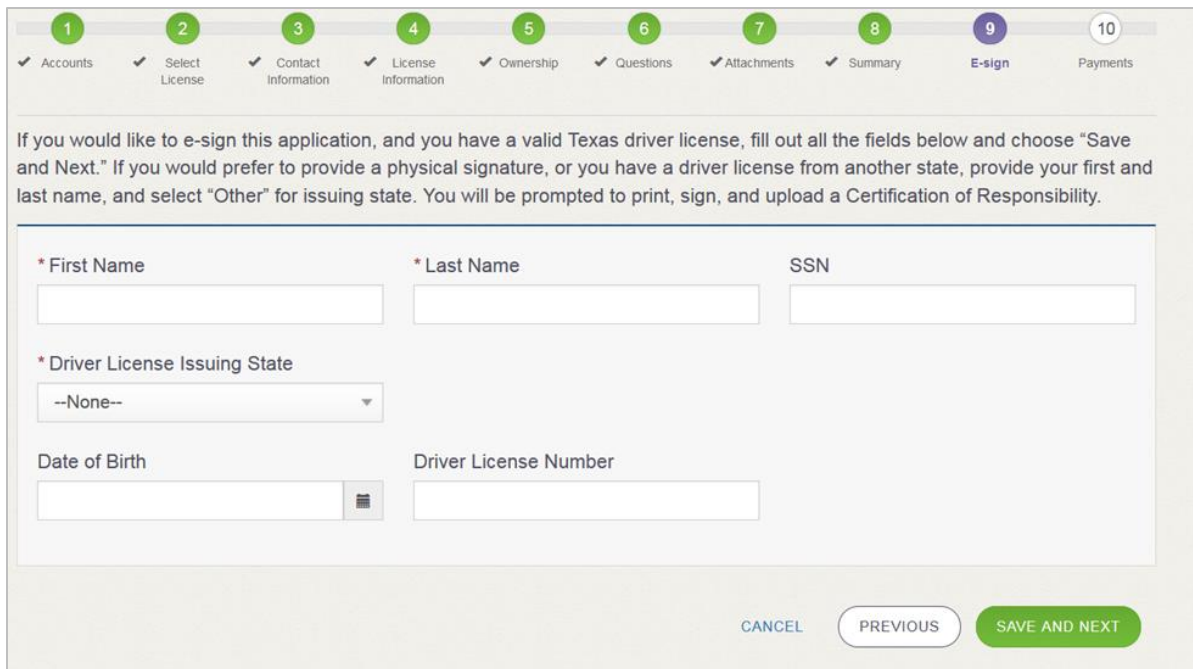
- **PRINT** button to send the summary to print on your local printer.
- **PREVIOUS** button to return to the page where adjustments need to be made
- **SAVE AND EXIT** button to store all of the information before beginning the submission process.
- **SAVE AND NEXT** button to continue to the next page.

5.9 Signature

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

If you cannot provide this information (for example, your driver license is from a state other than Texas, you do not currently hold a driver license and use alternate identification, or you prefer to submit a manual signature), then you need only provide your first and last name and work with a printed version of the Certificate of Responsibility. **Note**, for driver licenses from a state other than Texas, you must select “Other” from the drop down list to complete the process.

1. On the page displayed:



1 2 3 4 5 6 7 8 9 10
 ✓ Accounts ✓ Select License ✓ Contact Information ✓ License Information ✓ Ownership ✓ Questions ✓ Attachments ✓ Summary **E-sign** Payments

If you would like to e-sign this application, and you have a valid Texas driver license, fill out all the fields below and choose “Save and Next.” If you would prefer to provide a physical signature, or you have a driver license from another state, provide your first and last name, and select “Other” for issuing state. You will be prompted to print, sign, and upload a Certification of Responsibility.

* First Name * Last Name SSN

* Driver License Issuing State
 --None--

Date of Birth Driver License Number

CANCEL PREVIOUS **SAVE AND NEXT**

- For **First Name**, type it in exactly as it displays on your driver license or official identification.
- For **Last Name**, type it in exactly as it displays on your driver license or official identification.

Note: If you do not have a valid Texas driver license or prefer to manually sign a printed version of the certificate of Responsibility, skip to the section about Manual on page 64.

- For **SSN**, type in the numbers and dashes of your social security number.

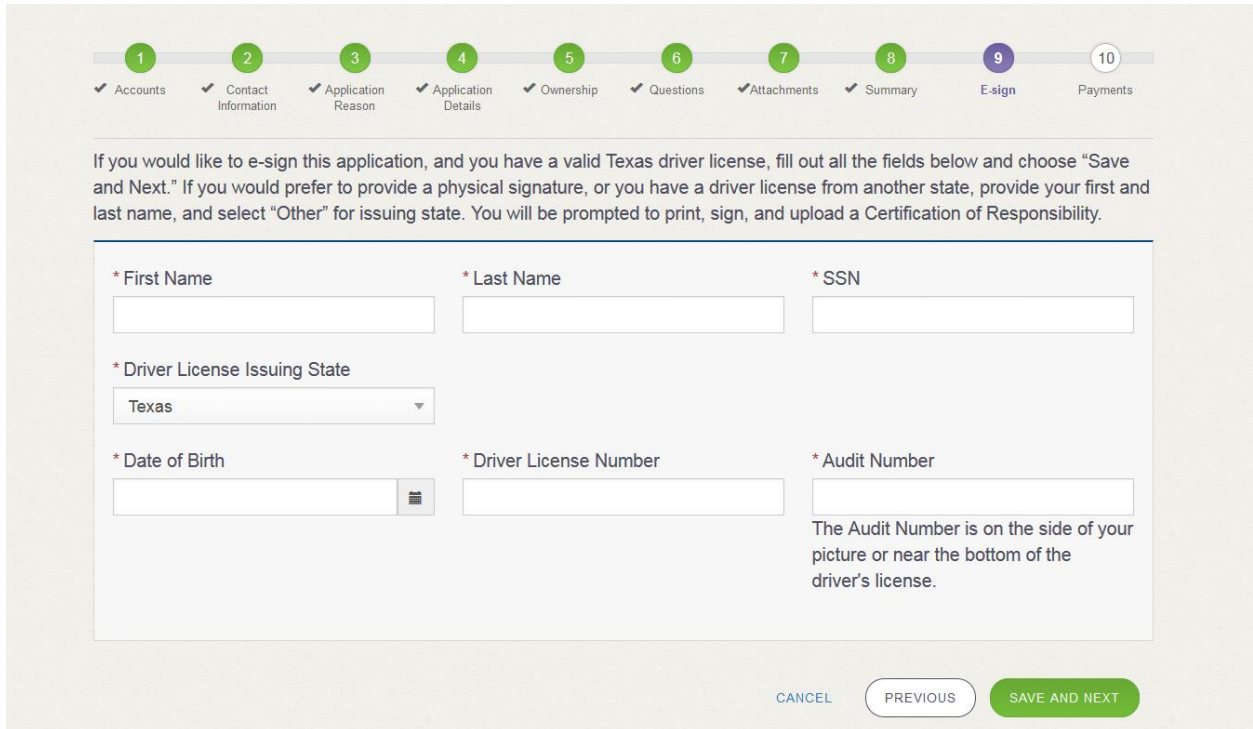


- d. From the **Driver License Issuing State** dropdown, select the appropriate option.
 - e. For **Date of Birth**, type in the mm/dd/yyyy that appears on your driver license
 - f. For **Driver License Number**, type in the string of number and letters.
 - g. If the **Audit Number** field displays, type in the string of numbers that display on the side of your license (or along the bottom).
2. Click the **SAVE AND NEXT** button.

5.9.1 Electronic Signature Submission

If you have a valid Texas driver license and the system can verify your information, it will display a page containing the Certificate of Responsibility that you can accept and submit with an electronic signature.

1. On the *eSign* page displayed:



If you would like to e-sign this application, and you have a valid Texas driver license, fill out all the fields below and choose "Save and Next." If you would prefer to provide a physical signature, or you have a driver license from another state, provide your first and last name, and select "Other" for issuing state. You will be prompted to print, sign, and upload a Certification of Responsibility.

* First Name

* Last Name

* SSN

* Driver License Issuing State

* Date of Birth

* Driver License Number

* Audit Number

The Audit Number is on the side of your picture or near the bottom of the driver's license.

CANCEL PREVIOUS SAVE AND NEXT

- a. For **First Name**, type it in exactly as it displays on your driver license or official identification.
 - b. For **Last Name**, type it in exactly as it displays on your driver license or official identification.
- Note:** If you do not have a valid Texas driver license or prefer to manually sign a printed version of the certificate of Responsibility, skip to step b.f.1.
- c. For **SSN**, type in the numbers and dashes of your social security number.
 - d. From the **Driver License Issuing State** dropdown, select the appropriate option.
 - e. For **Date of Birth**, type in the mm/dd/yyyy that appears on your driver license
 - f. For **Driver License Number**, type in the string of number and letters.
 - g. If the **Audit Number** field displays, type in the string of numbers that display on the side of your license (or along the bottom).

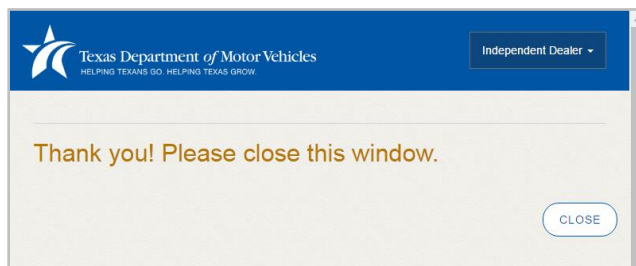
2. Click the **SAVE AND NEXT** button.

3. On the *Certificate of Responsibility* page:

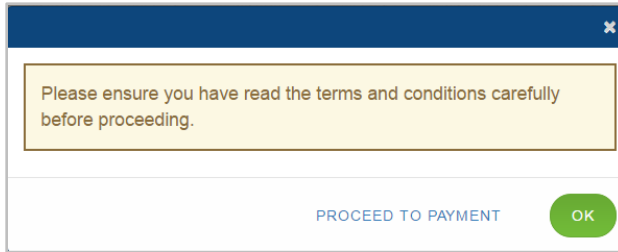


- Carefully read the terms and conditions for the license.
- Click the **I Agree** option button.
- Click on the **Sign Here** field and type in your full legal name.
- Scroll back up to the top of the popup and click the **Finish & Submit Electronically** button.

4. On the *Thank You* page of the popup, click the **CLOSE** button.



- Back on the *Certificate of Responsibility* page, click the **SAVE AND NEXT** button.
- On the *Please ensure you have the terms and conditions* popup, you can click the **OK** button to go back and make changes to the application and read the certificate again or click the **PROCEED TO PAYMENT** link to start the payment process.



Please ensure you have read the terms and conditions carefully before proceeding.

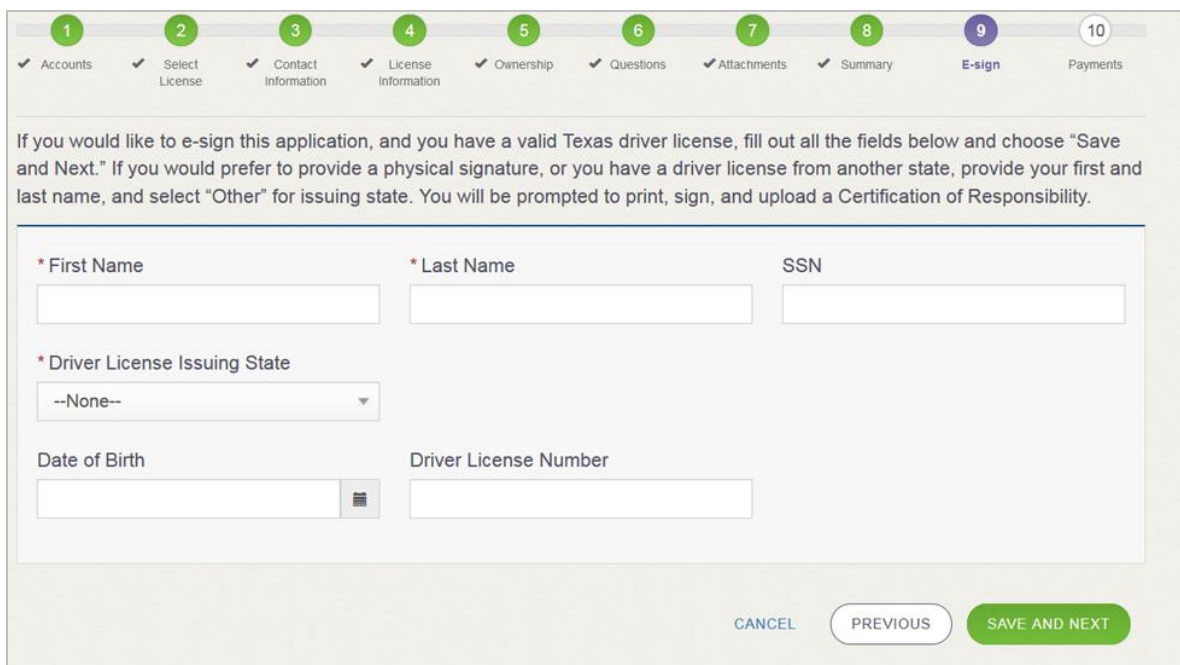
PROCEED TO PAYMENT OK

Note: If you click the **CANCEL** link on the *Certificate of Responsibility* page, the system will save all of the information in the application. Later when you return to submit payment for the application, click the **PAY** button in the **Make Payment** area on the eLICENSING home page.

5.9.2 Manual Signature Submission

If you do not have a valid Texas driver license or the system cannot verify your information, the system will display an error message and a new section on the page for you to print a copy of the Certification of Responsibility. You must print, sign, and then upload it into the system.

1. On the *eSign* page displayed:



1 Accounts 2 Select License 3 Contact Information 4 License Information 5 Ownership 6 Questions 7 Attachments 8 Summary 9 **E-sign** 10 Payments

If you would like to e-sign this application, and you have a valid Texas driver license, fill out all the fields below and choose "Save and Next." If you would prefer to provide a physical signature, or you have a driver license from another state, provide your first and last name, and select "Other" for issuing state. You will be prompted to print, sign, and upload a Certification of Responsibility.

* First Name * Last Name SSN

* Driver License Issuing State

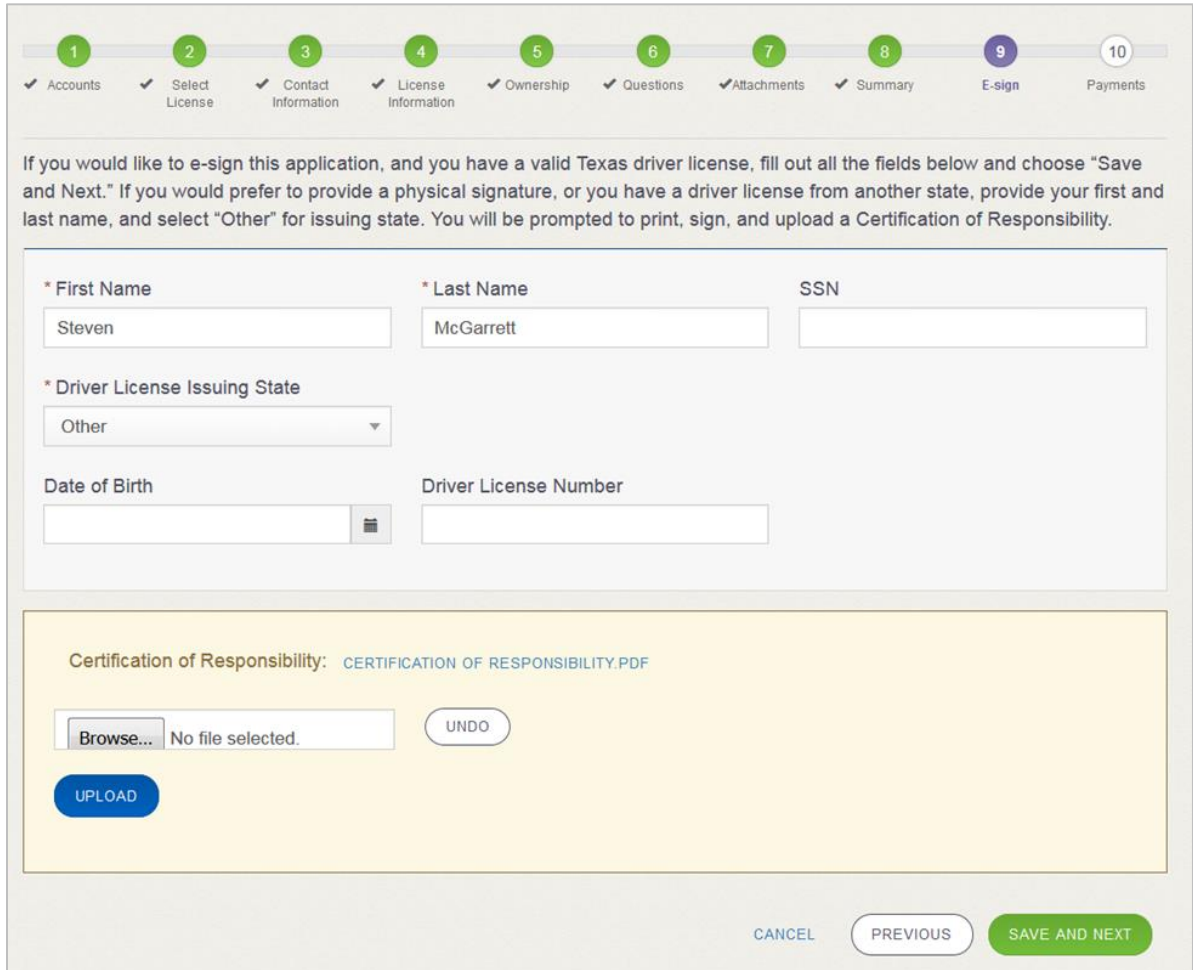
--None--

Date of Birth Driver License Number

CANCEL PREVIOUS SAVE AND NEXT

- a. For **First Name**, type it in exactly as it displays on your driver license or official identification.
- b. For **Last Name**, type it in exactly as it displays on your driver license or official identification.

- c. Select Other for Driver License Issuing State.
 - d. The screen changes to include the Certificate of Responsibility.
2. Scroll to the bottom of the page and click the [CERTIFICATE OF RESPONSIBILITY PDF](#) link.



1 Accounts 2 Select License 3 Contact Information 4 License Information 5 Ownership 6 Questions 7 Attachments 8 Summary 9 E-sign 10 Payments

If you would like to e-sign this application, and you have a valid Texas driver license, fill out all the fields below and choose "Save and Next." If you would prefer to provide a physical signature, or you have a driver license from another state, provide your first and last name, and select "Other" for issuing state. You will be prompted to print, sign, and upload a Certification of Responsibility.

* First Name: Steven
 * Last Name: McGarrett
 SSN:
 * Driver License Issuing State: Other
 Date of Birth:
 Driver License Number:


Certification of Responsibility: [CERTIFICATION OF RESPONSIBILITY.PDF](#)

Browse... No file selected. UNDO


UPLOAD

CANCEL PREVIOUS SAVE AND NEXT

- a. On the PDF file, click the **Printer** icon (in the upper right) to send the PDF on your local printer.
- b. Carefully read the document and sign and date it.



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Certificate of Responsibility

Plate Application

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

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

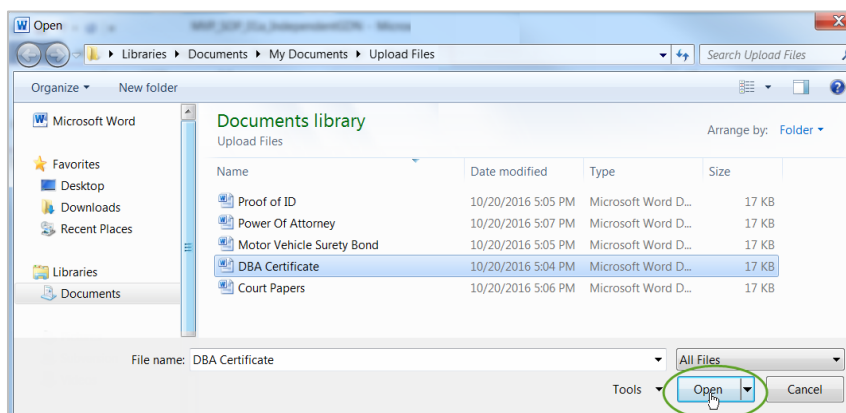
Date: _____

Printed Name: _____

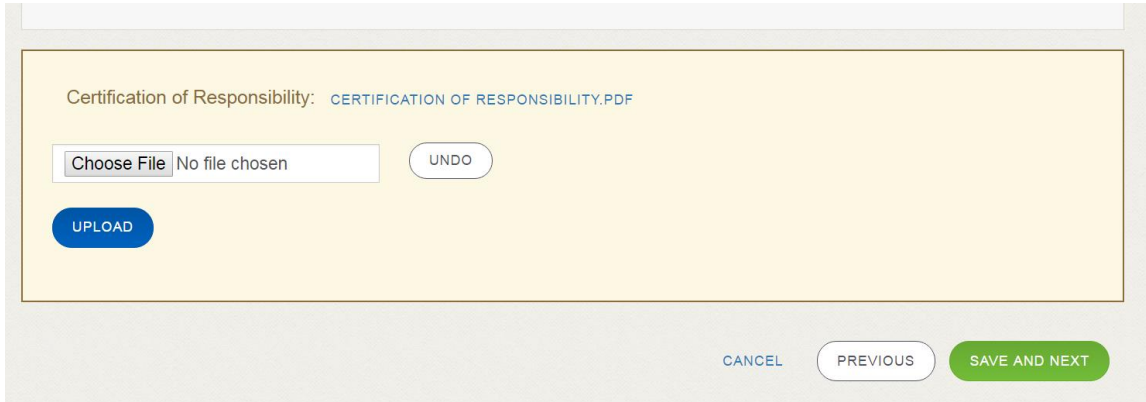
Authorized Signature: _____

Title: _____

3. To upload and attach the signed document to this plate application:
 - a. Scan the document to a file and save it to your local computer (or a shared network resource).
 - b. Back on the eLICENSING page, click the **CHOOSE FILE** button.
 - c. In the Open Windows dialog, navigate to the file (on the computer or a shared network resource), select it and then click the **Open** button.



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



Certification of Responsibility: [CERTIFICATION OF RESPONSIBILITY.PDF](#)

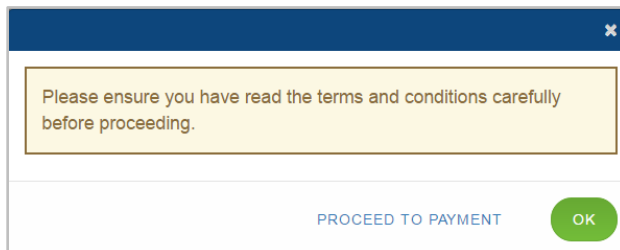
Choose File No file chosen UNDO

UPLOAD

CANCEL PREVIOUS SAVE AND NEXT

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

- e. Click the **SAVE AND NEXT** button.
- f. On the pop-up, click the [PROCEED TO PAYMENT](#) link.



Please ensure you have read the terms and conditions carefully before proceeding.

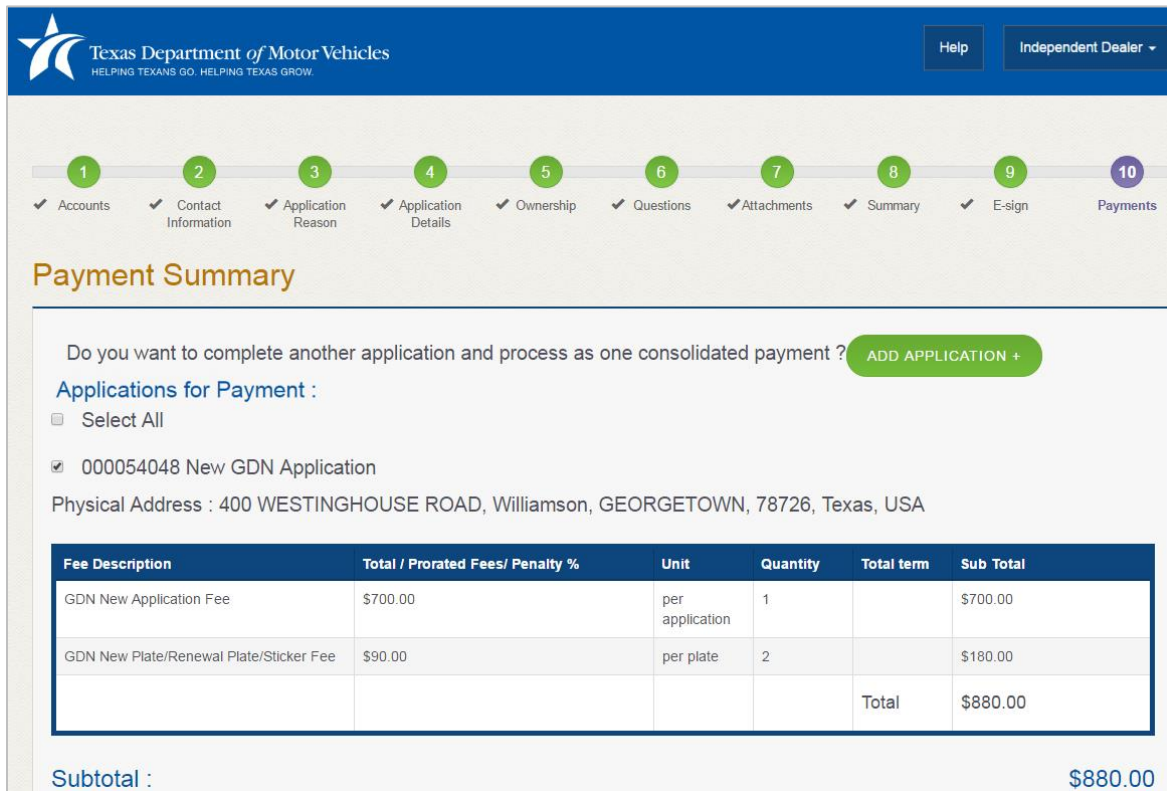
[PROCEED TO PAYMENT](#) OK

5.10 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 the **ADD APPLICATION** button

1. On the *Payment Summary* page:



Do you want to complete another application and process as one consolidated payment ? [ADD APPLICATION +](#)

Applications for Payment :

☐ Select All

☒ 000054048 New GDN Application

Physical Address : 400 WESTINGHOUSE ROAD, Williamson, GEORGETOWN, 78726, Texas, USA

Fee Description	Total / Prorated Fees/ Penalty %	Unit	Quantity	Total term	Sub Total
GDN New Application Fee	\$700.00	per application	1		\$700.00
GDN New Plate/Renewal Plate/Sticker Fee	\$90.00	per plate	2		\$180.00
				Total	\$880.00

Subtotal : \$880.00

- a. Click the option button of the application or click the **Select All** option button.
- b. On the bottom of the page, for **Method of Payment**, select the appropriate option button.


Subtotal :	\$880.00
Method of Payment :	
<input type="radio"/> Credit Card <input type="radio"/> ACH/eCheck	
Grand total :	\$880.00*
<div>* Payment processing for this service will be included in the total transaction amount when payment is made by credit card or Automated Clearing House (ACH)</div>	
Payment Status :	Pending Payment

[EXIT](#) [PREVIOUS](#) [PROCEED TO PAY](#)


c. Click the **PROCEED TO PAY** button.

Note: The payment is collected by another Texas state government subsystem, which will be seamless to you. Once you submit the payment, that subsystem turns control back to the eLICENSING system to update the payment status.

2. In the **Customer Information** section on the *Payment* page:



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1 Payment Type
2 Customer Info
3 Payment Info
4 Submit Payment

Payment

Payment Type ✓

Credit Card

Customer Information

Complete all required fields [*]

Country

United States ▼

First Name *

Last Name *

Address *

Address 2

City *

State *

Select State ▼

ZIP/Postal Code *

Phone *

Next >

Payment Info

Cancel

Transaction Summary

TXDMV eLicensing	\$716.01
Texas.gov Price ?	\$716.01

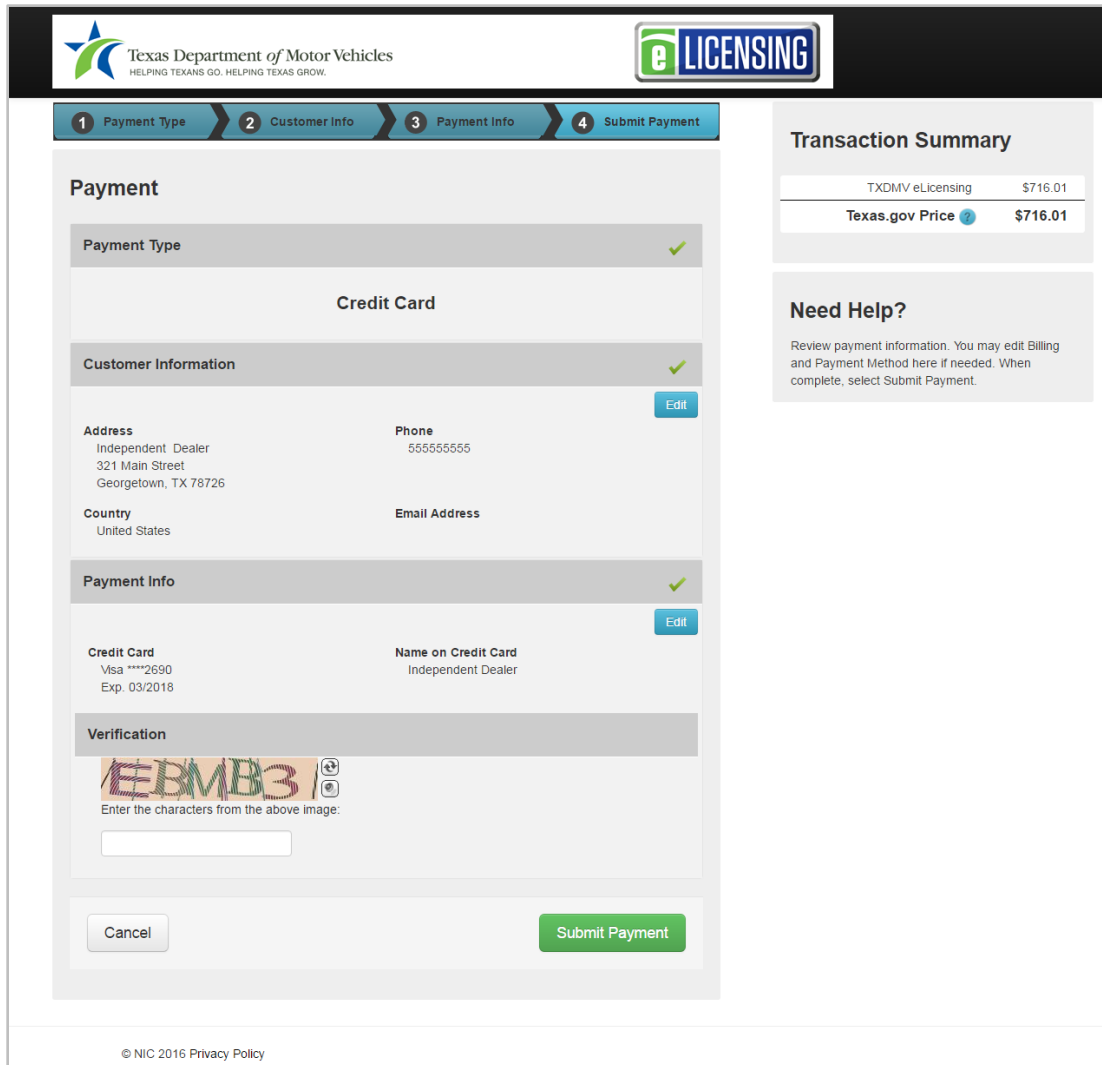
Need Help?

Please complete the Customer Information Section

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- a. For **First Name**, type in your first name as it appears on the credit card being used.
- b. For **Last Name**, type in your last name as it appears on the credit card being used.
- c. For **Address**, type in the street number and name of the street used to bill the credit being used.
- d. For **Address 2**, optionally 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 list.
- g. For **ZIP/Postal Code**, type in the five number string representing the postal ZIP Code (or, the nine numbers of the extended code).
- h. For **Phone**, type in the telephone associated with the credit card holder.
- i. Click the **Next** button.



Payment

Payment Type ✓

Credit Card

Customer Information ✓

Address
Independent Dealer
321 Main Street
Georgetown, TX 78726

Phone
555555555

Country
United States

Email Address

Payment Info ✓

Credit Card
Visa ****2690
Exp. 03/2018

Name on Credit Card
Independent Dealer

Verification

Enter the characters from the above image:

EBMB3

Cancel Submit Payment

Transaction Summary

TXDMV eLicensing	\$716.01
Texas.gov Price	\$716.01

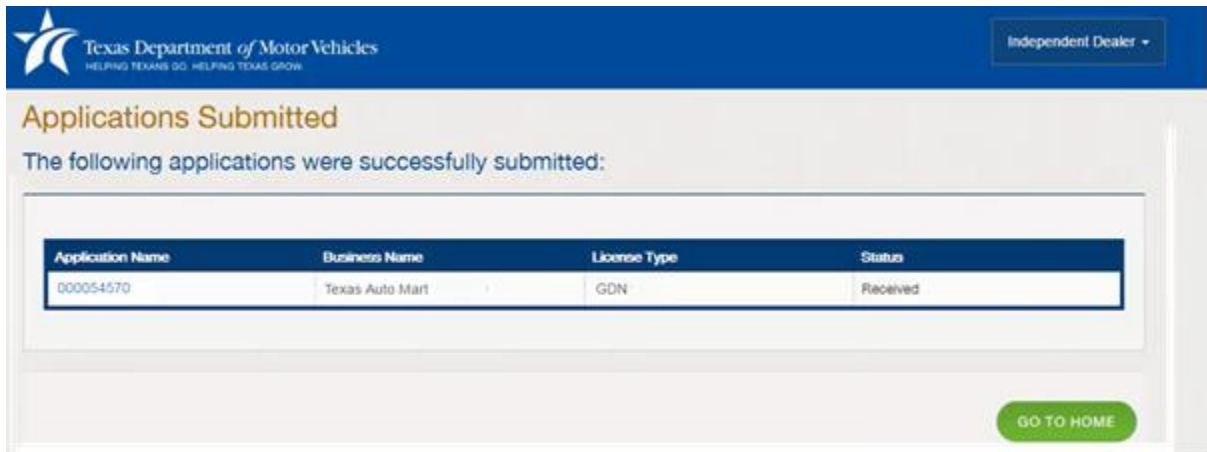
Need Help?


Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Submit Payment.

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3. In the **Verification** section, enter the characters from the image displayed and then click the **Submit Payment** button.
4. After the *Please Wait* popup closes and the *Payment Summary* page displays again, click the **NEXT** button.

- On the *Application Submitted* page, click the **GO TO HOME** button to return to the eLICENSING home page or click your name in the upper right corner to display the drop-down and click **Log out**.



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Applications Submitted

The following applications were successfully submitted:

Application Name	Business Name	License Type	Status
000054570	Texas Auto Mart	GDN	Received

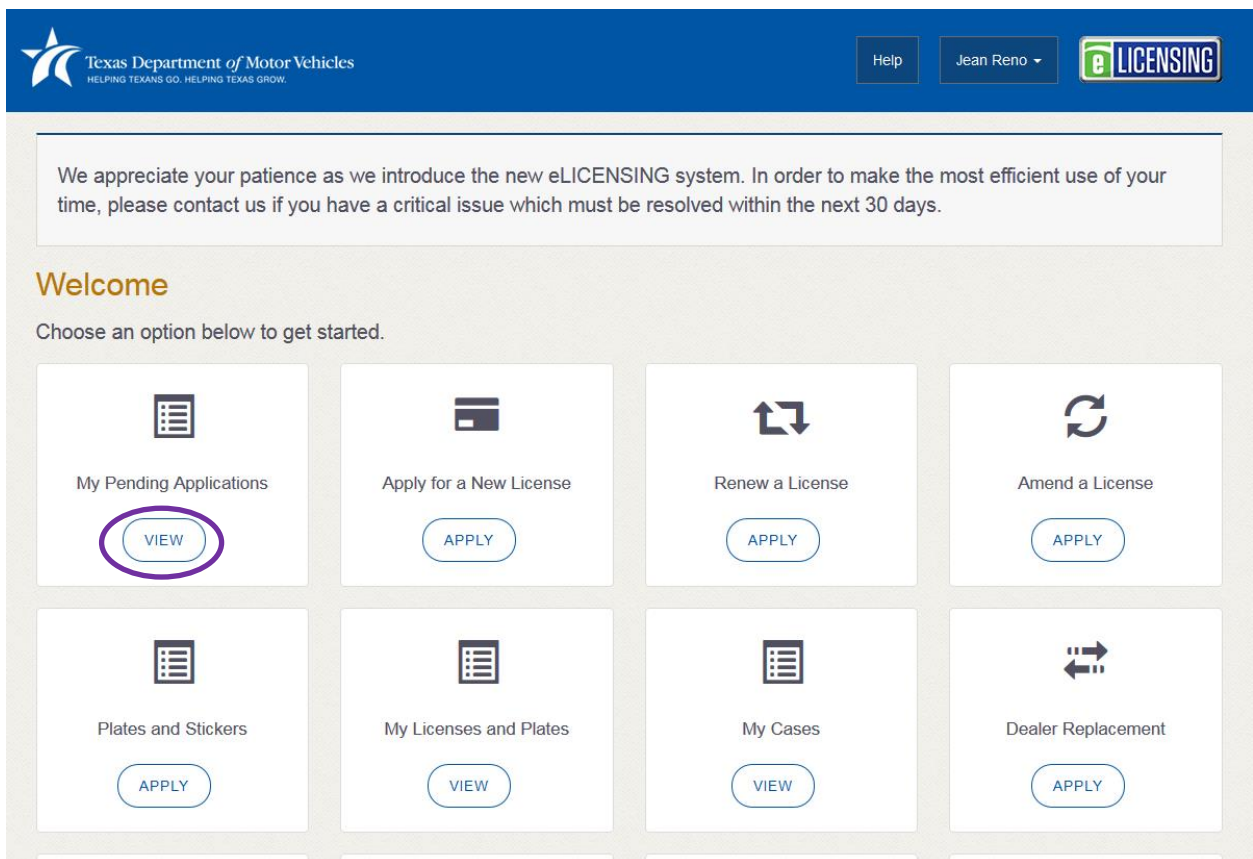
GO TO HOME

6 Accessing Your Saved License Applications


If you have started a license applications 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 use the **PREVIOUS** button to return to another page if necessary.


Note: If you only need to pay the application fees, you can use **Make a Payment**.

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



2. From the list of pending applications, click the name of the application to work with.


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Help
Jean Reno ▾


My Pending Applications

Below is the list of all the applications you have created:

Application Name	License Type	Type	Status	Business Name	Delete
000064563	GDN	New	Received	Professional Cars and Motorcycles, LLC	
000064126	GDN	New	Approved	Professional Cars and Motorcycles, LLC	
000063496	Franchise	Renewal	Approved	Professional Cars and Motorcycles, LLC	
000063447	Franchise	Amendment	Approved	Professional Cars and Motorcycles, LLC	
000062930	Franchise	Renewal	Approved	Professional Cars and Motorcycles, LLC	
000062910	Franchise	New	Approved	Professional Cars and Motorcycles, LLC	
000062793	Franchise	Amendment	Approved	Professional Cars and Motorcycles, LLC	
000062779	Franchise	New	Approved	Professional Cars and Motorcycles, LLC	

3. On the open page of the application:

- Complete the information and click the **SAVE AND NEXT** button on each page until you submit the application.
- Click the **PREVIOUS** button to return to a specific page to add or verify information.

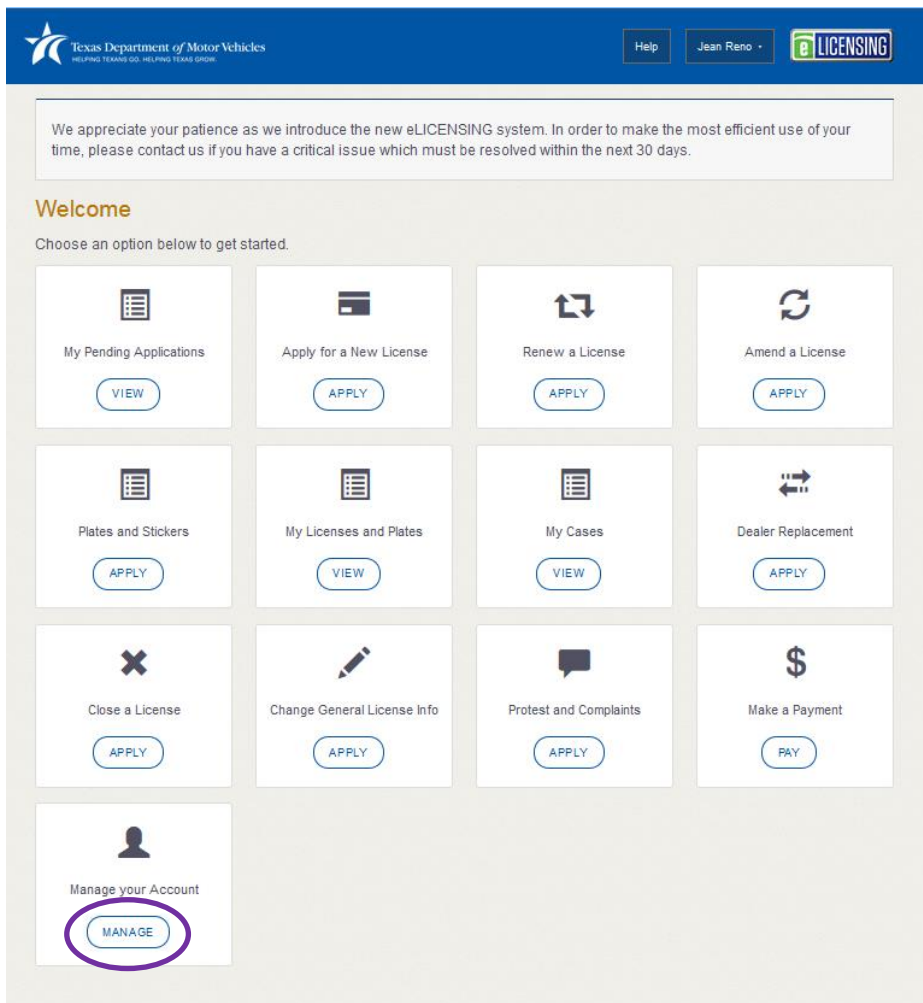
7 Working with Your Account

You can view the information submitted for your account when it was registered (like the organization name) and the user accounts created in it. You can also add dealers and attorneys from your staff personnel as new users and new business entities to your account if you are the eLICENSING Administrator.

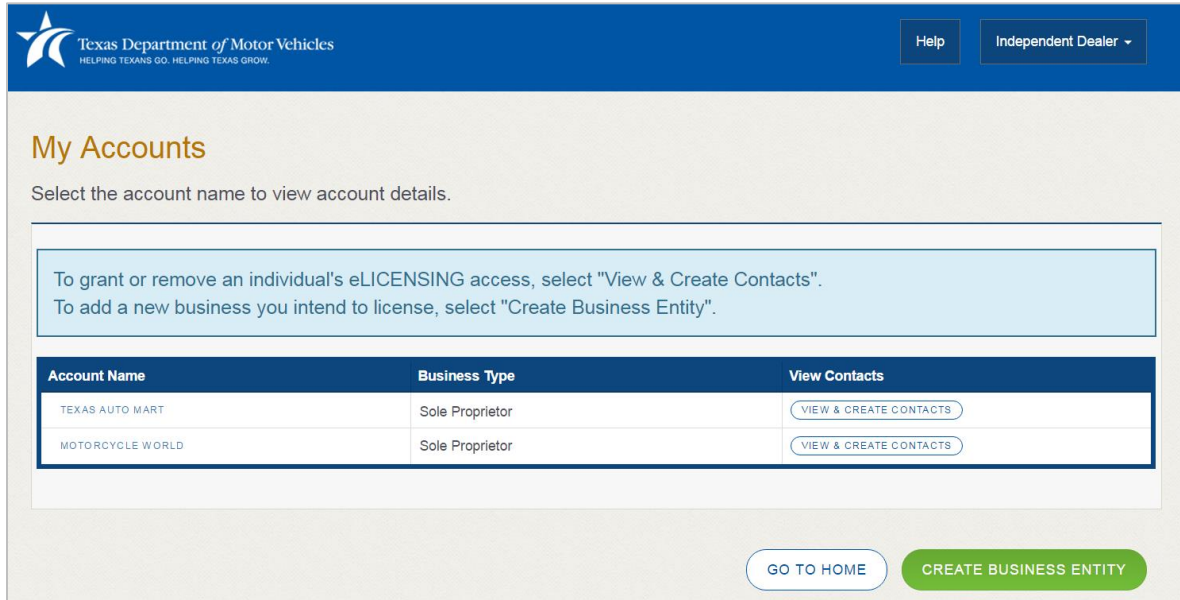
7.1 Viewing Account and User Information

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

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



2. On the *My Accounts* page, to:



My Accounts

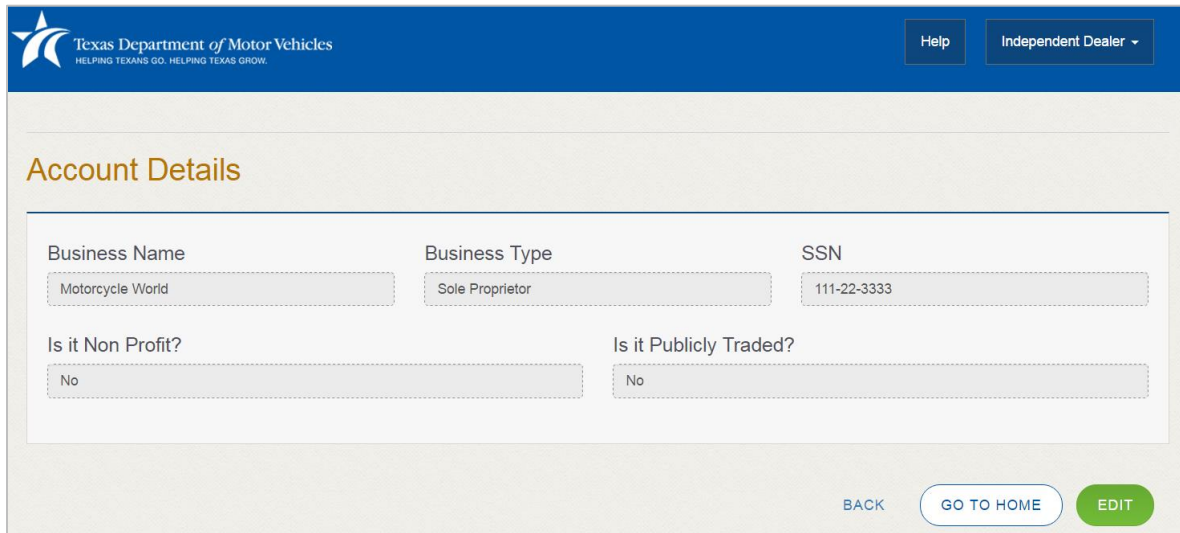
Select the account name to view account details.

To grant or remove an individual's eLICENSING access, select "View & Create Contacts".
To add a new business you intend to license, select "Create Business Entity".

Account Name	Business Type	View Contacts
TEXAS AUTO MART	Sole Proprietor	VIEW & CREATE CONTACTS
MOTORCYCLE WORLD	Sole Proprietor	VIEW & CREATE CONTACTS

[GO TO HOME](#) [CREATE BUSINESS ENTITY](#)

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



Account Details

Business Name: Motorcycle World

Business Type: Sole Proprietor


SSN: 111-22-3333

Is it Non Profit? No

Is it Publicly Traded? No

[BACK](#) [GO TO HOME](#) [EDIT](#)

- View the users in your account, click the **VIEW & CREATE CONTACTS** button.


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[Help](#)
[Independent Dealer ▾](#)

My Contacts

Select any contact to view user details or to change their access

To grant a new individual access to your eLICENSING account, select "Associate New User".

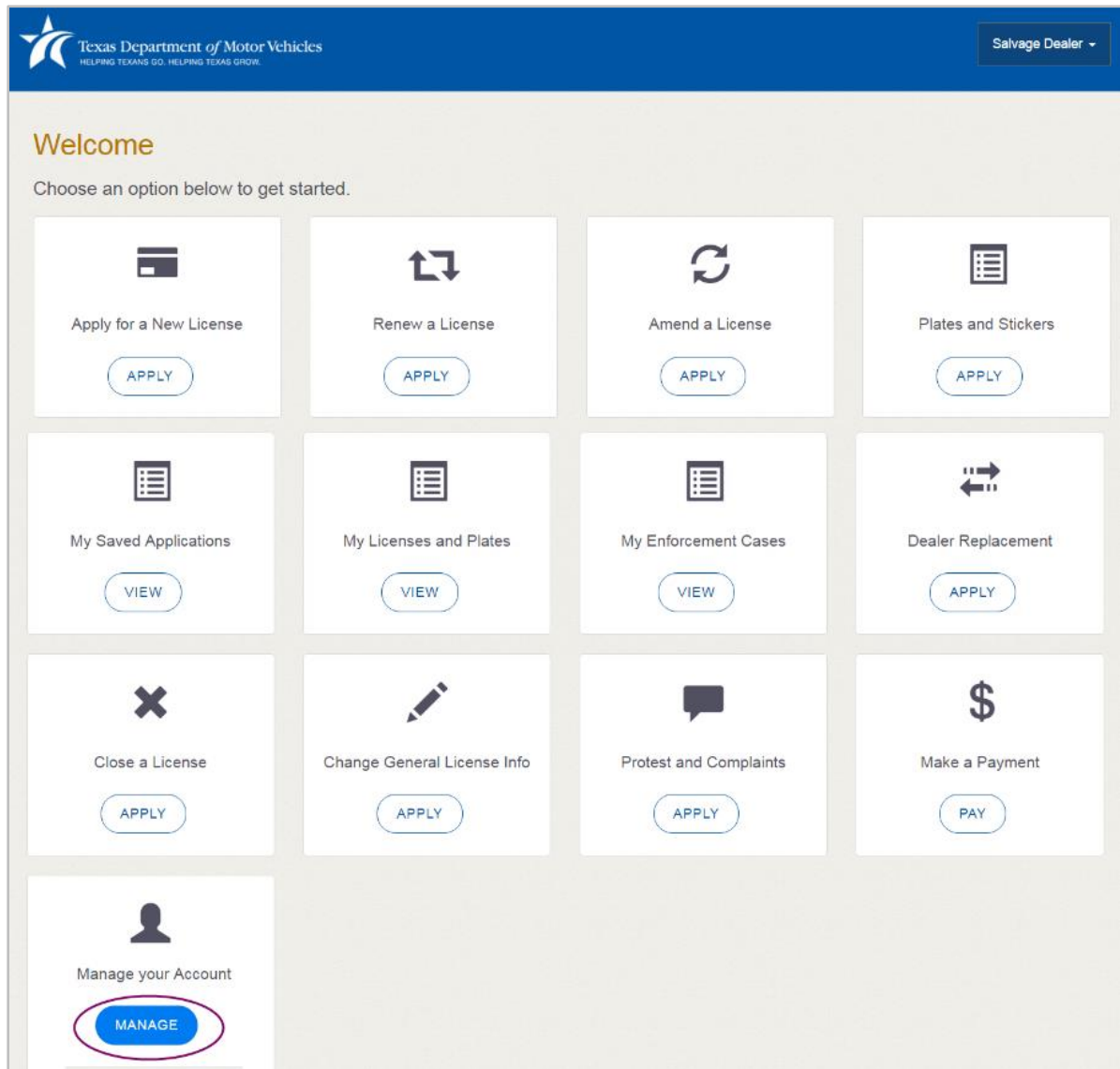
Contact First Name	Contact Last Name	Role	Email	Phone
INDEPENDENT	Dealer	Administrator	independentcardealer@gmail.com	(555) 555-1111
FREE	Dealer	Dealer	free@txautomart.com	(512) 699-7764

[VIEW MY ACCOUNTS](#)
[ASSOCIATE NEW USER](#)


7.2 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, which dictates how they can access and use the eLICENSING system.

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



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


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[Independent Dealer ▾](#)

My Accounts


Select the account name to view account details.

To grant or remove an individual's eLICENSING access, select "View & Create Contacts".
 To add a new business you intend to license, select "Create Business Entity".

Account Name	Business Type	View Contacts
TEXAS AUTO MART	Sole Proprietor	VIEW & CREATE CONTACTS
MOTORCYCLE WORLD	Sole Proprietor	VIEW & CREATE CONTACTS

[GO TO HOME](#)
[CREATE BUSINESS ENTITY](#)

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


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My Contacts


Select any contact to view user details or to change their access

To grant a new individual access to your eLICENSING account, select "Associate New User".

Contact First Name	Contact Last Name	Role	Email	Phone
INDEPENDENT	Dealer	Administrator	independentcarddealer@gmail.com	(555) 555-1111
FREE	Dealer	Dealer	free@txautomart.com	(512) 699-7764

[VIEW MY ACCOUNTS](#)
[ASSOCIATE NEW USER](#)

- On the *Create User* page:

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Salvage Dealer ▾

Create User

* First Name

Middle Name

* Last Name

* Email

* Phone

* User Role
Dealer ▾

* Organization Name
Salvage Brothers ▾

eLICENSING Administrator Account Liability Statement

By submitting this form I hereby understand and authorize, as the eLICENSING Administrator for the applicant or license holder, the following:


- The applicant or license holder is liable and responsible for all activity conducted in the eLICENSING account.
- The referenced individual is authorized to access my eLICENSING account for the purpose of representing the applicant or license holder for the role indicated; and for conducting business for the applicant or license holder for the role indicated.
- I understand that the individual will continue to have account access until I or a subsequent eLICENSING Administrator for the applicant or the license holder either modify or remove the individual's access to the account; or provide to the Department a written request to modify or remove the individual's access to the account.

BACK
GO TO HOME
SUBMIT

- For **First Name** and **Last Name**, type in the appropriate information.
- For **Email**, type in the email address where this user can receive email messages.
- For **Phone**, type in the telephone number where this user can be contacted.
- For **User Role**, select **Dealer** (for a member of the staff).
- Carefully read the Liability statement and then click the **SUBMIT** button.
- On the *My Accounts* page, be sure the new user name, role, email, and telephone number display correctly in the list.

7.3 Adding an Account to Your Organization














- After logging in and displaying the *Welcome* page, click the **MANAGE** button on the **Manage My Accounts** area.


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[Independent Dealer ▾](#)

Welcome

Choose an option below to get started.

 Apply for a New License APPLY	 Renew a License APPLY	 Amend a License APPLY	 Plates and Stickers APPLY
 My Saved Applications VIEW	 My Licenses and Plates VIEW	 My Cases VIEW	 Dealer Replacement APPLY
 Close a License APPLY	 Change General License Info APPLY	 Protest and Complaints APPLY	 Make a Payment PAY
 Manage your Account MANAGE			

- On the *My Accounts* page, click the **CREATE BUSINESS ENTITY** button.

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My Accounts


Select the account name to view account details.

To grant or remove an individual's eLICENSING access, select "View & Create Contacts".
To add a new business you intend to license, select "Create Business Entity".

Account Name	Business Type	View Contacts
TEXAS AUTO MART	Sole Proprietor	VIEW & CREATE CONTACTS
MOTORCYCLE WORLD	Sole Proprietor	VIEW & CREATE CONTACTS

[GO TO HOME](#)
[CREATE BUSINESS ENTITY](#)

- On the *Create Account* page, fill in the information and click the Submit button.

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Create Account

Please provide required details to create an account

* Business Name

* Business Type

None ▾

EIN

* Is it Non Profit?

None ▾

* Is it Publicly Traded?

None ▾

[BACK](#)
[SUBMIT](#)

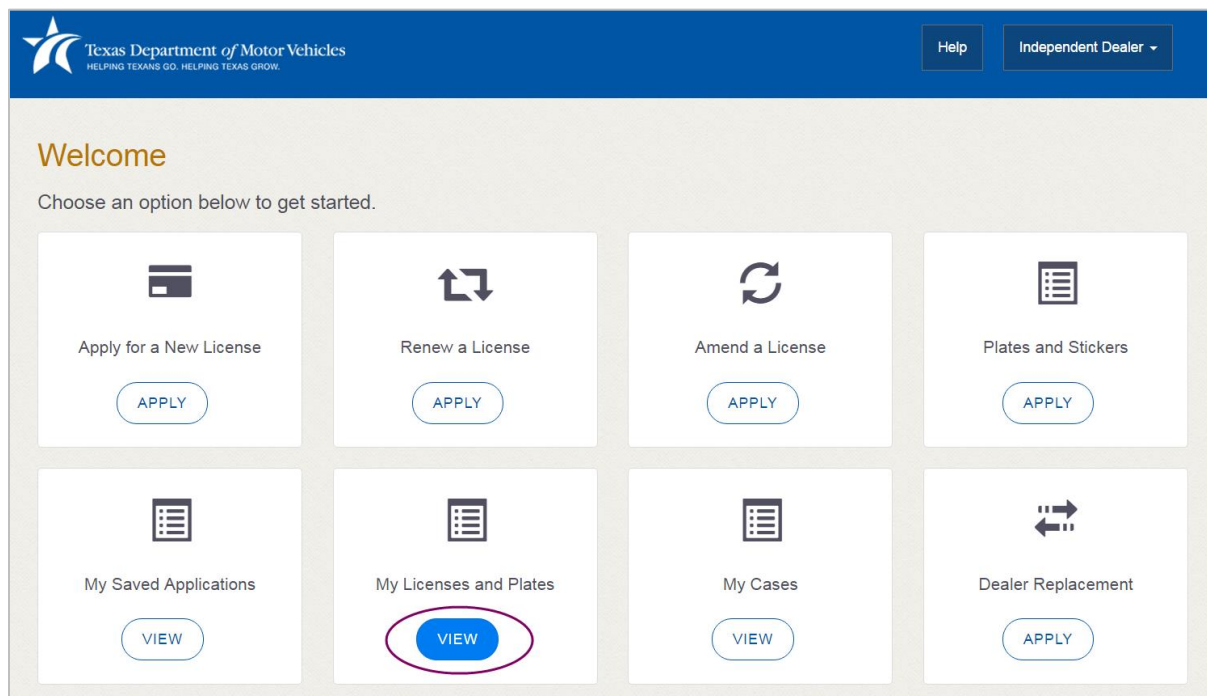
- On the *My Accounts* page, be sure the new account name displays in the list.

8 Working with Licenses and Plates

You can view the licenses associated with your account and print them if necessary. You can also view the plates associated with your account and order new plates and windshield stickers.

8.1 Viewing and Printing Your Licenses

1. After logging in and displaying the *Welcome* page, click the **VIEW** button on the **My Licenses and Plates** area.



2. On the *Organizations* page, click the drop-down list and select your organization.

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1 Accounts
2 Select License
3 Contact Information
4 Process Plates
5 Attachments
6 Summary
7 E-sign
8 Payments

Organizations

Please select the organization linked to your account.

* Select Organization
Texas Auto Mart ▾

CANCEL
SAVE AND NEXT

- From the list of licenses displayed, click the option button of the appropriate license number.

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Help
Independent Dealer ▾

1 Accounts
2 Select License
3 Contact Information
4 Process Plates
5 Attachments
6 Summary
7 E-sign
8 Payments

Licenses

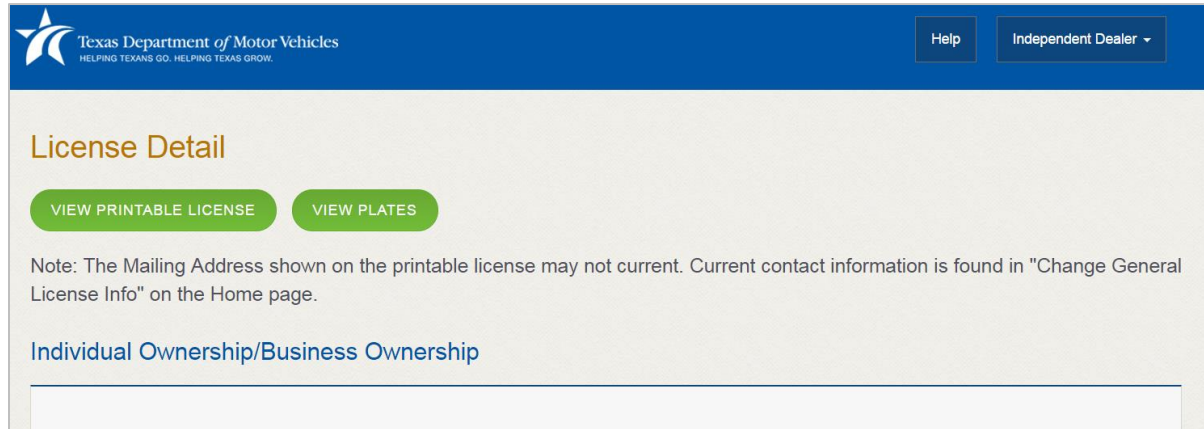
There are multiple licenses associated to your organization. Select the active license for your plate application.

Select	License Number	Business Name	License Type	GDN Type	Location	Status
<input type="radio"/>	P001852	Texas Auto Mart	GDN	Motor Vehicle	400 WESTINGHOUSE ROAD, GEORGETOWN, Texas, 78726, Williamson	Active

« 1 »

CANCEL
PREVIOUS
SAVE AND EXIT
SAVE AND NEXT

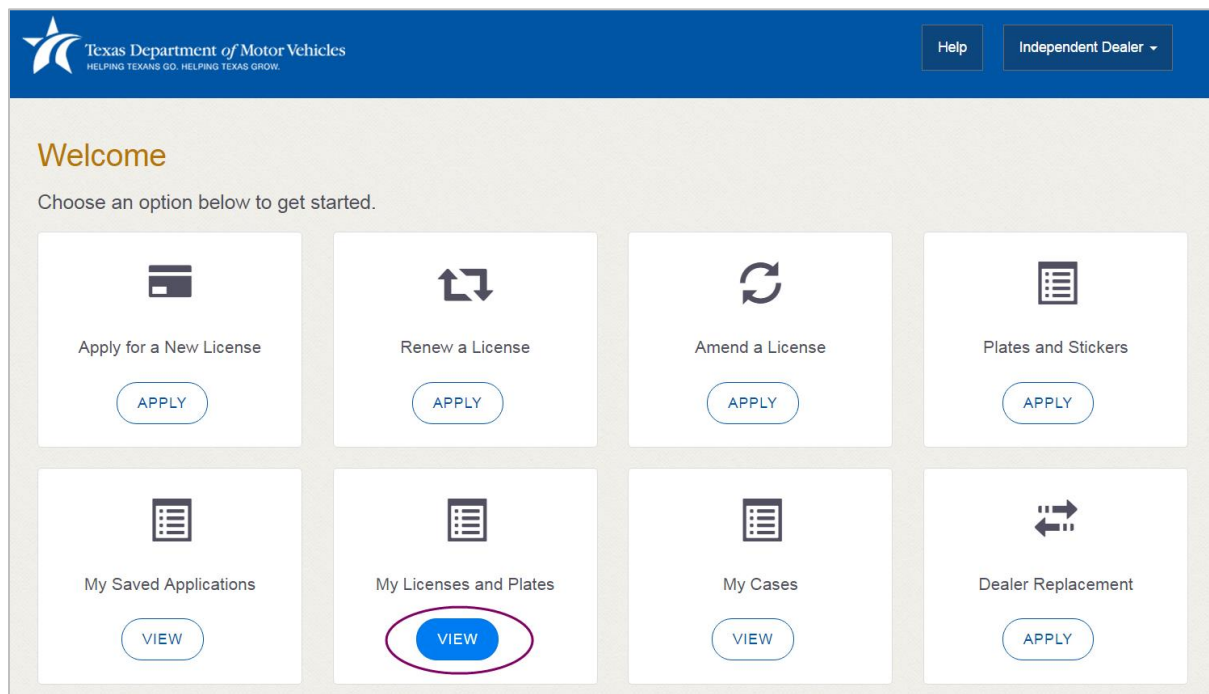
- On the *License Detail* page, review the information.



5. To print a copy of the license, click the **VIEW PRINTABLE LICENSE** button and send the copy to your printer.

8.2 Viewing Your Plates

1. After logging in and displaying the *Welcome* page, click the **VIEW** button on the **My Licenses and Plates** area.



2. On the *Organizations* page, click the drop-down list and select your organization.

Texas Department of Motor Vehicles
HELPING TEXANS GO. HELPING TEXAS GROW.

Help
Independent Dealer ▾

1 Accounts
2 Select License
3 Contact Information
4 Process Plates
5 Attachments
6 Summary
7 E-sign
8 Payments

Organizations

Please select the organization linked to your account.

* Select Organization
Texas Auto Mart ▾

CANCEL
SAVE AND NEXT

- From the list of licenses displayed, click the appropriate license number.

Texas Department of Motor Vehicles
HELPING TEXANS GO. HELPING TEXAS GROW.

Help
Independent Dealer ▾

1 Accounts
2 Select License
3 Contact Information
4 Process Plates
5 Attachments
6 Summary
7 E-sign
8 Payments

Licenses

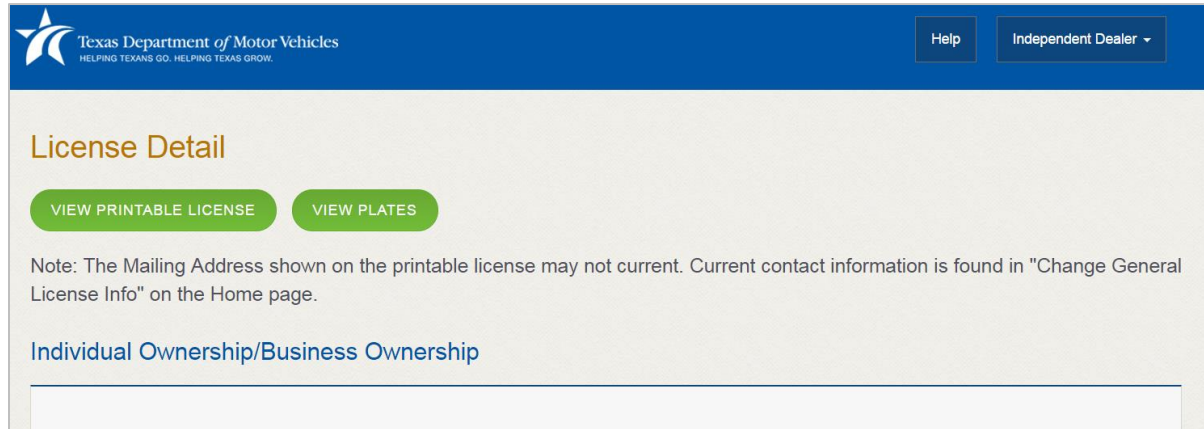
There are multiple licenses associated to your organization. Select the active license for your plate application.

Select	License Number	Business Name	License Type	GDN Type	Location	Status
<input checked="" type="radio"/>	P001852	Texas Auto Mart	GDN	Motor Vehicle	400 WESTINGHOUSE ROAD, GEORGETOWN, Texas, 78726, Williamson	Active

« 1 »

CANCEL
PREVIOUS
SAVE AND EXIT
SAVE AND NEXT

- On the *License Detail* page, click the **VIEW PLATES** button.



The screenshot shows the 'License Detail' page of the Texas Department of Motor Vehicles website. The header is blue with the TDMV logo and tagline 'HELPING TEXANS GO. HELPING TEXAS GROW.' on the left, and 'Help' and 'Independent Dealer' buttons on the right. The main content area is light gray. Under the 'License Detail' heading, there are two green buttons: 'VIEW PRINTABLE LICENSE' and 'VIEW PLATES'. Below these buttons is a note: 'Note: The Mailing Address shown on the printable license may not current. Current contact information is found in "Change General License Info" on the Home page.' Underneath the note is a link 'Individual Ownership/Business Ownership' in blue. At the bottom of the page, there is a white rectangular box.

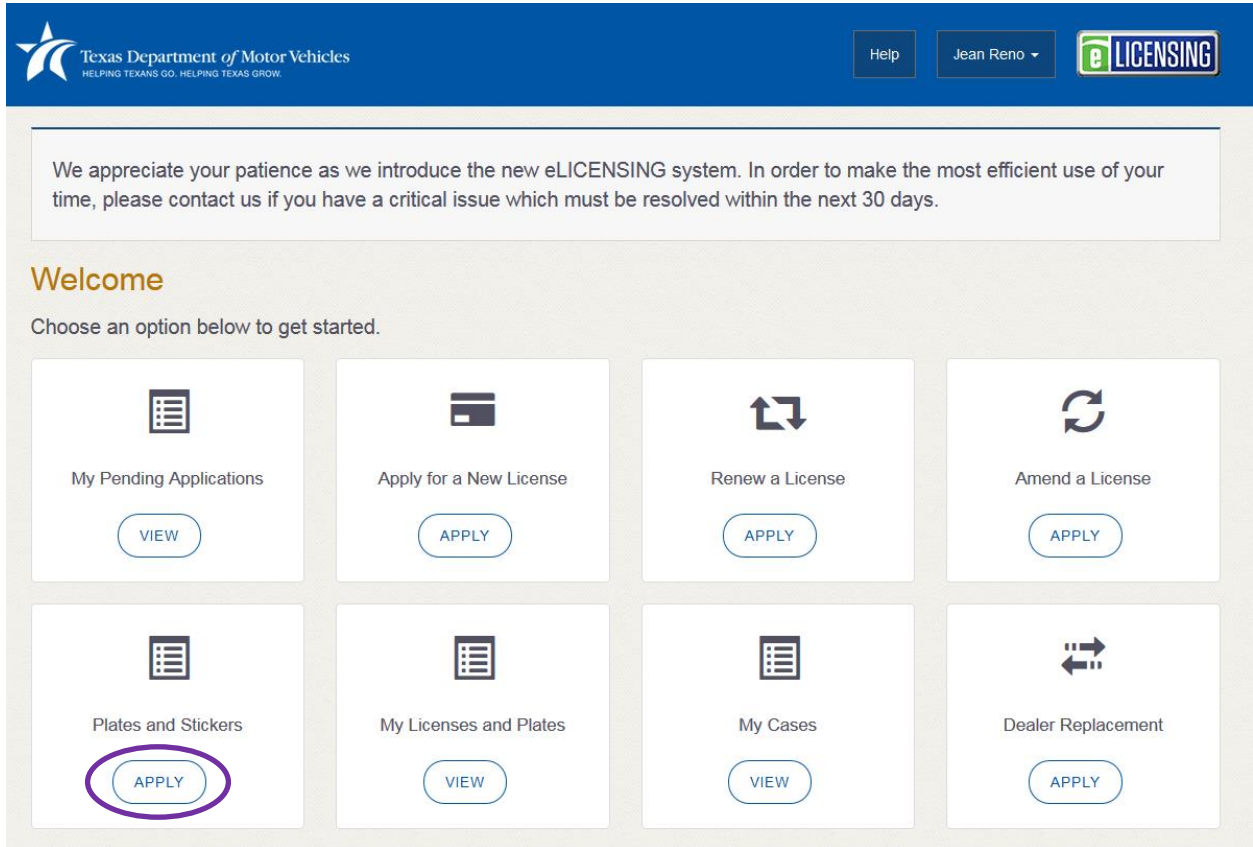
5. On the *Current Plates* page, review the information.


8.3 Ordering New License Plates and Stickers


To order new plates, you must submit an application. During the application process, you will be asked about the amount of sales that requires you to purchase additional plates and must upload and attach a file containing proof of the sales.

8.3.1 Applying for the New Plates

1. After logging in and displaying the *Welcome* page, click the **APPLY** button on the **Plates and Stickers** area.




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[Help](#)
[Jean Reno](#)


We appreciate your patience as we introduce the new eLICENSING system. In order to make the most efficient use of your time, please contact us if you have a critical issue which must be resolved within the next 30 days.


Welcome

Choose an option below to get started.




My Pending Applications

[VIEW](#)




Apply for a New License

[APPLY](#)




Renew a License

[APPLY](#)




Amend a License

[APPLY](#)




Plates and Stickers

[APPLY](#)




My Licenses and Plates

[VIEW](#)



My Cases

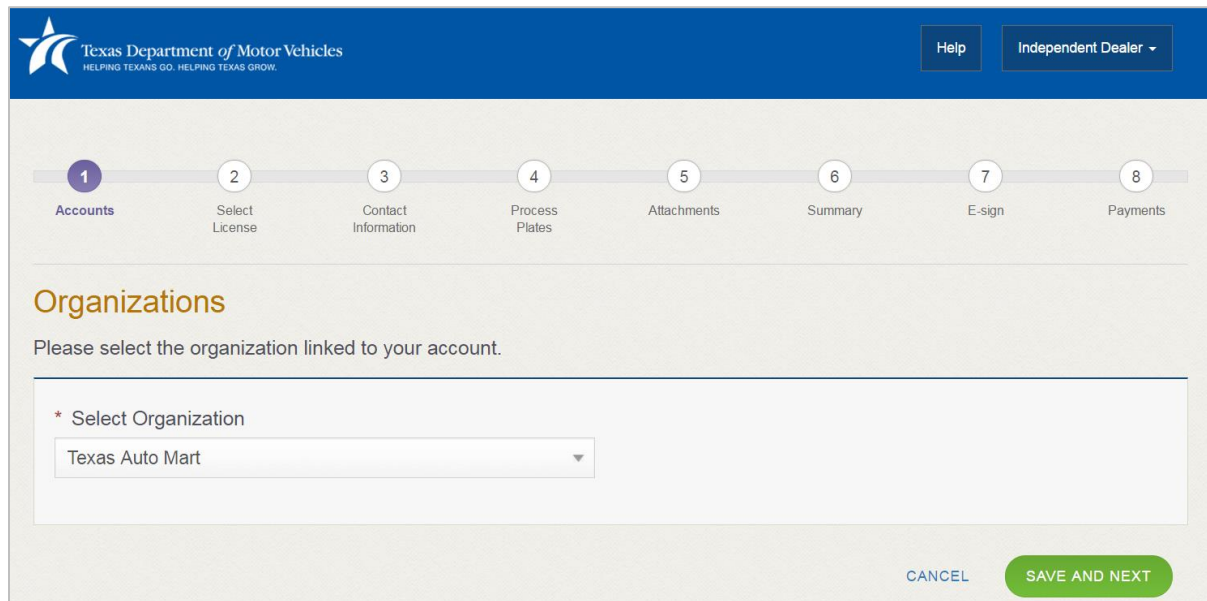
[VIEW](#)




Dealer Replacement

[APPLY](#)

- On the *Organizations* page, click the drop-down list and select your organization.



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[Help](#)
[Independent Dealer](#)

1 Accounts 2 Select License 3 Contact Information 4 Process Plates 5 Attachments 6 Summary 7 E-sign 8 Payments

Organizations

Please select the organization linked to your account.

* Select Organization

Texas Auto Mart

[CANCEL](#)
[SAVE AND NEXT](#)

- On the *Licenses* page, click the option button for appropriate license for the plate application and click the **SAVE AND NEXT** button.

Texas Department of Motor Vehicles
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Help
Independent Dealer ▾

1 Accounts
2 **Select License**
3 Contact Information
4 Process Plates
5 Attachments
6 Summary
7 E-sign
8 Payments

Licenses

There are multiple licenses associated to your organization. Select the active license for your plate application.

Select	License Number	Business Name	License Type	GDN Type	Location	Status
<input type="radio"/>	P001852	Texas Auto Mart	GDN	Motor Vehicle	400 WESTINGHOUSE ROAD, GEORGETOWN, Texas, 78726, Williamson	Active

« 1 »

CANCEL PREVIOUS SAVE AND EXIT **SAVE AND NEXT**

- On the *Contact Information* page, type in a new contact if necessary and then click the **SAVE AND NEXT** button.

Texas Department of Motor Vehicles
HELPING TEXANS GO. HELPING TEXAS GROW.

Help
Jean Reno ▾

1 Accounts
2 Select License
3 **Contact Information**
4 Process Plates
5 Attachments
6 Summary
7 E-sign
8 Payments

Contact Information

Enter the contact information for the person TxDMV may contact for questions regarding this application:

Application Contact

* First Name
Middle Name
* Last Name

Jean
Middle Name
Reno

* Email
* Phone

professionalcarsandmotorcycles@rr
(210) 667-2092

CANCEL PREVIOUS SAVE AND EXIT **SAVE AND NEXT**

- On the *Select the Application Reason* page, click the **Purchase additional plates** option.

1 Accounts 2 Select License 3 Contact Information 4 Process Plates 5 Attachments 6 Summary 7 E-sign 8 Payments

Select the Application Reason

☐ Purchase additional plates or order a replacement for a lost, stolen or damaged sticker
☐ Cancel active plates that were lost, damaged or no longer needed
☐ Request for replacement plates/stickers order that was never received

CANCEL PREVIOUS SAVE AND EXIT SAVE AND NEXT

- On the *Purchase Additional Plates* page:

1 Accounts 2 Select License 3 Contact Information 4 Process Plates 5 Attachments 6 Summary 7 E-sign 8 Payments


Purchase Additional Plates


Enter the number of plates you want to order:

License	Expiration Date	Current Active Plate Count	Quantity Requested of Motorcycle Plates	Quantity Requested of Motor Vehicle Plates	New Plate Count	Plate Limit Without Waiver	Current Plate Limit	Quantity of Vehicles Sold in the Last 12 Months
P001745	12/31/2018	2		0	0	2	2	

CANCEL PREVIOUS SAVE AND EXIT SAVE AND NEXT

- For **Quantity Requested**, type the number of plates to order.
- For **Quantity of Vehicles Sold**, type in the number of motor vehicles sold by this dealership since January of this year.
- Click the **SAVE AND NEXT** button.
- On the *License Contact* page, verify the information is correct (or make any necessary changes) and click the **SAVE AND NEXT** button.



[Help](#)
[Jean Reno](#)


1

2

3

4

5

6

7

8

✓ Accounts

✓ Select License

✓ Contact Information

Process Plates

Attachments

Summary

E-sign

Payments

Confirm your contact information is correct or make changes as necessary:

License Contact Information

First Name

Jean

Middle Name

Last Name

Reno

* Email

professionalcarsandmotorcycles@mi

Phone

(210) 667-2092

License Information

Business Website

Business Phone

(210) 357-1900

Business Email

professionalcarsandmotorcycles@mi

Business Fax

Mailing Address

* Country

USA

* Address Line 1

3801 BROADWAY ST

Address Line 2

* State

Texas

* County

Bexar

* City

SAN ANTONIO

* Zip

78209-6309

VALIDATE ADDRESS

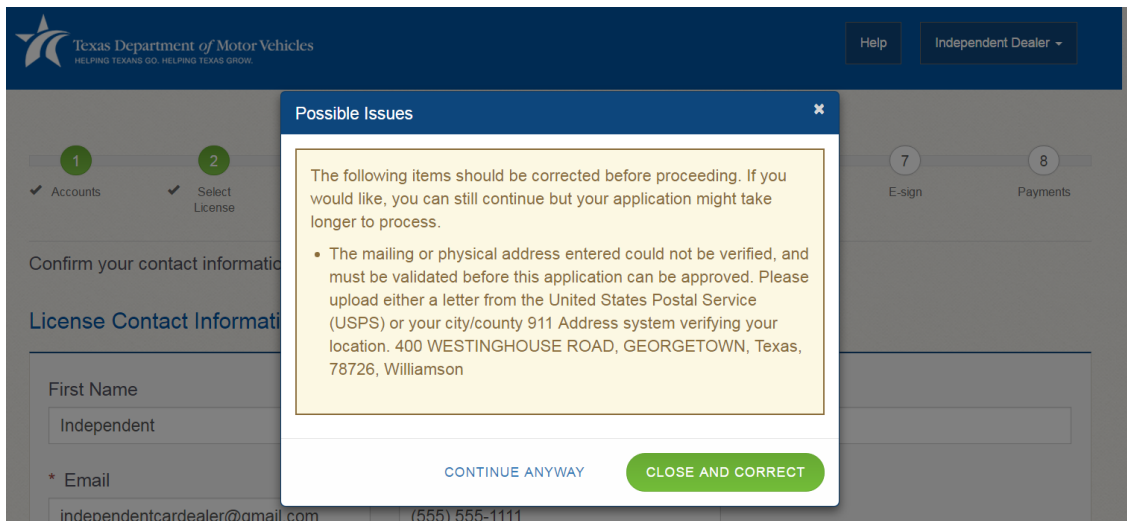
CANCEL

PREVIOUS

SAVE AND EXIT

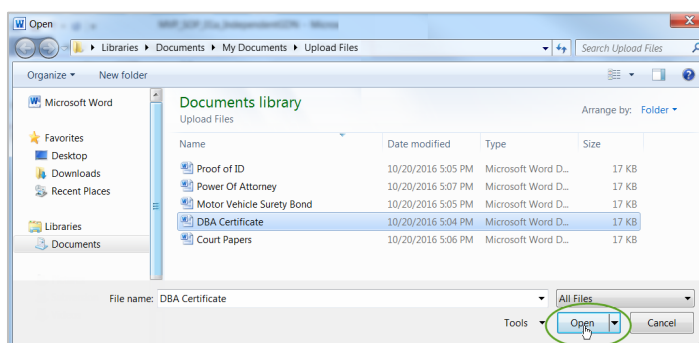
SAVE AND NEXT

7. If the application has issues that need to be resolved, the *Possible Issues* popup displays.



To:

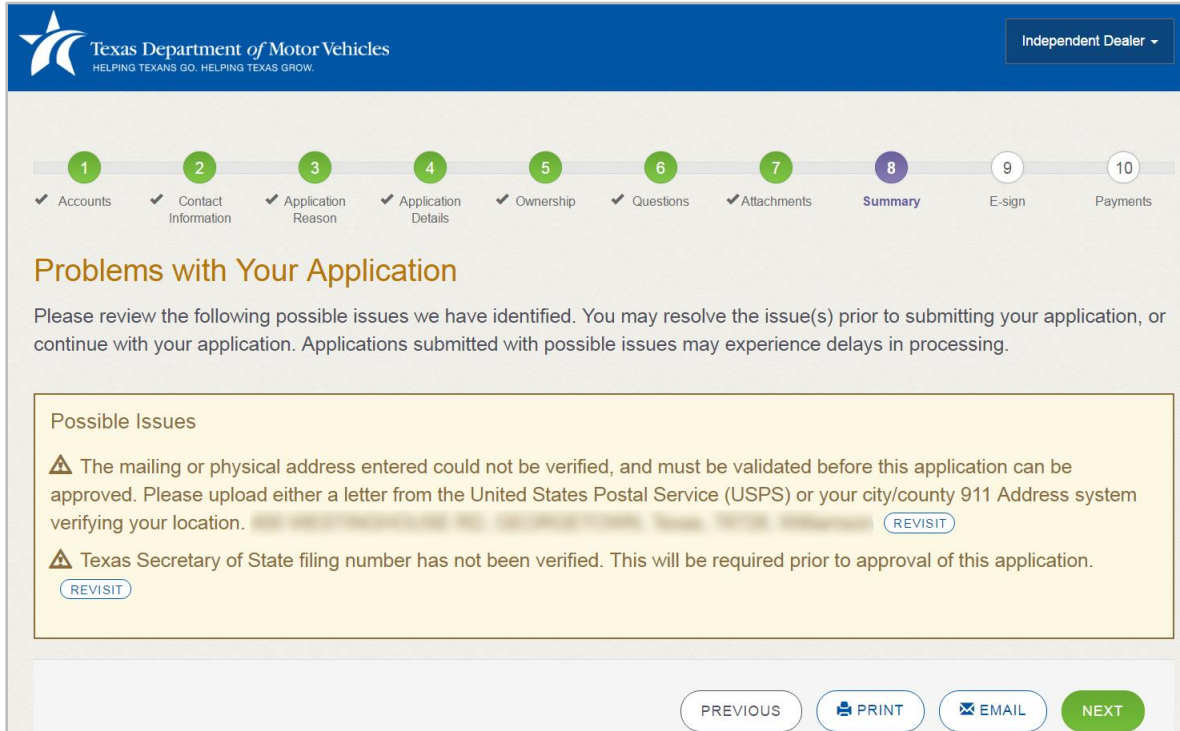
- Resolve issues, click the **CLOSE AND CORRECT** button to get to the page and make the correction, and then click **SAVE AND NEXT** button as many times as it takes to return to this page.
 - Skip making fixes at this time, click the **CONTINUE ANYWAY** button.
8. On the *Attachments* page, for **Proof of Sales**:
- a. Click the **BROWSE** button.
 - b. In the *Open* Windows dialog, navigate to the file (on the computer or a shared network resource), select it and then click the **Open** button.



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

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

9. If the *Problems with Your Application* page displays:



- a. Click the **REVISIT** button to return to the page with error, make the correction and then click the **SAVE AND NEXT** button.

10. Click the **NEXT** button.

11. On the *Summary* page, verify the information is correct and then click the:

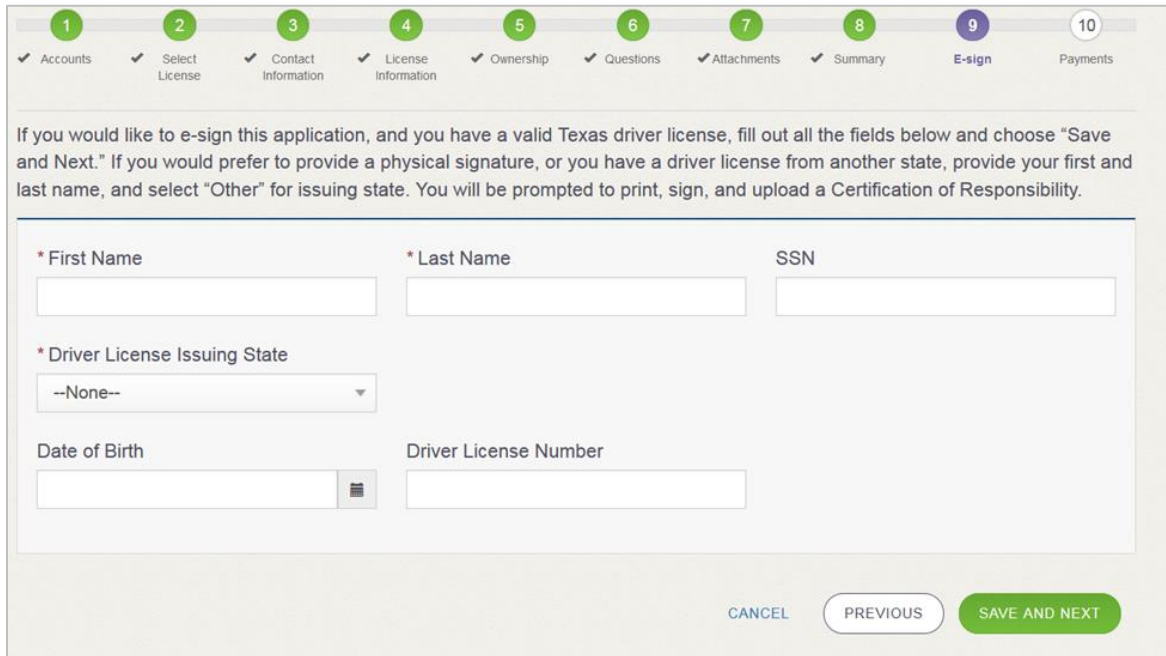
- **SAVE AND NEXT** button to continue on to sign and pay for this application.
- **SAVE AND EXIT** button to place this application in your Saved Applications list with a Pending Status. You can retrieve it from the Saved Applications and finish it when you are ready.

8.3.2 Signing the Application

If you are not going to be making a payment immediately, you can save and exit the application on the Summary page.

8.3.2.1 Signing with a Valid Texas Driver License

1. On the *eSign* page displayed:



1 Accounts 2 Select License 3 Contact Information 4 License Information 5 Ownership 6 Questions 7 Attachments 8 Summary 9 E-sign 10 Payments

If you would like to e-sign this application, and you have a valid Texas driver license, fill out all the fields below and choose "Save and Next." If you would prefer to provide a physical signature, or you have a driver license from another state, provide your first and last name, and select "Other" for issuing state. You will be prompted to print, sign, and upload a Certification of Responsibility.

* First Name * Last Name SSN


* Driver License Issuing State
--None--

Date of Birth Driver License Number

CANCEL PREVIOUS SAVE AND NEXT

- For **First Name**, type it in exactly as it displays on your driver license or official identification.
 - For **Last Name**, type it in exactly as it displays on your driver license or official identification.
- Note:** If you do not have a valid Texas driver license or prefer to manually sign a printed version of the certificate of Responsibility, skip to step b.f.1.
- For **SSN**, type in the numbers and dashes of your social security number.
 - From the **Driver License Issuing State** dropdown, select the appropriate option.
 - For **Date of Birth**, type in the mm/dd/yyyy that appears on your driver license
 - For **Driver License Number**, type in the string of number and letters.
 - If the **Audit Number** field displays, type in the string of numbers that display on the side of your license (or along the bottom).
 - Click the **SAVE AND NEXT** button.

2. On the *Certificate of Responsibility* page:



Texas Department of Motor Vehicles
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Independent Dealer ▾

1
✓ Accounts

2
✓ Contact Information

3
✓ Application Reason

4
✓ Application Details

5
✓ Ownership

6
✓ Questions

7
✓ Attachments

8
✓ Summary

9
E-sign

10
Payments

Certificate of Responsibility

Please read carefully and accept terms and conditions

Applying for a GDN License

- 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 further acknowledges that making a false statement in an application for a license may subject applicant to criminal prosecution. See Texas Occupations Code §2301.651, Texas Transportation Code §503.034 and §503.038, Texas Government Code §2005.052 and §2005.053, Texas Penal Code §37.10, and Department rules.
- 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 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
- The applicant or an authorized agent hereby certifies that statements made above and on attachments and documents submitted are true, complete and correct.

☐ I Agree

Please read carefully and accept the terms and conditions by selecting 'I Agree', then selecting E-Signature.

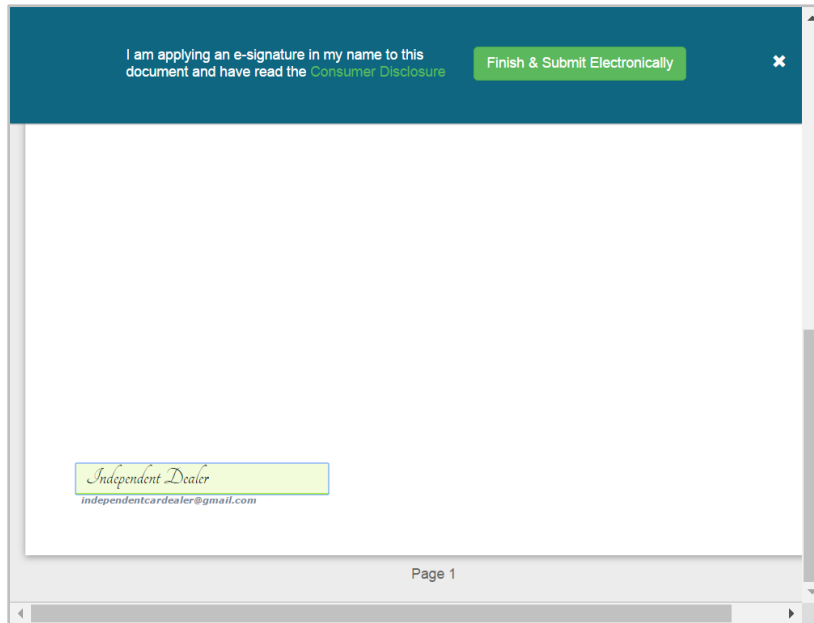
E-SIGNATURE

CANCEL

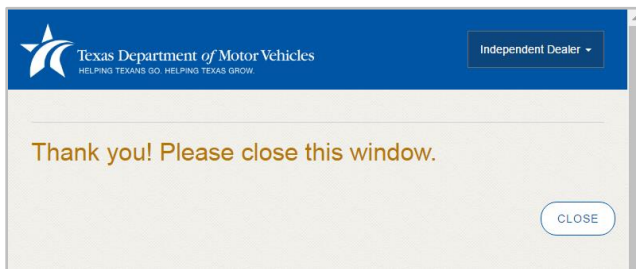
PREVIOUS

SAVE AND NEXT

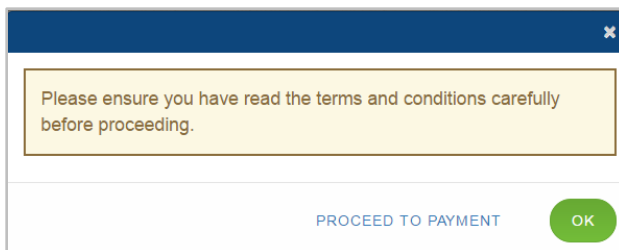
- a. Carefully read the terms and conditions for the license.
 - b. Click the **I Agree** option button.
 - c. Click the **E-SIGNATURE** button.
3. On the popup:
- a. Scroll down to the **Sign Here** field and type in your full legal name.



- b. Scroll back up to the top of the popup and click the **Finish & Submit Electronically** button.
4. On the *Thank You* page of the popup, click the **CLOSE** button.



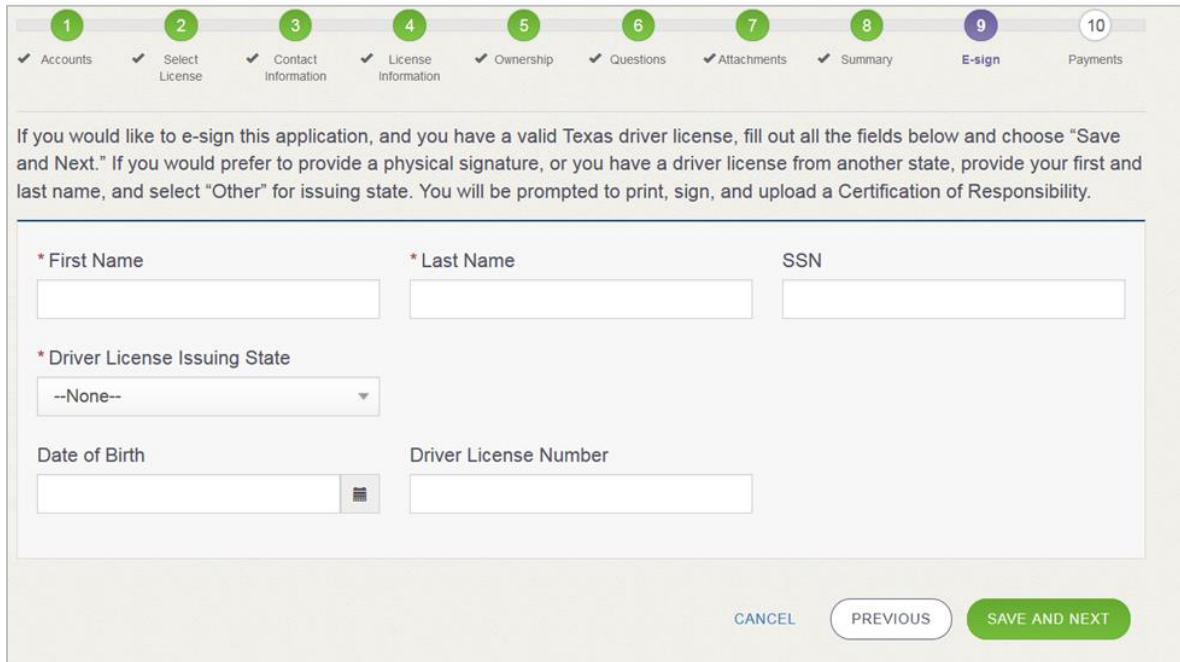
5. Back on the *Certificate of Responsibility* page, click the **SAVE AND NEXT** button.
6. On the *Please ensure you have the terms and conditions* popup, the **PROCEED TO PAYMENT** link to start the payment process.



7. Continue with the section about payment on page 101.

8.3.2.2 Signing without a Valid Texas Driver License

1. On the *eSign* page displayed:



1 2 3 4 5 6 7 8 9 10

✓ Accounts ✓ Select License ✓ Contact Information ✓ License Information ✓ Ownership ✓ Questions ✓ Attachments ✓ Summary **E-sign** Payments

If you would like to e-sign this application, and you have a valid Texas driver license, fill out all the fields below and choose "Save and Next." If you would prefer to provide a physical signature, or you have a driver license from another state, provide your first and last name, and select "Other" for issuing state. You will be prompted to print, sign, and upload a Certification of Responsibility.

* First Name * Last Name SSN

* Driver License Issuing State

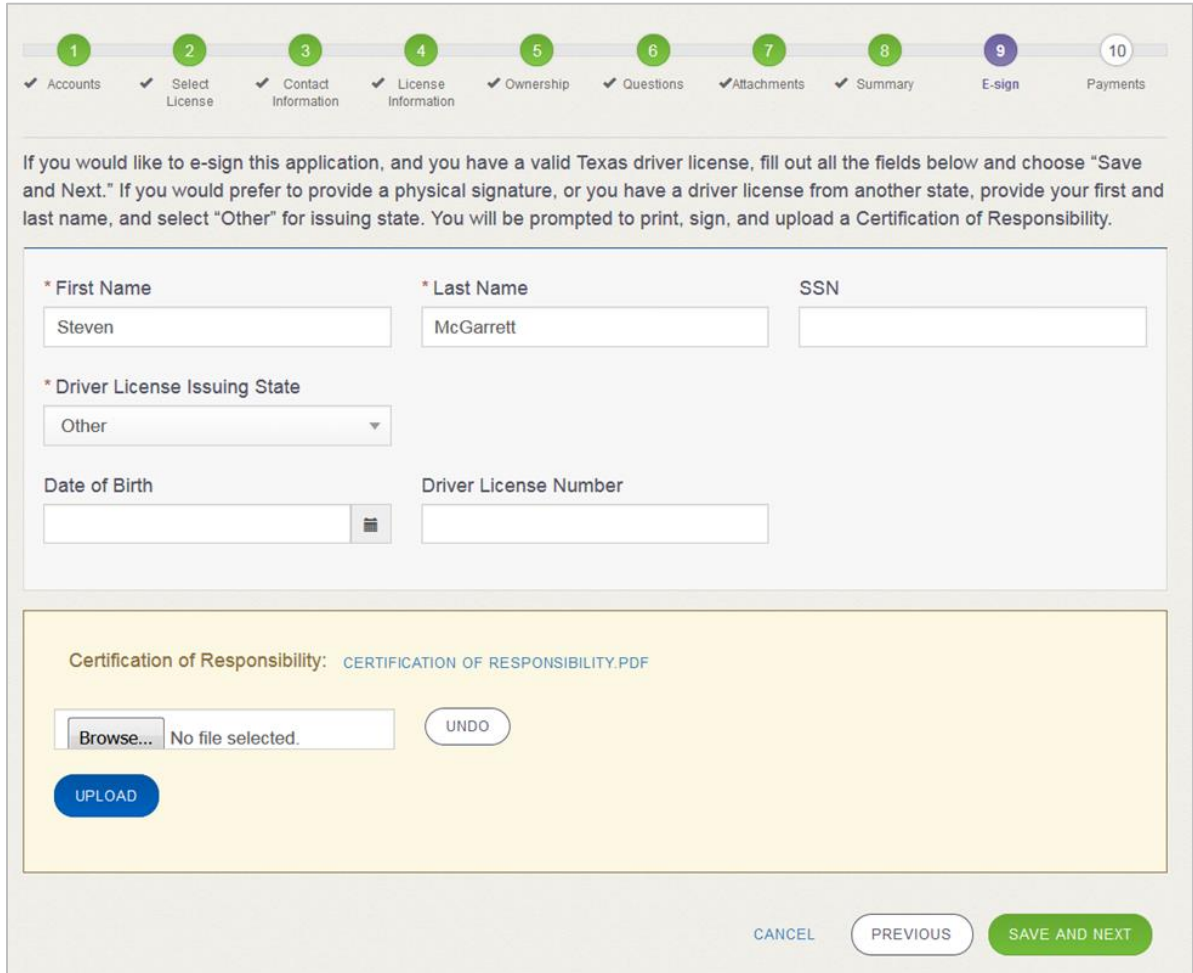
--None--

Date of Birth Driver License Number

CANCEL PREVIOUS **SAVE AND NEXT**

- For **First Name**, type it in exactly as it displays on your driver license or official identification.
- For **Last Name**, type it in exactly as it displays on your driver license or official identification.
- Select **Other** for Driver License Issuing State.
- The screen changes to include the Certificate of Responsibility.

2. Scroll to the bottom of the page and click the [CERTIFICATE OF RESPONSIBILITY PDF](#) link.



The screenshot shows the 'E-sign' step (step 9) of a 10-step licensing process. The progress bar at the top indicates steps 1 through 10, with step 9 being the current step. Below the progress bar, there is a text instruction: 'If you would like to e-sign this application, and you have a valid Texas driver license, fill out all the fields below and choose "Save and Next." If you would prefer to provide a physical signature, or you have a driver license from another state, provide your first and last name, and select "Other" for issuing state. You will be prompted to print, sign, and upload a Certification of Responsibility.'


The form contains the following fields:

- * First Name: Steven
- * Last Name: McGarrett
- SSN: (empty field)
- * Driver License Issuing State: Other (dropdown menu)
- Date of Birth: (empty field with a calendar icon)
- Driver License Number: (empty field)


Below the form fields, there is a section for the 'Certification of Responsibility' with a link to 'CERTIFICATION OF RESPONSIBILITY.PDF'. This section includes a 'Browse...' button, a text box showing 'No file selected.', an 'UNDO' button, and an 'UPLOAD' button.

At the bottom of the form, there are three buttons: 'CANCEL', 'PREVIOUS', and 'SAVE AND NEXT'.

- a. On the PDF file, click the **Printer** icon (in the upper right) to send the PDF on your local printer.
- b. Carefully read the document and sign and date it.



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Certificate of Responsibility

Plate Application

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

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

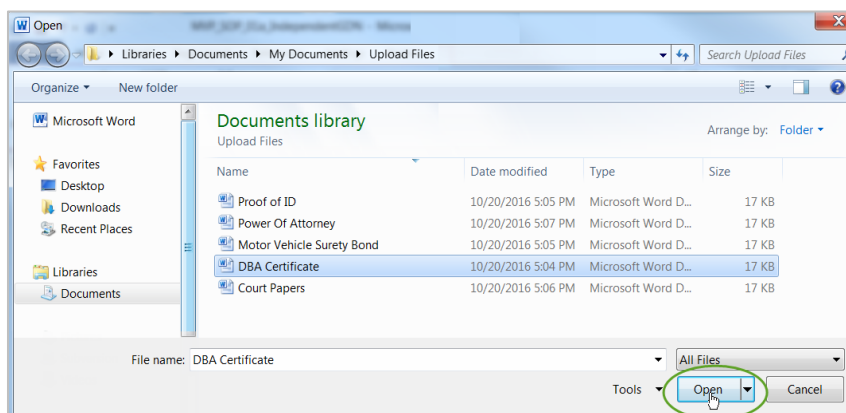
Date: _____

Printed Name: _____

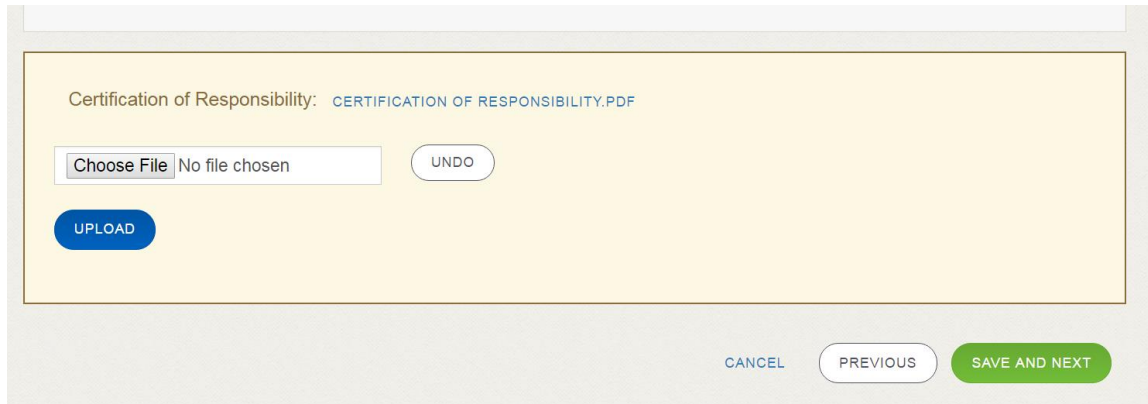
Authorized Signature: _____

Title: _____

3. To upload and attach the signed document to this plate application:
 - a. Scan the document to a file and save it to your local computer (or a shared network resource).
 - b. Back on the eLICENSING page, click the **CHOOSE FILE** button.
 - c. In the Open Windows dialog, navigate to the file (on the computer or a shared network resource), select it and then click the **Open** button.



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



Certification of Responsibility: [CERTIFICATION OF RESPONSIBILITY.PDF](#)

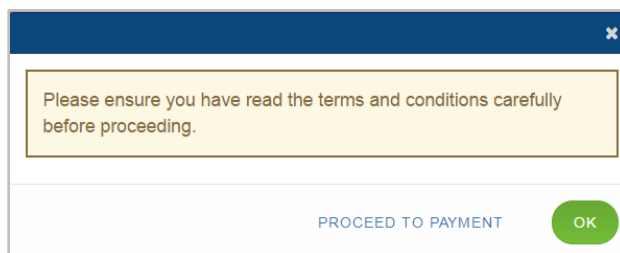
Choose File No file chosen UNDO

UPLOAD

CANCEL PREVIOUS **SAVE AND NEXT**

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

- e. Click the **SAVE AND NEXT** button.
- f. On the pop-up, click the [PROCEED TO PAYMENT](#) link.



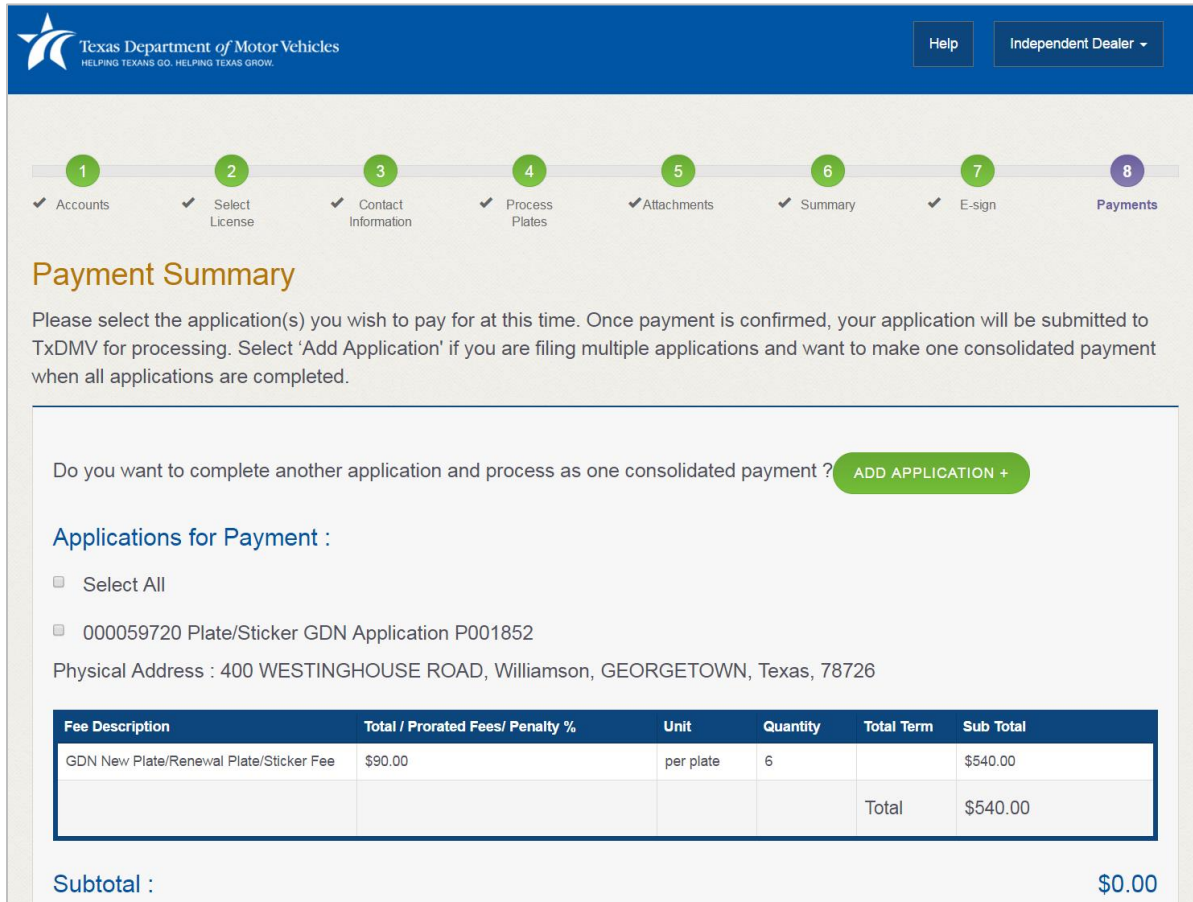
Please ensure you have read the terms and conditions carefully before proceeding.

[PROCEED TO PAYMENT](#) OK

8.3.3 Making the Application Payment and Submitting It

You can continue on and make the application payment now, which submits the application to MVD for review. Or you can choose to

1. On the top portion of the *Payment Summary* page, to :



1 Accounts 2 Select License 3 Contact Information 4 Process Plates 5 Attachments 6 Summary 7 E-sign 8 Payments

Payment Summary

Please select the application(s) you wish to pay for at this time. Once payment is confirmed, your application will be submitted to TxDMV for processing. Select 'Add Application' if you are filing multiple applications and want to make one consolidated payment when all applications are completed.

Do you want to complete another application and process as one consolidated payment ? [ADD APPLICATION +](#)

Applications for Payment :

☐ Select All

☐ 000059720 Plate/Sticker GDN Application P001852

Physical Address : 400 WESTINGHOUSE ROAD, Williamson, GEORGETOWN, Texas, 78726

Fee Description	Total / Prorated Fees/ Penalty %	Unit	Quantity	Total Term	Sub Total
GDN New Plate/Renewal Plate/Sticker Fee	\$90.00	per plate	6		\$540.00
				Total	\$540.00

Subtotal : \$0.00

- Prepare another application to finish and submit with this one, click the **ADD APPLICATION** button,
- Pay for all items displayed on this page, click the **Select All** option.
- Pay for this item only, click its option button.

2. On the bottom portion of this page, for **Method of Payment**, select the appropriate option button.

Method of Payment :

☐ Credit Card ☐ ACH/eCheck

Grand Total : \$0.00*

*Payment processing for this service will be included in the total transaction amount when payment is made by credit card or Automated Clearing House (ACH)


Payment Status : Pending Payment

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


EXIT

PROCEED TO PAY

- a. Read the payment processing note and then click the **PROCEED TO PAY** button.
3. In the **Customer Information** section on the *Payment* page:



Texas Department of Motor Vehicles
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1 Payment Type
 2 Customer Info
 3 Payment Info
 4 Submit Payment

Payment

Payment Type ✓

Credit Card

Customer Information

Complete all required fields [*]

Country

United States
▼

First Name *

Last Name *

Address *

Address 2

City *

State *

Select State
▼

ZIP/Postal Code *

Phone *

Next >

Payment Info

Cancel

Transaction Summary

TXDMV eLicensing	\$716.01
Texas.gov Price ?	\$716.01

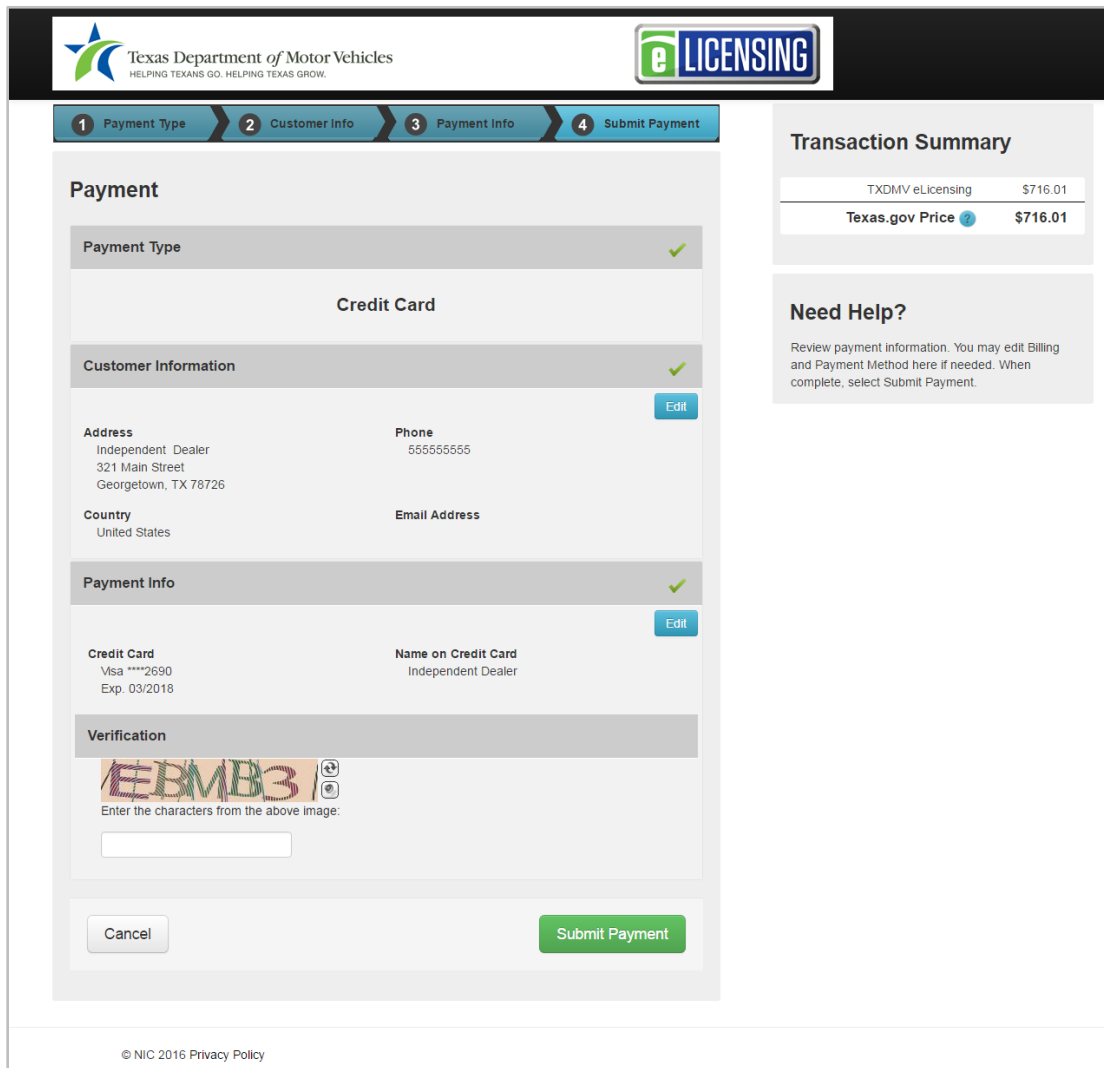
Need Help?

Please complete the Customer Information Section

© NIC 2016 Privacy Policy

- a. For **First Name**, type in your first name as it appears on the credit card used.
- b. For **Last Name**, type in your last name as it appears on the credit card used.
- c. For **Address**, type in the street number and name of the street used to bill the credit being used.
- d. For **Address 2**, optionally 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 list.
- g. For **ZIP/Postal Code**, type in the five number string representing the postal ZIP Code (or, the nine numbers of the extended code).
- h. For **Phone**, type in the telephone associated with the credit card holder.
4. Click the **Next** button.
5. On the *Submit Payment* page:
 - a. In the **Verification** section, enter the characters from the image displayed.
 - b. Click the **Submit Payment** button.



Transaction Summary

TXDMV eLicensing	\$716.01
Texas.gov Price	\$716.01

Need Help?

Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Submit Payment.

6. After the *Please Wait* popup closes and the *Payment Summary* page displays again, click the **GO TO HOME** button.

9 Amending a 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 make an update to it (for example, from Smith and Son to Smith Family), or replace a partner in a general partnership (Note – in that example you will also need to change ownership and management information).
- Change ownership and management information
- Change the 911 Address if the city or county changes the address of the office/dealership location
- Add, remove, or update address locations (including supplemental locations) and assumed names (DBAs)
- Switch from a retailer to a wholesaler or a wholesaler to a retailer

Note: To make changes to general information, like the license contact, refer to the section about changing the general license information on page 155.

9.1 Amendment Fee

The fee to amend a license is \$25.

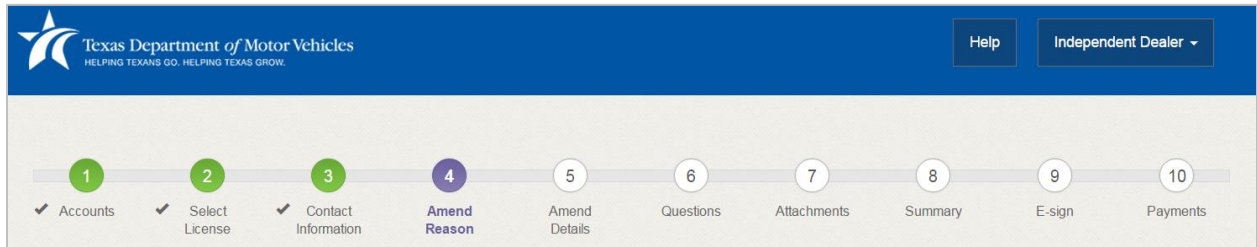
9.2 Gathering Information for this Application

You may need to scan information 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:

- DBA certificates that have changed
- Rider to your motor vehicle surety bond
- Original Power of Attorney statement
- 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

9.3 Applying for the Amendment to a License

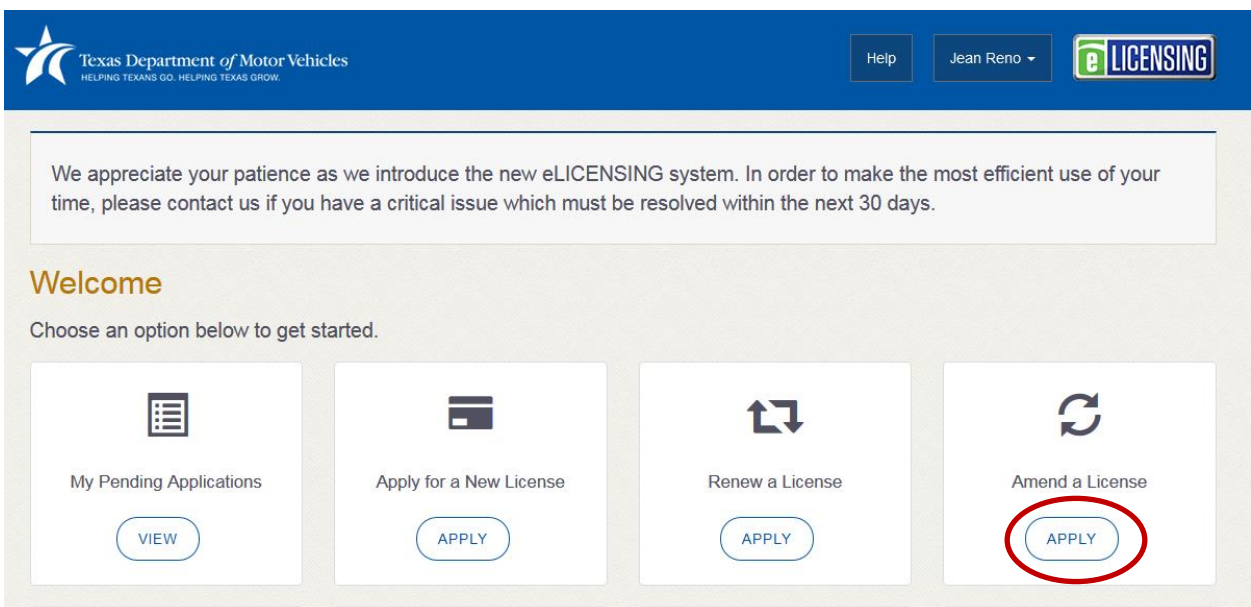
The steps for amending your license depend on the reason you are amending it.



- The Accounts, Select License, and Contact Information steps are the same for each reason.
- The Amend Reason, Amend Details, Questions, and Attachments steps are different depending on the reason selected.
- The Summary, Sign, and Payments steps are the same for each reason.

9.3.1 Getting Started

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



9.3.2Accounts

1. On the *Organizations* page, click the drop-down list and select your organization and click the **SAVE AND NEXT** button.

Texas Department of Motor Vehicles
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Help Independent Dealer ▾

1 Accounts 2 Select License 3 Contact Information 4 Amend Reason 5 Amend Details 6 Questions 7 Attachments 8 Summary 9 E-sign 10 Payments

Organizations

Please select the organization linked to your account.

* Select Organization
- None - ▾

CANCEL SAVE AND NEXT

9.3.3 Select License

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

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Help Independent Dealer ▾

1 Accounts 2 Select License 3 Contact Information 4 Amend Reason 5 Amend Details 6 Questions 7 Attachments 8 Summary 9 E-sign 10 Payments

Licenses

Select the License to make amendment to

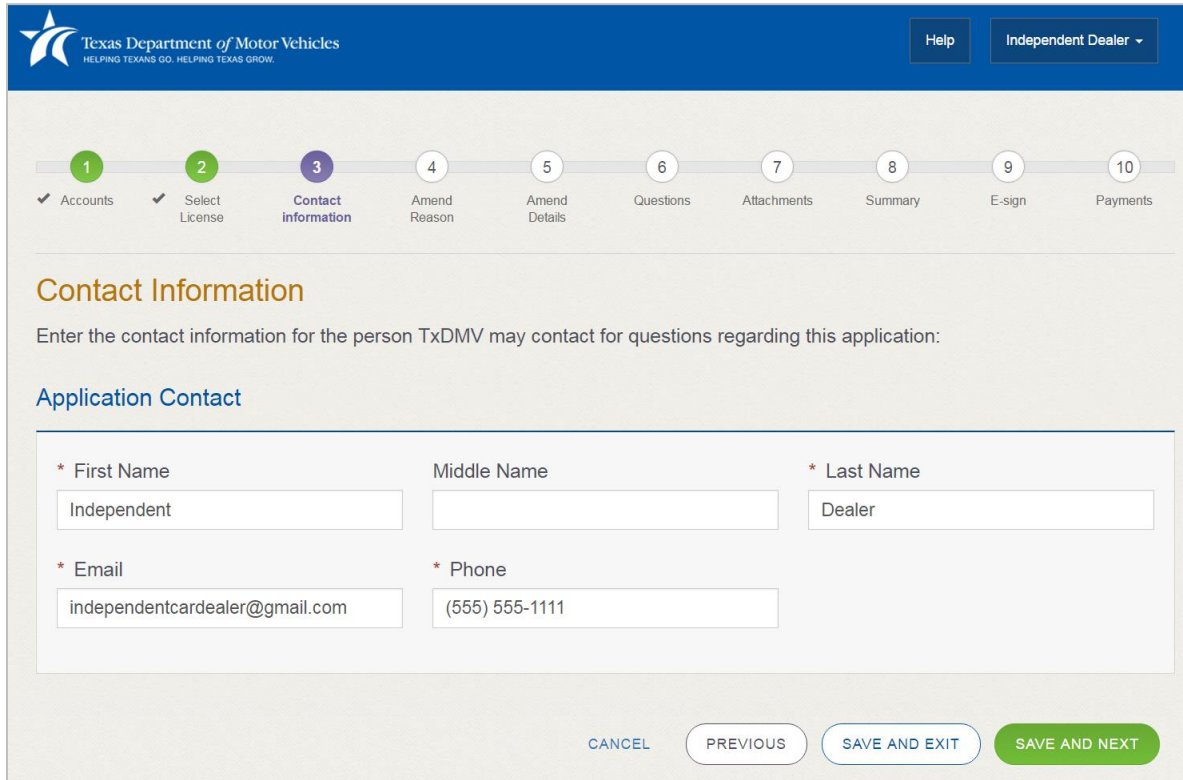
Select	License Number	Business Name	License Type	GDN Type	Location	Status
<input checked="" type="radio"/>	P001852	Texas Auto Mart	GDN	Motor Vehicle	400 WESTINGHOUSE ROAD, GEORGETOWN, Texas, 78726, Williamson	Active

« 1 »

CANCEL PREVIOUS SAVE AND EXIT SAVE AND NEXT

9.3.4 Contact Information

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



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1 2 3 4 5 6 7 8 9 10
✓ Accounts ✓ Select License **Contact information** Amend Reason Amend Details Questions Attachments Summary E-sign Payments

Contact Information

Enter the contact information for the person TxDMV may contact for questions regarding this application:

Application Contact

* First Name Independent	Middle Name 	* Last Name Dealer
* Email independentcardealer@gmail.com	* Phone (555) 555-1111	

CANCEL PREVIOUS SAVE AND EXIT **SAVE AND NEXT**

9.3.5 Amend Reason

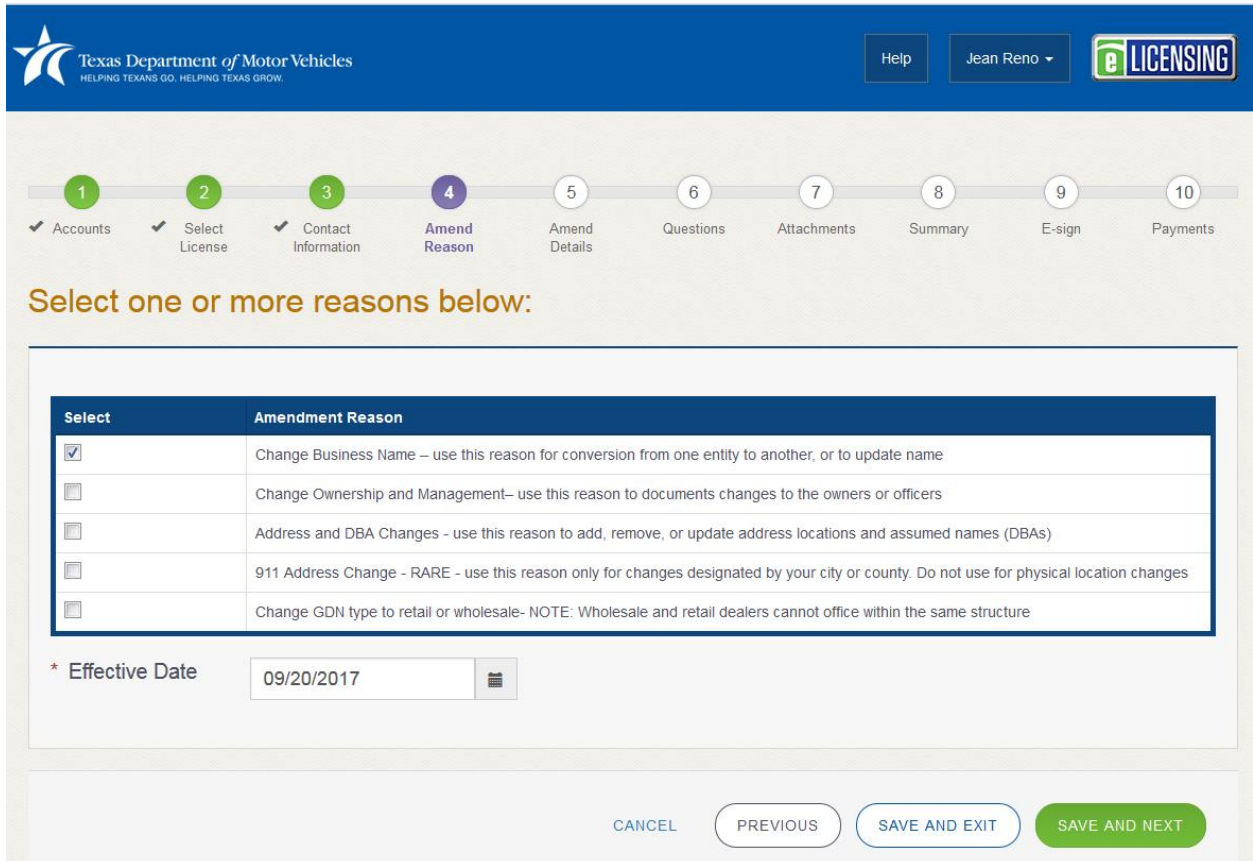
On *Amend Reason* page, if you select:

- [Change Business Name](#)
- [Change Ownership Management](#)
- [Address and DBA Changes](#)
- [911 Address Change](#)
- [Change GDN type to retail or wholesale](#)


9.3.5.1 Change Business Name

For a change business amendment, you will be required to upload your amended Certificate of Filing by the Texas Secretary of State on the Attachments page.

1. On the *Amend Reason* page:



Select	Amendment Reason
<input checked="" type="checkbox"/>	Change Business Name – use this reason for conversion from one entity to another, or to update name
<input type="checkbox"/>	Change Ownership and Management– use this reason to documents changes to the owners or officers
<input type="checkbox"/>	Address and DBA Changes - use this reason to add, remove, or update address locations and assumed names (DBAs)
<input type="checkbox"/>	911 Address Change - RARE - use this reason only for changes designated by your city or county. Do not use for physical location changes
<input type="checkbox"/>	Change GDN type to retail or wholesale- NOTE: Wholesale and retail dealers cannot office within the same structure

* Effective Date 

CANCEL PREVIOUS SAVE AND EXIT SAVE AND NEXT

- a. Click the **Change Business Name** checkbox.
 - b. For **Effective Date**, type the mm/dd/yyyy (or click the calendar and select the date) on which the amendment goes into effect.
 - c. Click the **SAVE AND NEXT** button.
2. On the *Business Information* page, make your change and click the **SAVE AND NEXT** button.

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1 Accounts 2 Select License 3 Contact Information 4 Amend Reason 5 Amend Details 6 Questions 7 Attachments 8 Summary 9 E-sign 10 Payments

Business Information

Type of Business --None-- ▾ EIN

Business Name Texas Auto Mart Secretary of State Filing Number 12345678

CANCEL PREVIOUS SAVE AND EXIT SAVE AND NEXT

- On the *Questions* page, answer the questions presented and click the **SAVE AND NEXT** button. Note that not having a clearly visible sign will cause your application approval to be delayed until you can submit proof of the sign.

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1 Accounts 2 Select License 3 Contact Information 4 Amend Reason 5 Amend Details 6 Questions 7 Attachments 8 Summary 9 E-sign 10 Payments

Questions

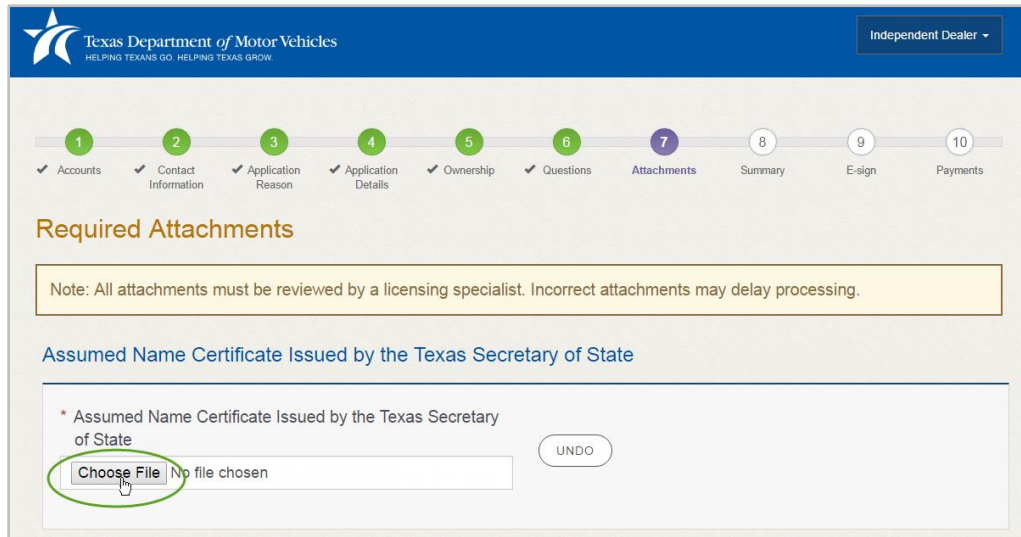
Enter the following questions in order to complete your application.

* Is the applicant a Military Service member, Military Veteran, or Military Spouse? --None-- ▾

* Does the applicant have a sign that is clearly visible to the public, permanently posted, with letters at least 6 inches high? --None-- ▾

CANCEL PREVIOUS SAVE AND EXIT SAVE AND NEXT

- On the *Required Attachments* page, for each item displayed:



1 Accounts 2 Contact Information 3 Application Reason 4 Application Details 5 Ownership 6 Questions 7 **Attachments** 8 Summary 9 E-sign 10 Payments

Required Attachments

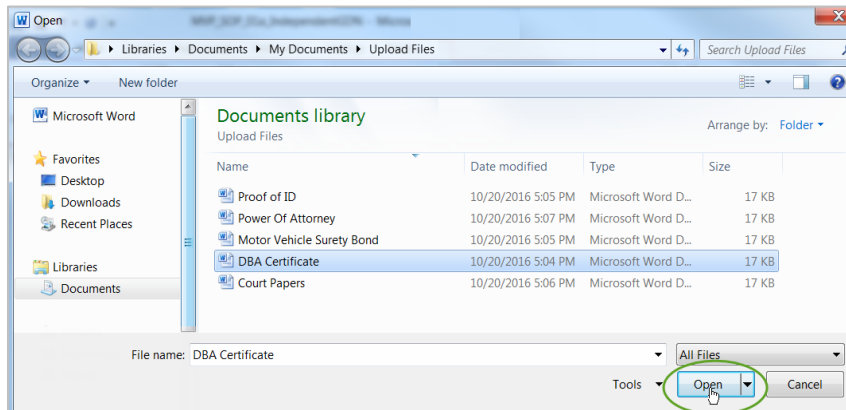
Note: All attachments must be reviewed by a licensing specialist. Incorrect attachments may delay processing.

Assumed Name Certificate Issued by the Texas Secretary of State

* Assumed Name Certificate Issued by the Texas Secretary of State

Choose File No file chosen UNDO

- Click the **BROWSE** button.
- On the *Open* popup, navigate to the file (on the computer or a shared network resource), select it, and click the **Open** button.



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

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

- d. To add a file not requested on the page, click the **ADD MORE ATTACHMENTS** button (at the bottom of the page).

Other Attachments

+ ADD MORE ATTACHMENTS

CANCEL

PREVIOUS

SAVE AND EXIT

SAVE AND NEXT

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

Other Attachments

* Attachment Type

Choose File

No file chosen

UNDO

UPLOAD

- f. When you finish uploading the documents, click the **SAVE AND NEXT** button at the bottom of the page.

5. If the *Problems with Your Application* page displays:

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Independent Dealer ▼

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9

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✓ Accounts

✓ Contact Information

✓ Application Reason

✓ Application Details

✓ Ownership

✓ Questions

✓ Attachments

Summary

E-sign

Payments

Problems with Your Application

Please review the following possible issues we have identified. You may resolve the issue(s) prior to submitting your application, or continue with your application. Applications submitted with possible issues may experience delays in processing.

Possible Issues

The mailing or physical address entered could not be verified, and must be validated before this application can be approved. Please upload either a letter from the United States Postal Service (USPS) or your city/county 911 Address system verifying your location.

REVISIT

Texas Secretary of State filing number has not been verified. This will be required prior to approval of this application.

REVISIT

PREVIOUS

PRINT

EMAIL

NEXT


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


6. Skip to the Summary section on page 141.

9.3.5.2 Change Ownership Management

For a change ownership management amendment, you will be required to upload the proof of identity of any owners you add and your amended Certificate of Filing by the Texas Secretary of State on the *Attachments* page.

1. On the *Amend Reason* page:



[Help](#)
[Jean Reno ▾](#)


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✓ Accounts

✓ Select License

✓ Contact Information

Amend Reason

Amend Details

Questions

Attachments

Summary

E-sign

Payments

Select one or more reasons below:

Select	Amendment Reason
<input type="checkbox"/>	Change Business Name – use this reason for conversion from one entity to another, or to update name
<input checked="" type="checkbox"/>	Change Ownership and Management– use this reason to documents changes to the owners or officers
<input type="checkbox"/>	Address and DBA Changes - use this reason to add, remove, or update address locations and assumed names (DBAs)
<input type="checkbox"/>	911 Address Change - RARE - use this reason only for changes designated by your city or county. Do not use for physical location changes
<input type="checkbox"/>	Change GDN type to retail or wholesale- NOTE: Wholesale and retail dealers cannot office within the same structure

* Effective Date

09/20/2017

CANCEL

PREVIOUS

SAVE AND EXIT

SAVE AND NEXT



- a. Click the **Change Ownership and Management** checkbox.
- b. For **Effective Date**, type the mm/dd/yyyy (or click the calendar and select the date) on which the amendment goes into effect.

2. Click the **SAVE AND NEXT** button. On the *Ownership* page:
 - a. Make your changes. For example, you can split the ownership between 2 owners, or change to a corporation.

Help

Independent Dealer ▾

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✓ Accounts

✓ Select License

✓ Contact Information

✓ Amend Reason

Amend Details

Questions

Attachments

Summary

E-sign

Payments

Ownership

Enter the business ownership details below.

Individual Ownership

Name	Date of Birth	Ownership % - Total must equal 100%	Actions
Independent Vehicle	10/31/1956	100.00%	<div>EDIT</div> <div>DELETE</div>

Requested Changes

Name	Date of Birth	Ownership %	Action Performed	Actions
Son Dealership	10/01/1990	50.00%	New Entity Added	<div>EDIT</div> <div>DELETE</div>
Independent Vehicle	10/31/1956	50.00%	Entity Updated	<div>EDIT</div> <div>DELETE</div>

+ NEW OWNERSHIP

- i. Scroll to the **Ownership Questions** section and answer the questions.

Ownership Questions

This is important:

- Submitting an application containing false, misleading, or incomplete information may be grounds for denial or license cancellation, revocation, or suspension.
- A person who knowingly makes a false statement in connection with applying for or renewing a license may be subject to criminal prosecution.

If you are in doubt as to how to respond to these questions, full and honest disclosure is highly recommended.

* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever been arrested for an offense that is currently pending?

--None--

* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever been convicted of a felony or misdemeanor offense in any in-state, out-of-state, or federal jurisdiction?

--None--

* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever received a deferred adjudication for a felony or misdemeanor offense in any in-state, out-of-state, or federal jurisdiction?

--None--

* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever been convicted by a court martial or is any person currently the subject of a pending court martial under the Uniform Code of Military Justice?

--None--

[CANCEL](#)
[PREVIOUS](#)
[SAVE AND EXIT](#)
[SAVE AND NEXT](#)

3. Click the **SAVE AND NEXT** button.
4. If the *Criminal History* page displays, click the **ADD** button for the first owner listed.

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Independent Dealer ▾

1
✓ Accounts
2
✓ Contact Information
3
✓ Application Reason
4
✓ Application Details
5
Ownership
6
Questions
7
Attachments
8
Summary
9
E-sign
10
Payments

Criminal History


Select an individual to add the details of their criminal history. You may add details for more than one individual

Owners List

Name	Email Address	Criminal History Details
Independent Vehicle	imvd@texasautomart.com	ADD

[CANCEL](#)
[PREVIOUS](#)
[SAVE AND EXIT](#)
[SAVE AND NEXT](#)

On the *Criminal History Details* popup:


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Criminal History Details. Separate details must be provided for each offense.

Name

Independent Dealer

Encrypted SSN

***-**-6789

Email

idependentdealer@texasautomart.com

Date of Birth

31/10/1956

Offense and Charge

* Please state the exact crime for which the person was charged, convicted, or received a deferred adjudication

DUI

* Date of Offense

09/12/2000

Date of Conviction/Deferred Adjudication

01/05/2001

* Is the person currently on parole or probation?

No

* County

Williamson

* State

Texas

* Court

Municipal

* Sentence or Action imposed by court(example- six months in Travis County Jail):

6 month in Williamson County Jail

* Describe the events and circumstances that lead to the charge.

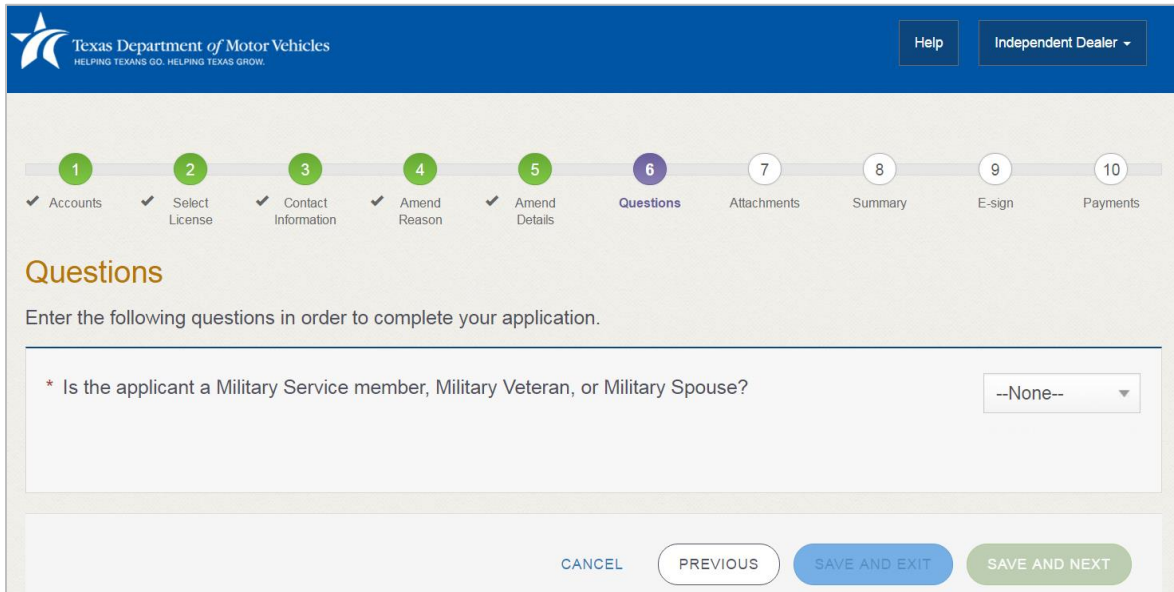
Drank too much

CLOSE

UPDATE

- In the first field in the **Offense and Charge** section, type in a short description of the charges/crime committed.
- For **Date of Offense**, type in the mm/dd/yyyy (or selects it from the calendar) when the crime occurred.
- For **Date of Conviction/Deferred Adjudication**, type in the mm/dd/yyyy (or selects it from the calendar)
- For **Is person currently on parole or probation**, select Yes or No.
- For **County**, type in the name of the county in which the offense occurred.
- For **State**, type in the name of the state in which the offense occurred.
- For **Court**, type in the type of court in which the offense was adjudicated.

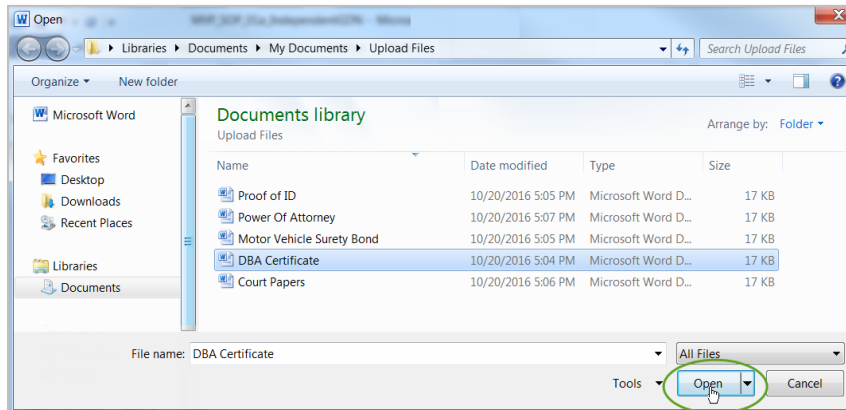
- h. For **Sentence or Action Imposed by court**, type in a brief description of the court decision.
 - i. For **Describe the events**, type in a brief explanation of the incident leading up to the arrest for the offense.
 - j. Click the **UPDATE** button.
 - k. After the popup closes, repeat the steps above for each entry in the table on the *Criminal History* page.
5. When you are finished, click the **SAVE AND NEXT** button.
- Note:** On the *Attachments* page displayed later, you will be required to upload documents related to the offenses and charges for each criminal offense.
6. On the *Questions* page, answer the question presented and click the **SAVE AND NEXT** button.



The screenshot shows the Texas Department of Motor Vehicles application interface. At the top, there is a blue header with the department's logo and name, along with 'Help' and 'Independent Dealer' links. Below the header is a progress bar with 10 steps: 1. Accounts, 2. Select License, 3. Contact Information, 4. Amend Reason, 5. Amend Details, 6. Questions (current step), 7. Attachments, 8. Summary, 9. E-sign, and 10. Payments. The 'Questions' section is titled 'Questions' and instructs the user to 'Enter the following questions in order to complete your application.' A question is displayed: '* Is the applicant a Military Service member, Military Veteran, or Military Spouse?' with a dropdown menu showing '--None--'. At the bottom, there are four buttons: 'CANCEL', 'PREVIOUS', 'SAVE AND EXIT', and 'SAVE AND NEXT'.

7. On the *Required Attachments* page, for each item displayed:

- Click the **BROWSE** button.
- On the *Open* popup, navigate to the file (on the computer or a shared network resource), select it, and click the **Open** button.



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

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

- d. To add a file not requested on the page, click the **ADD MORE ATTACHMENTS** button (at the bottom of the page).

Other Attachments

+ ADD MORE ATTACHMENTS

CANCEL

PREVIOUS

SAVE AND EXIT

SAVE AND NEXT

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

Other Attachments

* Attachment Type

Choose File

No file chosen

UNDO

UPLOAD

8. When you finish uploading the documents, click the **SAVE AND NEXT** button at the bottom of the page.
 - a. If the *Problems with Your Application* page displays:
 - b. Click the **REVISIT** button return to the page on which the issue can be resolved, and make the correction, and then click **SAVE AND NEXT** button as many times as it takes to return to this page.
 - c. Click the **NEXT** button to skip making fixes at this time. In many instances, the problems may cause the application approval to be delayed.
 - d. Skip to the Summary section on page 141.


9.3.5.3 Address and DBA Changes


For a manage location amendment, you will be required to upload:

- Assumed Name Certificates amended for the change
- Rider to your motor vehicle surety bond about the change from the bond company
- Certificate of Filing amended by the Texas Secretary of State

To continue:

1. On the *Amend Reason* page:


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Help
Jean Reno ▾


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✓ Accounts
✓ Select License
✓ Contact Information
Amend Reason
Amend Details
Questions
Attachments
Summary
E-sign
Payments

Select one or more reasons below:

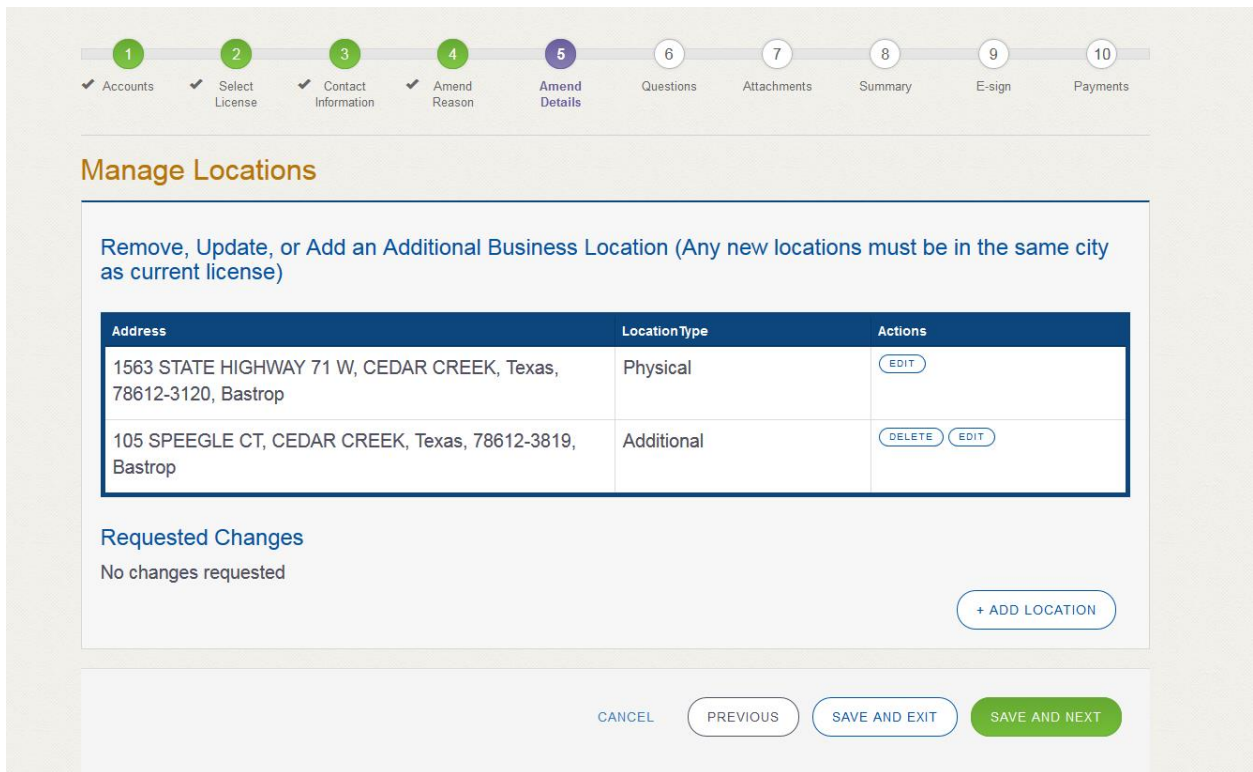
Select	Amendment Reason
<input type="checkbox"/>	Change Business Name – use this reason for conversion from one entity to another, or to update name
<input type="checkbox"/>	Change Ownership and Management– use this reason to documents changes to the owners or officers
<input checked="" type="checkbox"/>	Address and DBA Changes - use this reason to add, remove, or update address locations and assumed names (DBAs)
<input type="checkbox"/>	911 Address Change - RARE - use this reason only for changes designated by your city or county. Do not use for physical location changes
<input type="checkbox"/>	Change GDN type to retail or wholesale- NOTE: Wholesale and retail dealers cannot office within the same structure

* Effective Date


CANCEL
PREVIOUS
SAVE AND EXIT
SAVE AND NEXT

- Click the **Address and DBA Changes** checkbox.
- For **Effective Date**, type the mm/dd/yyyy (or click the calendar and select the date) on which the amendment goes into effect.
- Click the **SAVE AND NEXT** button.

2. On the *Manage Locations* page:



1 Accounts 2 Select License 3 Contact Information 4 Amend Reason 5 Amend Details 6 Questions 7 Attachments 8 Summary 9 E-sign 10 Payments

Manage Locations

Remove, Update, or Add an Additional Business Location (Any new locations must be in the same city as current license)

Address	Location Type	Actions
1563 STATE HIGHWAY 71 W, CEDAR CREEK, Texas, 78612-3120, Bastrop	Physical	EDIT
105 SPEEGLE CT, CEDAR CREEK, Texas, 78612-3819, Bastrop	Additional	DELETE EDIT

Requested Changes
No changes requested

[+ ADD LOCATION](#)

[CANCEL](#) [PREVIOUS](#) [SAVE AND EXIT](#) [SAVE AND NEXT](#)

- Click the **EDIT** button for the appropriate location in order to change or remove a location. Click the “Add Location” button to add a location.
- On the popup, locate the section in which to make your changes.
- Make your changes and click the **SAVE** button.

Manage Locations

Business Address

Business Details

Address Type
Additional

* Address Line 1
2206 SYCAMORE STREET

Address Line 2
Suite 100

* City
GEORGETOWN

* State
Texas

* Zip
78726

* County
Williamson

* Country
USA

* Business Phone Number

* Business Email
dealer2@texasautomart2.com

VALIDATE ADDRESS

Location Contact Details

* Contact First Name
Motor

Contact Middle Name

* Contact Last Name
Dealer

* Contact Email
mvd@texasautomart.com

* Contact Phone
(566) 789-1222

Assumed Name (DBA) Details

Please add all the assumed names that will be used for the license type being applied for.

Doing Business As

+ ADD ANOTHER DBA

SAVE

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

4. On the *Questions* page, answer the questions presented and click the **SAVE AND NEXT** button.

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Help
Independent Dealer

1 Accounts
2 Select License
3 Contact Information
4 Amend Reason
5 Amend Details
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Questions

Enter the following questions in order to complete your application.

- * Is the applicant a Military Service member, Military Veteran, or Military Spouse?

No
- * Does the applicant have a current lease or ownership document for the property and agree to submit documentation, if requested by TxDMV, demonstrating the applicant owns or leases the property on which the business is situated that meets all TxDMV licensing requirements, including a term of one year? (If leasing the property, the lease cannot expire before the license.)

--None--
- * Does the applicant have adequate display space to display at least five vehicles?

--None--
- * Does the applicant have an office area with desk, at least two chairs, internet access, and phone with a listed number?

--None--
- * Does the applicant have appropriate business hours posted that meet all TxDMV licensing requirements?

--None--
- * Does the applicant's proposed place of business comply with all applicable state and local government occupancy laws, ordinances, and deed restrictions?

--None--
- * Has the applicant obtained all mandatory certificate(s) of occupancy or similar authority to operate a business at the proposed location?

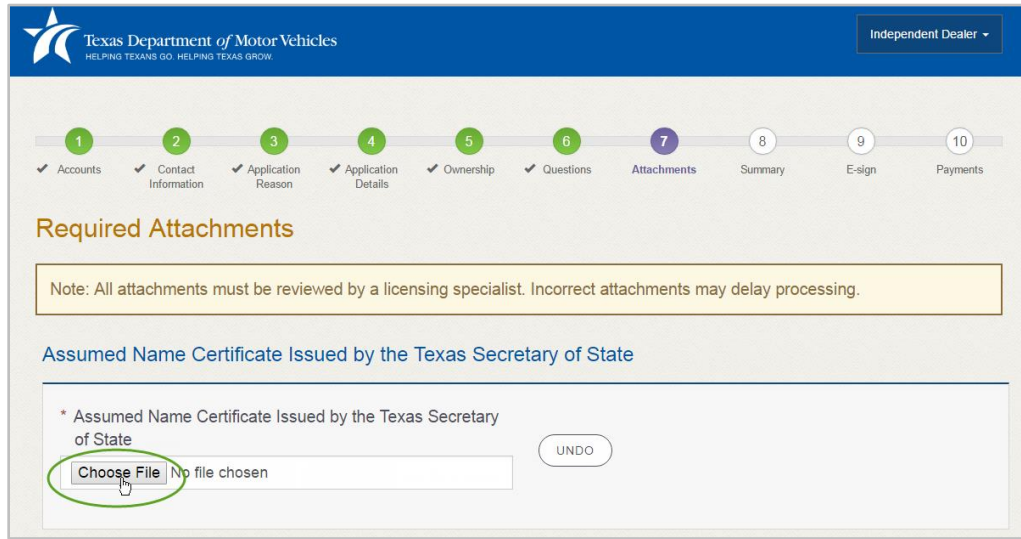
--None--
- * Is the applicant's proposed place of business located within a residence, apartment house, hotel, motel, or rooming house?

--None--

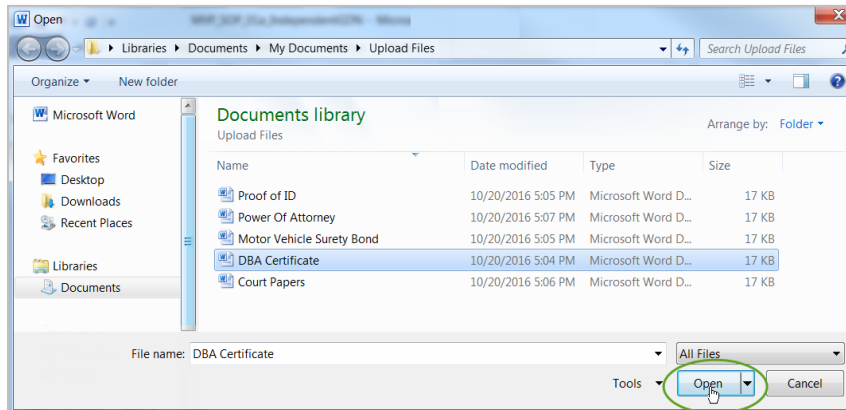
CANCEL
PREVIOUS
SAVE AND EXIT
SAVE AND NEXT

- a. If the *Possible Issues* popup displays, click **CONTINUE ANYWAY**.

5. On the *Required Attachments* page, for each item displayed:



- Click the **BROWSE** button.
- On the *Open* popup, navigate to the file (on the computer or a shared network resource), select it, and click the **Open** button.



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

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Independent Dealer ▾

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✓ Accounts

✓ Contact Information

✓ Application Reason

✓ Application Details

✓ Ownership

✓ Questions

Attachments

Summary

E-sign

Payments

Required Attachments

Note: All attachments must be reviewed by a licensing specialist. Incorrect attachments may delay processing.

Assumed Name Certificate Issued by the Texas Secretary of State

* Assumed Name Certificate Issued by the Texas Secretary of State

Choose File

DBA Certificate

UNDO

Select file and scroll to bottom of page to click **UPLOAD** button.

UPLOAD

Other Attachments

+ ADD MORE ATTACHMENTS

CANCEL

PREVIOUS

SAVE AND EXIT

SAVE AND NEXT

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

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Independent Dealer ▾

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✓ Accounts

✓ Contact Information

✓ Application Reason

✓ Application Details

✓ Ownership

✓ Questions

Attachments

Summary

E-sign

Payments

Required Attachments

Note: All attachments must be reviewed by a licensing specialist. Incorrect attachments may delay processing.

Criminal Court Papers

* Criminal Details

independent dealer

Choose File

Court Papers.docx

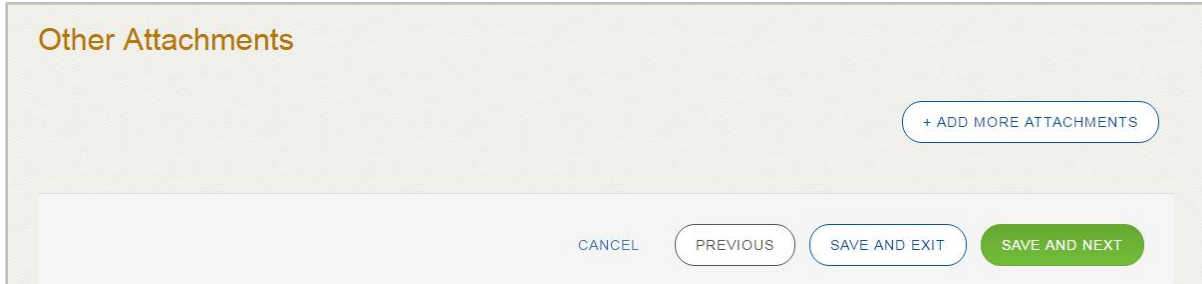
UNDO

COURT PAPERS.DOCX

Amending a License

10.16.2017 ♦ 128

- d. To add a file not requested on the page, click the **ADD MORE ATTACHMENTS** button (at the bottom of the page).

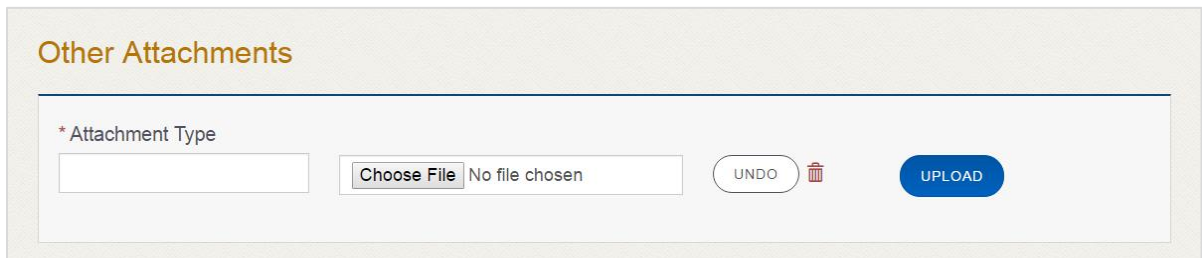


Other Attachments

+ ADD MORE ATTACHMENTS

CANCEL PREVIOUS SAVE AND EXIT SAVE AND NEXT

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



Other Attachments

* Attachment Type

Choose File No file chosen UNDO UPLOAD

- f. When you finish uploading the documents, click the **SAVE AND NEXT** button at the bottom of the page.
6. If the *Problems with Your Application* page displays:
- Click the **REVISIT** button return to the page on which the issue can be resolved, and make the correction, and then click **SAVE AND NEXT** button as many times as it takes to return to this page.
 - Click the **NEXT** button to skip making fixes at this time. In many instances, the problems may cause the application approval to be delayed.

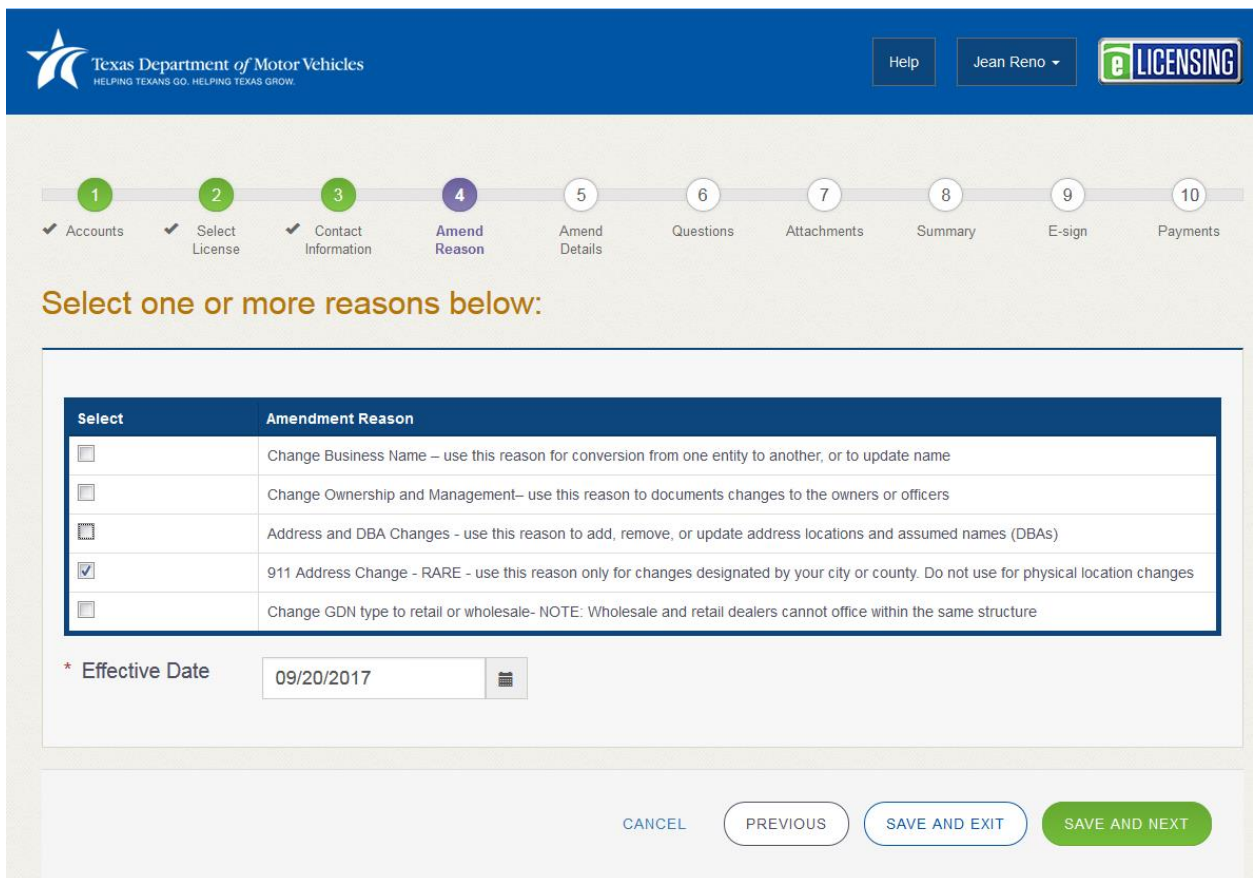
9.3.5.4911 Address Change


For a 911 Address Change amendment, you will be required to upload to the *Attachments* page:


- Assumed Name Certificates amended for the change
- Rider to your motor vehicle surety bond about the change from the bond company
- 911 documentation about the change in the address from the city or county
- Certificate of Filing amended by the Texas Secretary of State

To continue:

1. On the *Amend Reason* page:




 Texas Department of Motor Vehicles
HELPING TEXANS GO, HELPING TEXAS GROW

[Help](#) | [Jean Reno](#) | 

1 Accounts 2 Select License 3 Contact Information 4 **Amend Reason** 5 Amend Details 6 Questions 7 Attachments 8 Summary 9 E-sign 10 Payments

Select one or more reasons below:

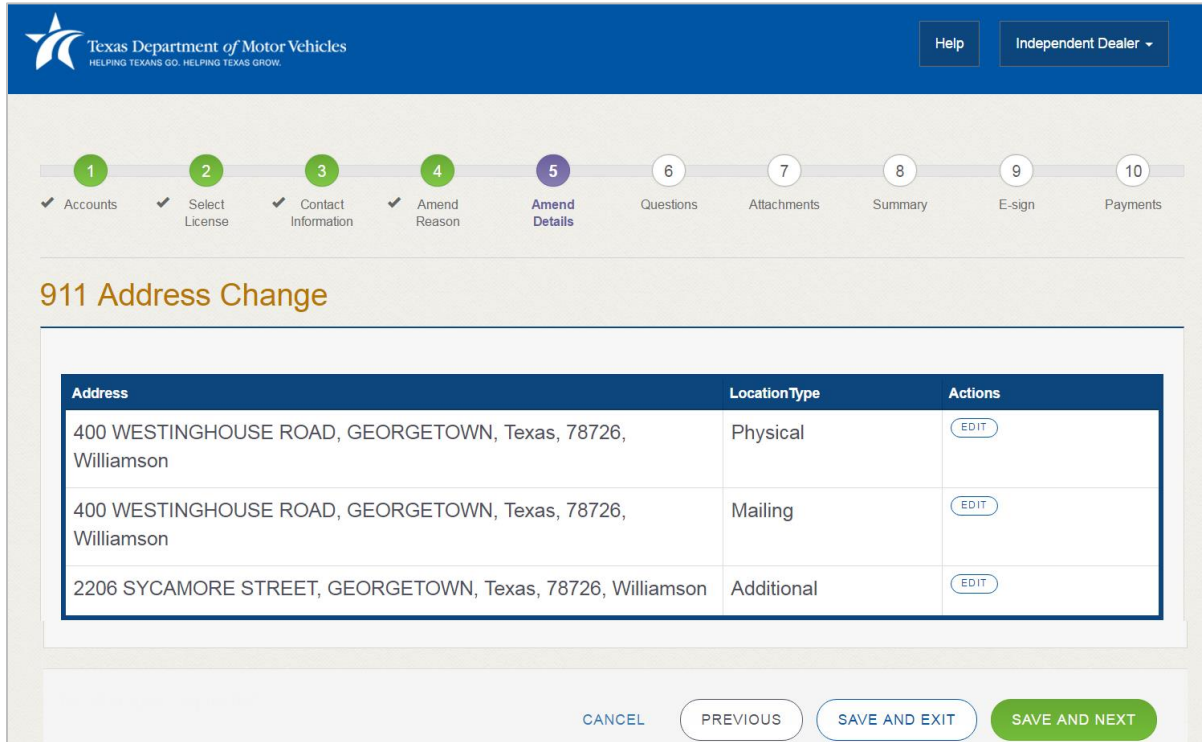
Select	Amendment Reason
<input type="checkbox"/>	Change Business Name – use this reason for conversion from one entity to another, or to update name
<input type="checkbox"/>	Change Ownership and Management– use this reason to documents changes to the owners or officers
<input type="checkbox"/>	Address and DBA Changes - use this reason to add, remove, or update address locations and assumed names (DBAs)
<input checked="" type="checkbox"/>	911 Address Change - RARE - use this reason only for changes designated by your city or county. Do not use for physical location changes
<input type="checkbox"/>	Change GDN type to retail or wholesale- NOTE: Wholesale and retail dealers cannot office within the same structure

* Effective Date 

[CANCEL](#) [PREVIOUS](#) [SAVE AND EXIT](#) [SAVE AND NEXT](#)

- a. Click the **911 Address Change** checkbox.
2. For **Effective Date**, type the mm/dd/yyyy (or click the calendar and select the date) on which the amendment goes into effect.
 3. Click the **SAVE AND NEXT** button.

4. On the *911 Address Change* page:



Address	LocationType	Actions
400 WESTINGHOUSE ROAD, GEORGETOWN, Texas, 78726, Williamson	Physical	EDIT
400 WESTINGHOUSE ROAD, GEORGETOWN, Texas, 78726, Williamson	Mailing	EDIT
2206 SYCAMORE STREET, GEORGETOWN, Texas, 78726, Williamson	Additional	EDIT

[CANCEL](#)
[PREVIOUS](#)
[SAVE AND EXIT](#)
[SAVE AND NEXT](#)

- Click the **EDIT** button of the item to change.
- On the *Address* popup, make your changes and click the **Save** button.

- On the *911 Address Change* page, verify that the corrected address displays in the **Requested Changes** section and click the **SAVE AND NEXT** button.

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Help

Independent Dealer ▾

1

2

3

4

5

6

7

8

9

10

✓ Accounts

✓ Select License

✓ Contact Information

✓ Amend Reason

Amend Details

Questions

Attachments

Summary

E-sign

Payments

911 Address Change

Address	LocationType	Actions
400 WESTINGHOUSE ROAD, GEORGETOWN, Texas, 78726, Williamson	Physical	EDIT
400 WESTINGHOUSE ROAD, GEORGETOWN, Texas, 78726, Williamson	Mailing	EDIT
2206 SYCAMORE STREET, GEORGETOWN, Texas, 78726, Williamson	Additional	EDIT

Requested Changes

Address	LocationType	Action Type	Actions
400 WEST WESTINGHOUSE ROAD, Building One, GEORGETOWN, Texas, 78726, Williamson	Physical	911 Address Changed	EDIT DELETE

CANCEL

PREVIOUS

SAVE AND EXIT

SAVE AND NEXT

- If the *Possible Issues* popup displays, click **CONTINUE ANYWAY**.

- On the **Questions** page, answer the questions presented and click the **SAVE AND NEXT** button.

Texas Department of Motor Vehicles
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Help
Independent Dealer

1 Accounts
2 Select License
3 Contact Information
4 Amend Reason
5 Amend Details
6 Questions
7 Attachments
8 Summary
9 E-sign
10 Payments

Questions

Enter the following questions in order to complete your application.

* Is the applicant a Military Service member, Military Veteran, or Military Spouse?

No

* Does the applicant have a current lease or ownership document for the property and agree to submit documentation, if requested by TxDMV, demonstrating the applicant owns or leases the property on which the business is situated that meets all TxDMV licensing requirements, including a term of one year? (If leasing the property, the lease cannot expire before the license.)

--None--

* Does the applicant have adequate display space to display at least five vehicles?

--None--

* Does the applicant have an office area with desk, at least two chairs, internet access, and phone with a listed number?

--None--

* Does the applicant have appropriate business hours posted that meet all TxDMV licensing requirements?

--None--

* Does the applicant's proposed place of business comply with all applicable state and local government occupancy laws, ordinances, and deed restrictions?

--None--

* Has the applicant obtained all mandatory certificate(s) of occupancy or similar authority to operate a business at the proposed location?

--None--

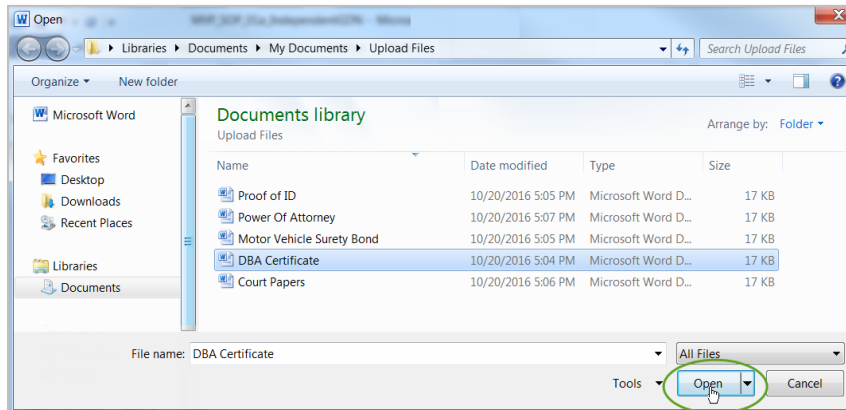
* Is the applicant's proposed place of business located within a residence, apartment house, hotel, motel, or rooming house?

--None--

CANCEL
PREVIOUS
SAVE AND EXIT
SAVE AND NEXT

8. On the *Required Attachments* page, for each item displayed:

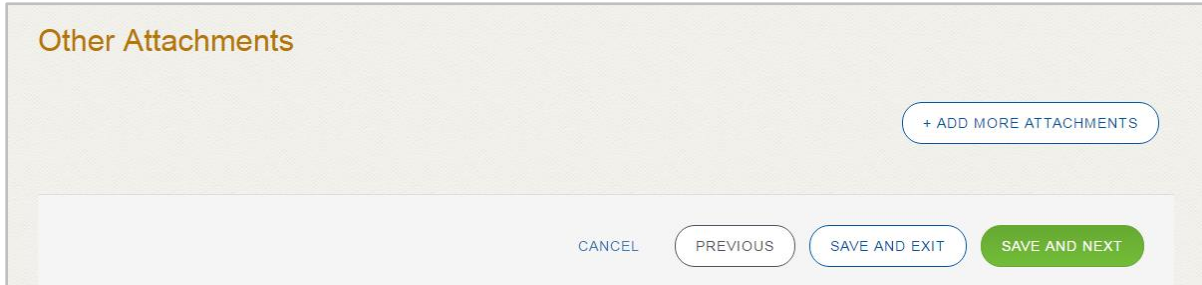
- Click the **BROWSE** button.
- On the *Open* popup, navigate to the file (on the computer or a shared network resource), select it, and click the **Open** button.



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

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

- d. To add a file not requested on the page, click the **ADD MORE ATTACHMENTS** button (at the bottom of the page).

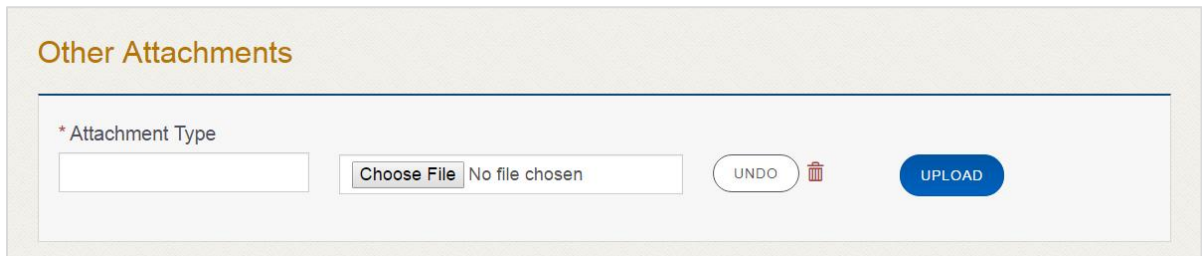


Other Attachments

+ ADD MORE ATTACHMENTS


CANCEL PREVIOUS SAVE AND EXIT **SAVE AND NEXT**

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



Other Attachments

* Attachment Type

Choose File No file chosen UNDO  **UPLOAD**

- f. When you finish uploading the documents, click the **SAVE AND NEXT** button at the bottom of the page.
9. If the *Problems with Your Application* page displays:
- Click the **REVISIT** button return to the page on which the issue can be resolved, and make the correction, and then click **SAVE AND NEXT** button as many times as it takes to return to this page.
 - Click the **NEXT** button to skip making fixes at this time. In many instances, the problems may cause the application approval to be delayed.
10. Skip to the Summary section on page 141.

9.3.5.5 Change Retail or Wholesale GDN Type

1. On the *Amend Reason* page:

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Help
Jean Reno

1 Accounts
2 Select License
3 Contact Information
4 Amend Reason
5 Amend Details
6 Questions
7 Attachments
8 Summary
9 E-sign
10 Payments

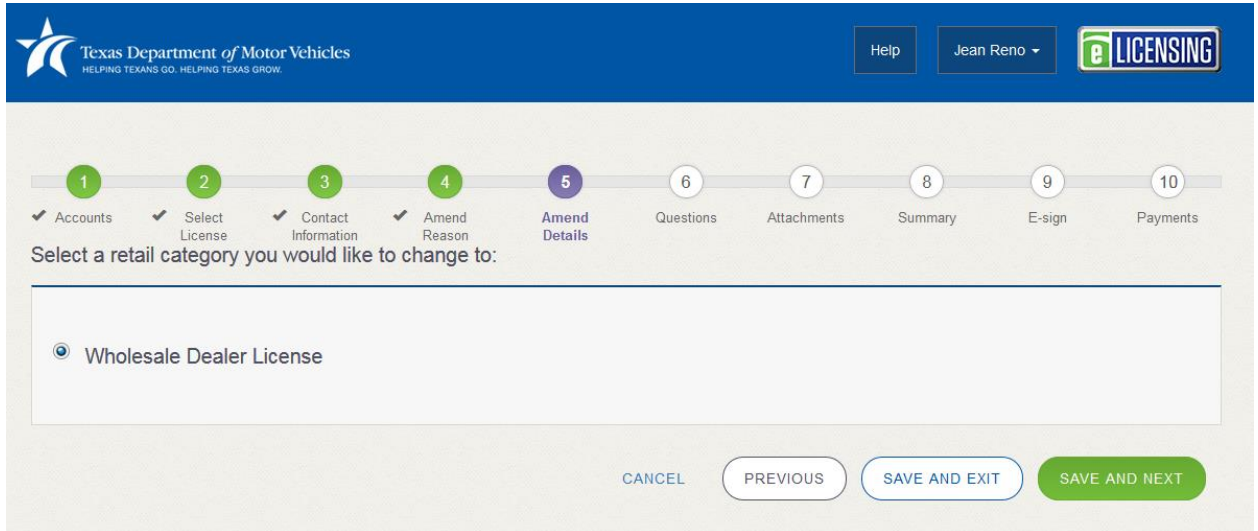
Select one or more reasons below:

Select	Amendment Reason
<input type="checkbox"/>	Change Business Name – use this reason for conversion from one entity to another, or to update name
<input type="checkbox"/>	Change Ownership and Management– use this reason to documents changes to the owners or officers
<input type="checkbox"/>	Address and DBA Changes - use this reason to add, remove, or update address locations and assumed names (DBAs)
<input type="checkbox"/>	911 Address Change - RARE - use this reason only for changes designated by your city or county. Do not use for physical location changes
<input checked="" type="checkbox"/>	Change GDN type to retail or wholesale- NOTE: Wholesale and retail dealers cannot office within the same structure

* Effective Date

CANCEL
PREVIOUS
SAVE AND EXIT
SAVE AND NEXT

- a. Click the **Change GDN Type** checkbox.
2. For **Effective Date**, type the mm/dd/yyyy (or click the calendar and select the date) on which the amendment goes into effect.
3. Click the **SAVE AND NEXT** button.
4. On the *Select Category* page
 - a. Click the bubble next to the category you are changing to.
 - b. Click the **SAVE AND NEXT** button.



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Help Jean Reno eLICENSING

1 Accounts 2 Select License 3 Contact Information 4 Amend Reason 5 Amend Details 6 Questions 7 Attachments 8 Summary 9 E-sign 10 Payments

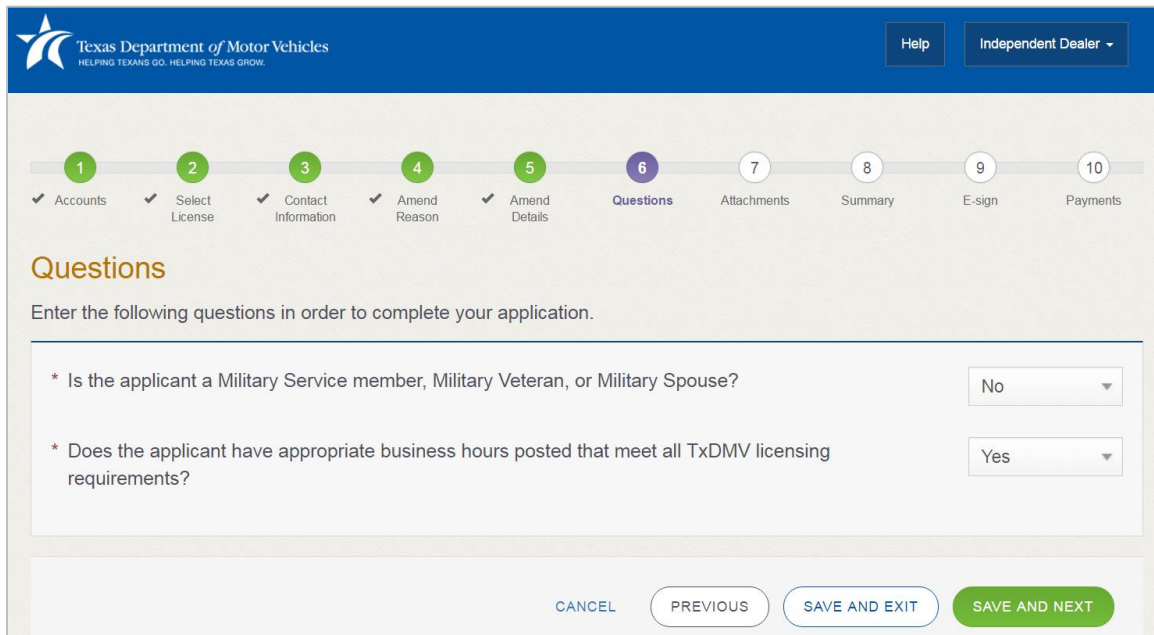
Select a retail category you would like to change to:

☒ Wholesale Dealer License

CANCEL PREVIOUS SAVE AND EXIT SAVE AND NEXT

5. On the *License Plates* page,
 - a. Select to Transfer or Cancel each plate

Note: If changing to Wholesale from Retail you can only select to Transfer a maximum of
6. Click the **SAVE AND NEXT** button.
7. On the *Questions* page, answer the questions presented and click the **SAVE AND NEXT** button.



Texas Department of Motor Vehicles
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Help Independent Dealer

1 Accounts 2 Select License 3 Contact Information 4 Amend Reason 5 Amend Details 6 Questions 7 Attachments 8 Summary 9 E-sign 10 Payments

Questions

Enter the following questions in order to complete your application.

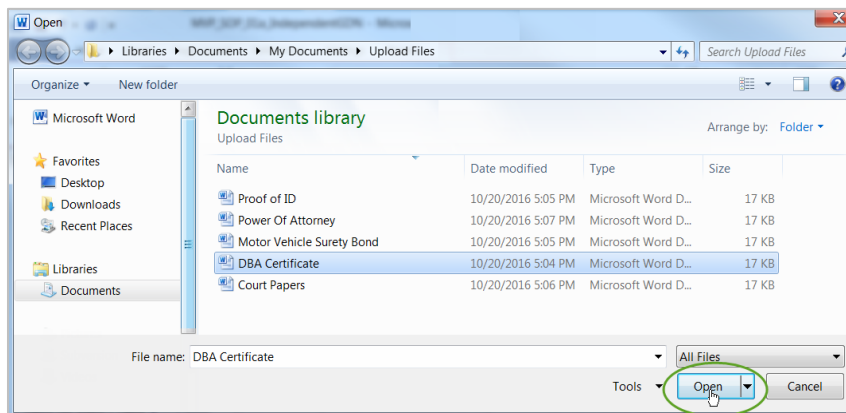
* Is the applicant a Military Service member, Military Veteran, or Military Spouse? No

* Does the applicant have appropriate business hours posted that meet all TxDMV licensing requirements? Yes

CANCEL PREVIOUS SAVE AND EXIT SAVE AND NEXT

8. On the *Required Attachments* page, for each item displayed:

- Click the **BROWSE** button.
- On the *Open* popup, navigate to the file (on the computer or a shared network resource), select it, and click the **Open** button.



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

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

- d. To add a file not requested on the page, click the **ADD MORE ATTACHMENTS** button (at the bottom of the page).

Other Attachments

+ ADD MORE ATTACHMENTS

CANCEL

PREVIOUS

SAVE AND EXIT

SAVE AND NEXT

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

Other Attachments

* Attachment Type

Choose File

No file chosen

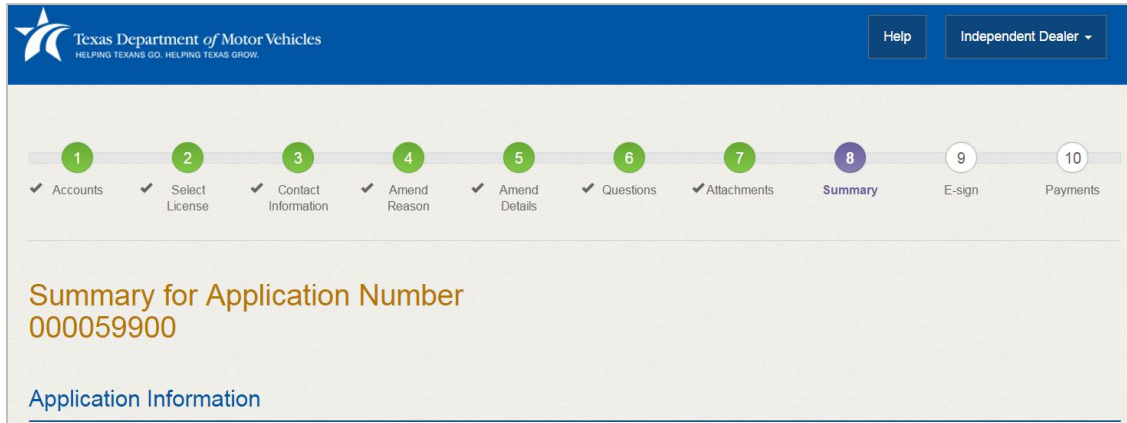
UNDO

UPLOAD

- f. When you finish uploading the documents, click the **SAVE AND NEXT** button at the bottom of the page.
9. If the *Problems with Your Application* page displays:
- Click the **REVISIT** button return to the page on which the issue can be resolved, and make the correction, and then click **SAVE AND NEXT** button as many times as it takes to return to this page.
 - Click the **NEXT** button to skip making fixes at this time. In many instances, the problems may cause the application approval to be delayed.
10. Continue with the *Summary* page.

9.3.6 Summary

1. When the *Summary* page displays, review the information and then click the **SAVE AND NEXT** button.



The screenshot shows the Texas Department of Motor Vehicles application summary page. At the top, there is a blue header with the TDMV logo and the tagline "HELPING TEXANS GO. HELPING TEXAS GROW." On the right side of the header are "Help" and "Independent Dealer" buttons. Below the header is a progress bar with 10 steps: 1. Accounts, 2. Select License, 3. Contact Information, 4. Amend Reason, 5. Amend Details, 6. Questions, 7. Attachments, 8. Summary (highlighted in purple), 9. E-sign, and 10. Payments. Below the progress bar, the text "Summary for Application Number 000059900" is displayed in orange. At the bottom, there is a blue link labeled "Application Information".

9.3.7 Signature

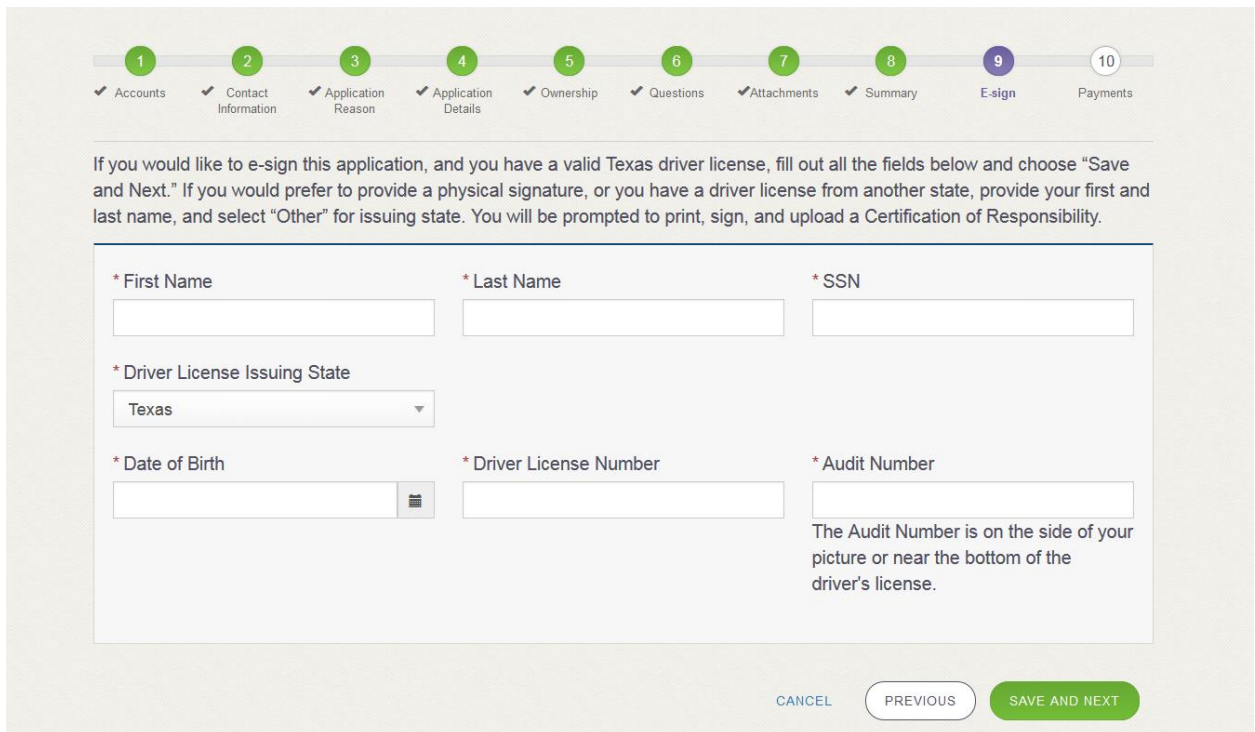
If you are not going to be making a payment immediately, you can save and exit the application on the Summary page. Otherwise, you can submit your signature and continue to the Payments section.

If you have a valid Texas driver license, you can electronically sign the application, which includes a Certificate 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 Certificate of Responsibility that you must agree to and a place to manually sign it. Then you must scan the file and upload it.

9.3.7.1 Signing with a Valid Texas Driver License

1. On the *eSign* page displayed:



If you would like to e-sign this application, and you have a valid Texas driver license, fill out all the fields below and choose "Save and Next." If you would prefer to provide a physical signature, or you have a driver license from another state, provide your first and last name, and select "Other" for issuing state. You will be prompted to print, sign, and upload a Certification of Responsibility.

* First Name

* Last Name

* SSN

* Driver License Issuing State

* Date of Birth

* Driver License Number

* Audit Number

The Audit Number is on the side of your picture or near the bottom of the driver's license.

[CANCEL](#) [PREVIOUS](#) [SAVE AND NEXT](#)

- For **First Name**, type it in exactly as it displays on your driver license or official identification.
- For **Last Name**, type it in exactly as it displays on your driver license or official identification.
 - Note:** If you do not have a valid Texas driver license or prefer to manually sign a printed version of the certificate of Responsibility, skip to step b.f.1.
- For **SSN**, type in the numbers and dashes of your social security number.
- From the **Driver License Issuing State** dropdown, select the appropriate option.
- For **Date of Birth**, type in the mm/dd/yyyy that appears on your driver license
- For **Driver License Number**, type in the string of number and letters.
- If the **Audit Number** field displays, type in the string of numbers that display on the side of your license (or along the bottom).
- Click the **SAVE AND NEXT** button.

2. On the *Certificate of Responsibility* page:

SIGNING INSTRUCTIONS: Review document and complete and sign in 2 locations [Get Started](#)

ALTERNATIVE ACTIONS ▾

SignedDoc

- The applicant or an authorized agent hereby certifies that statements made above and on attachments and documents submitted are true and correct, and that all documents submitted with this application are complete, submitted in their entirety, and are accurately represented.
- 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 further acknowledges that making a false statement in an application for a license may subject applicant to criminal prosecution. See Texas Occupations Code §2301.651, Texas Transportation Code §503.034 and §503.036, Texas Government Code §2005.052 and §2005.053, Texas Penal Code §37.10, and department rules.
- 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 TxDOT 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.
- In accordance with Texas Occupations Code §2301.259(c) or §2301.260(b), applicant certifies it will comply with Texas Occupations Code §92301.401-2301.406 and 2301.451 – 2301.476.

I Agree ☐

SIGN HERE (Type Name)
concland@mastrustee.com

- Carefully read the terms and conditions for the license.
- Click the **I Agree** option button.
- Sign Here** field and type in your full legal name.
- Scroll back up to the top of the popup and click the **Finish & Submit Electronically** button.
- On the *Thank You* page of the popup, click the **CLOSE** button.

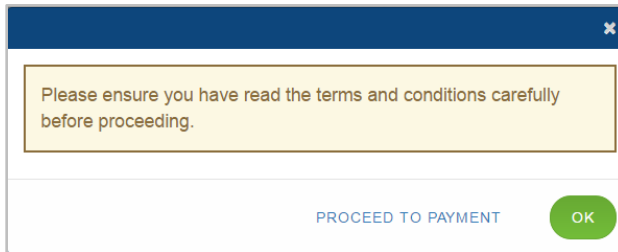
Independent Dealer ▾

Thank you! Please close this window.

CLOSE

- Back on the *Certificate of Responsibility* page, click the **SAVE AND NEXT** button.

- g. On the *Please ensure you have the terms and conditions* popup, the **PROCEED TO PAYMENT** link to start the payment process.



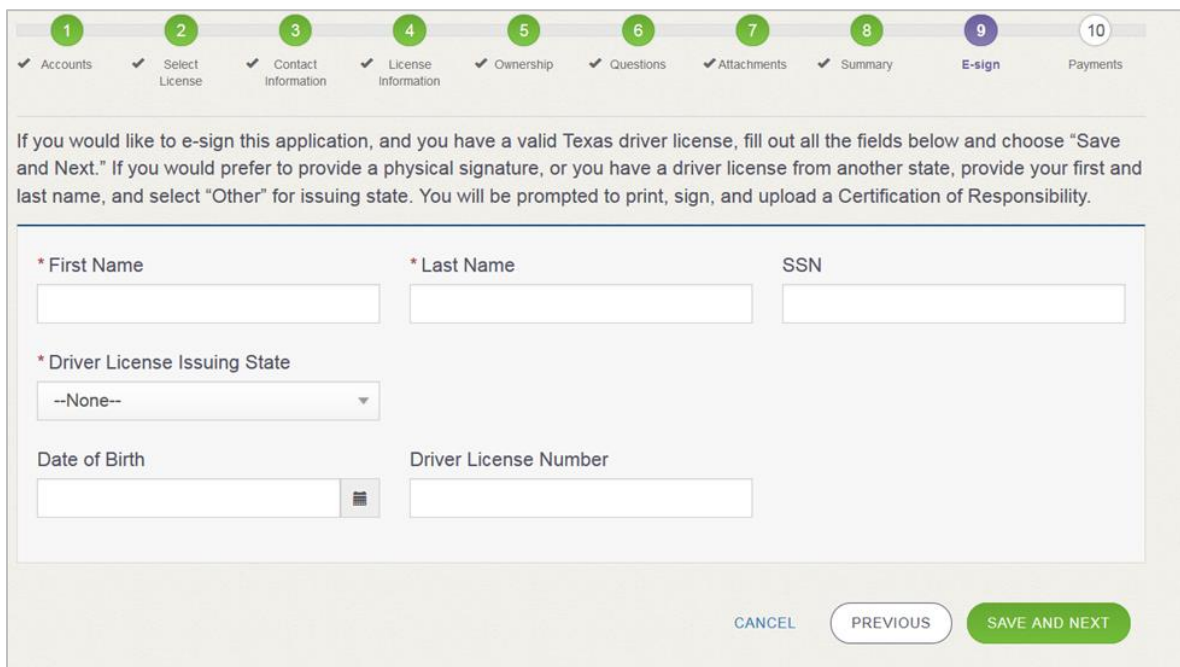
Please ensure you have read the terms and conditions carefully before proceeding.

[PROCEED TO PAYMENT](#) [OK](#)

- h. Continue with the section about payment on page 101.

9.3.7.2 Signing without a Valid Texas Driver License

1. On the *eSign* page displayed:



If you would like to e-sign this application, and you have a valid Texas driver license, fill out all the fields below and choose "Save and Next." If you would prefer to provide a physical signature, or you have a driver license from another state, provide your first and last name, and select "Other" for issuing state. You will be prompted to print, sign, and upload a Certification of Responsibility.

* First Name * Last Name SSN

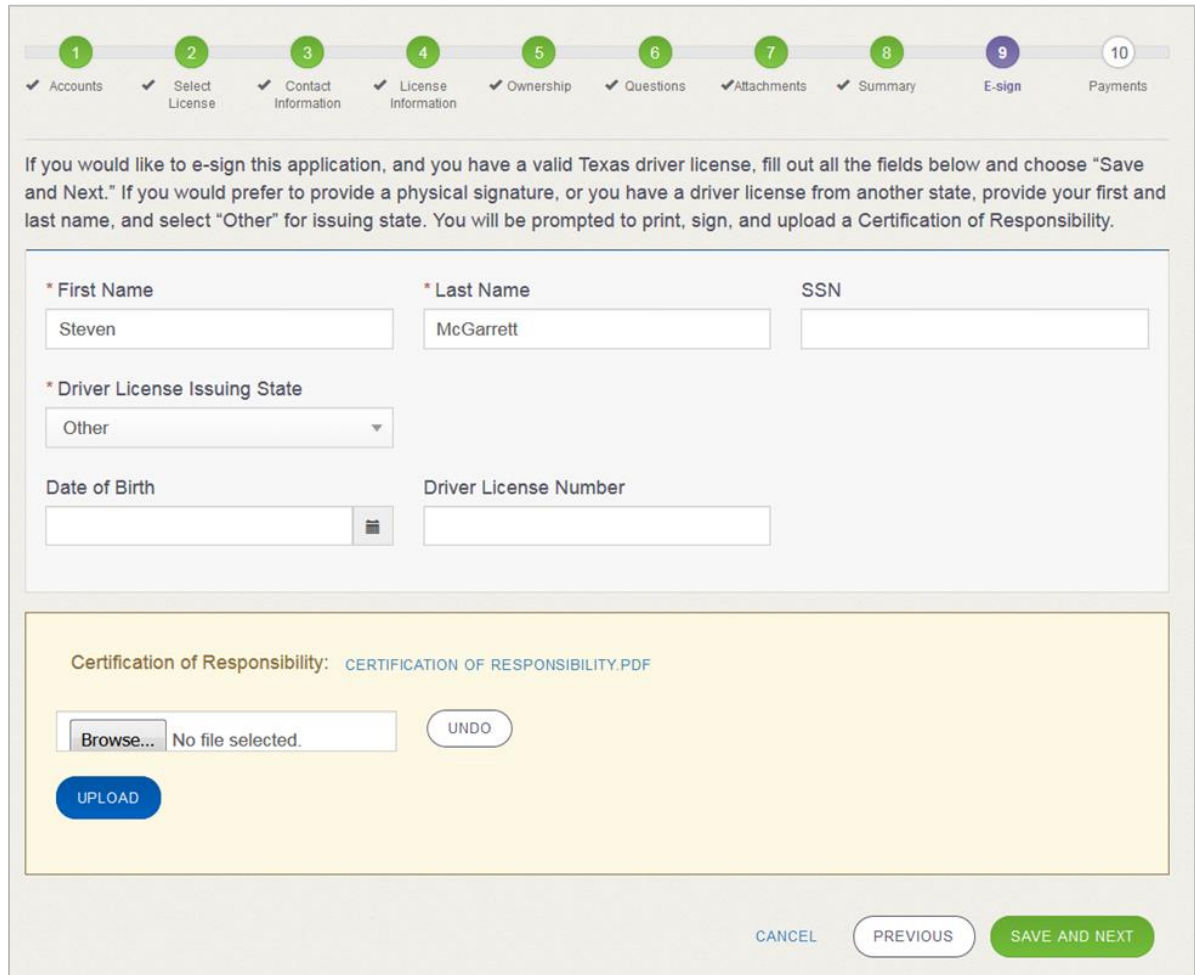
* Driver License Issuing State
 --None--

Date of Birth Driver License Number

[CANCEL](#) [PREVIOUS](#) [SAVE AND NEXT](#)

- a. For **First Name**, type it in exactly as it displays on your driver license or official identification.
- b. For **Last Name**, type it in exactly as it displays on your driver license or official identification.
- c. For Driver License Issuing State select other
- d. Screen automatically changes to allow for print and upload

- e. Scroll to the bottom of the page and click the **CERTIFICATE OF RESPONSIBILITY PDF** link.



1 Accounts 2 Select License 3 Contact Information 4 License Information 5 Ownership 6 Questions 7 Attachments 8 Summary 9 E-sign 10 Payments

If you would like to e-sign this application, and you have a valid Texas driver license, fill out all the fields below and choose "Save and Next." If you would prefer to provide a physical signature, or you have a driver license from another state, provide your first and last name, and select "Other" for issuing state. You will be prompted to print, sign, and upload a Certification of Responsibility.

* First Name: Steven
 * Last Name: McGarrett
 SSN:
 * Driver License Issuing State: Other
 Date of Birth:
 Driver License Number:

Certification of Responsibility: [CERTIFICATION OF RESPONSIBILITY.PDF](#)


Browse... No file selected. UNDO

UPLOAD


CANCEL PREVIOUS SAVE AND NEXT

- f. On the PDF file, click the **Printer** icon (in the upper right) to send the PDF on your local printer.

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



Texas Department of Motor Vehicles
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Certificate of Responsibility

Plate Application

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

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

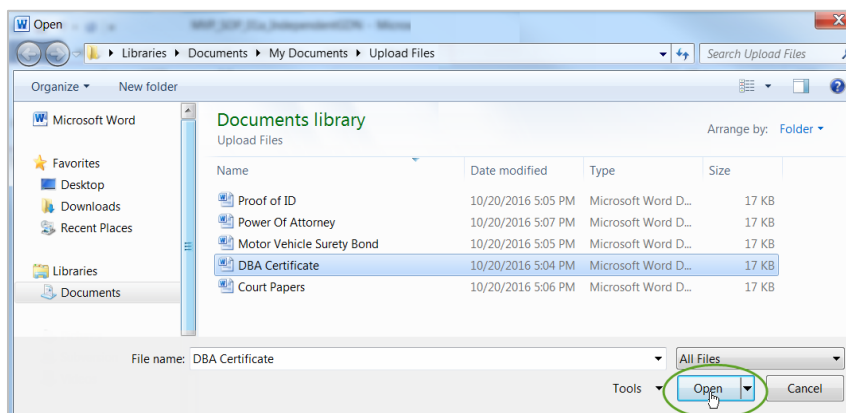
Date: _____

Printed Name: _____

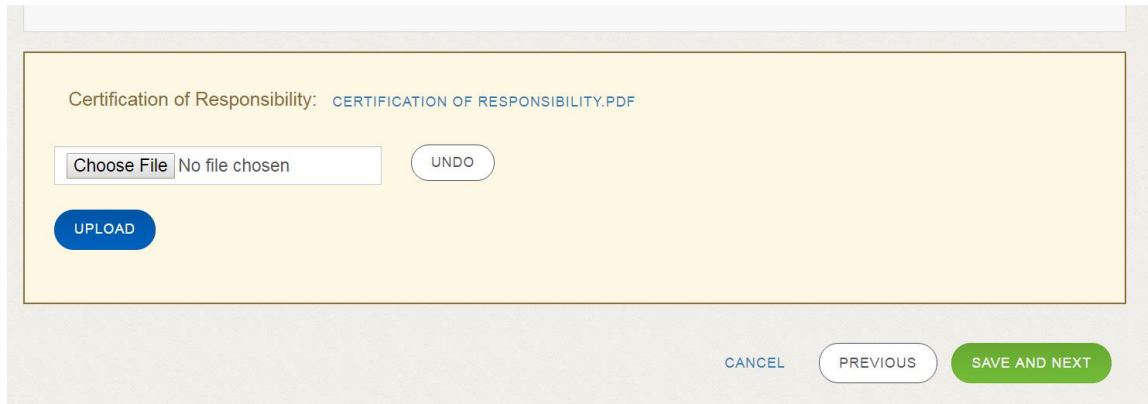
Authorized Signature: _____

Title: _____

- h. To upload and attach the signed document to this plate application:
- i. Scan the document to a file and save it to your local computer (or a shared network resource).
 - j. Back on the eLICENSING page, click the **BROWSE** button.
 - k. In the Open Windows dialog, navigate to the file (on the computer or a shared network resource), select it and then click the **Open** button.



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



Certification of Responsibility: [CERTIFICATION OF RESPONSIBILITY.PDF](#)

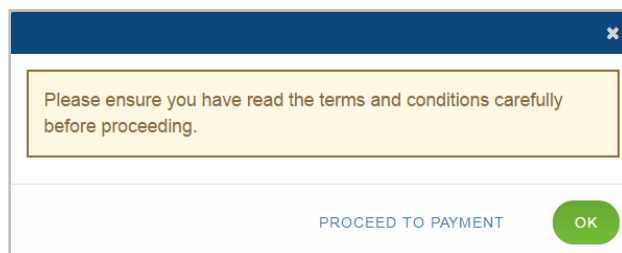
Choose File No file chosen UNDO

UPLOAD

CANCEL PREVIOUS SAVE AND NEXT

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

- m. Click the **SAVE AND NEXT** button.
 - i. On the pop-up, click the [PROCEED TO PAYMENT](#) link.

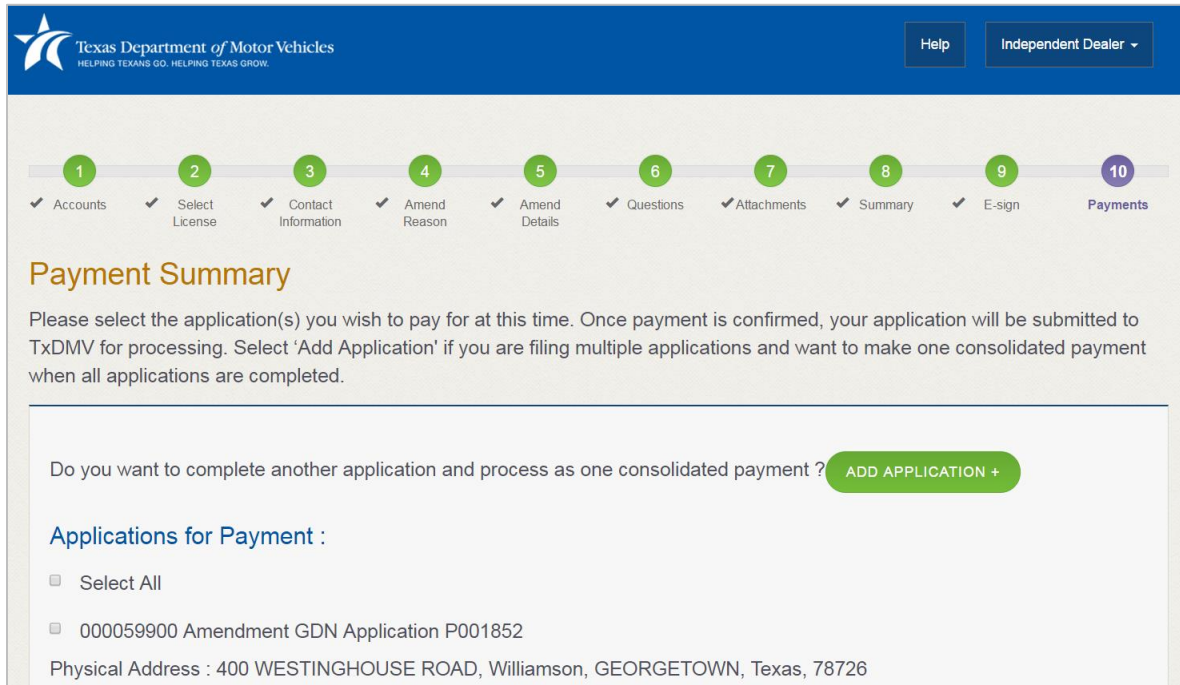


Please ensure you have read the terms and conditions carefully before proceeding.

[PROCEED TO PAYMENT](#) OK

9.3.8 Payment

1. On the top portion of the *Payment Summary* page, to :



Texas Department of Motor Vehicles
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Help Independent Dealer ▾

1 2 3 4 5 6 7 8 9 10
✓ Accounts ✓ Select License ✓ Contact Information ✓ Amend Reason ✓ Amend Details ✓ Questions ✓ Attachments ✓ Summary ✓ E-sign Payments

Payment Summary

Please select the application(s) you wish to pay for at this time. Once payment is confirmed, your application will be submitted to TxDMV for processing. Select 'Add Application' if you are filing multiple applications and want to make one consolidated payment when all applications are completed.

Do you want to complete another application and process as one consolidated payment ? [ADD APPLICATION +](#)

Applications for Payment :

☐ Select All

☐ 000059900 Amendment GDN Application P001852

Physical Address : 400 WESTINGHOUSE ROAD, Williamson, GEORGETOWN, Texas, 78726

- Prepare another application to finish and submit with this one, click the **ADD APPLICATION** button,
- Pay for all items displayed on this page, click the **Select All** option.
- Pay for this item only, click its option button.

2. On the bottom portion of this page, for **Method of Payment**, select the appropriate option button.

Method of Payment :

☐ Credit Card ☐ ACH/eCheck

Grand Total : \$0.00*

*Payment processing for this service will be included in the total transaction amount when payment is made by credit card or Automated Clearing House (ACH)

Payment Status : Pending Payment

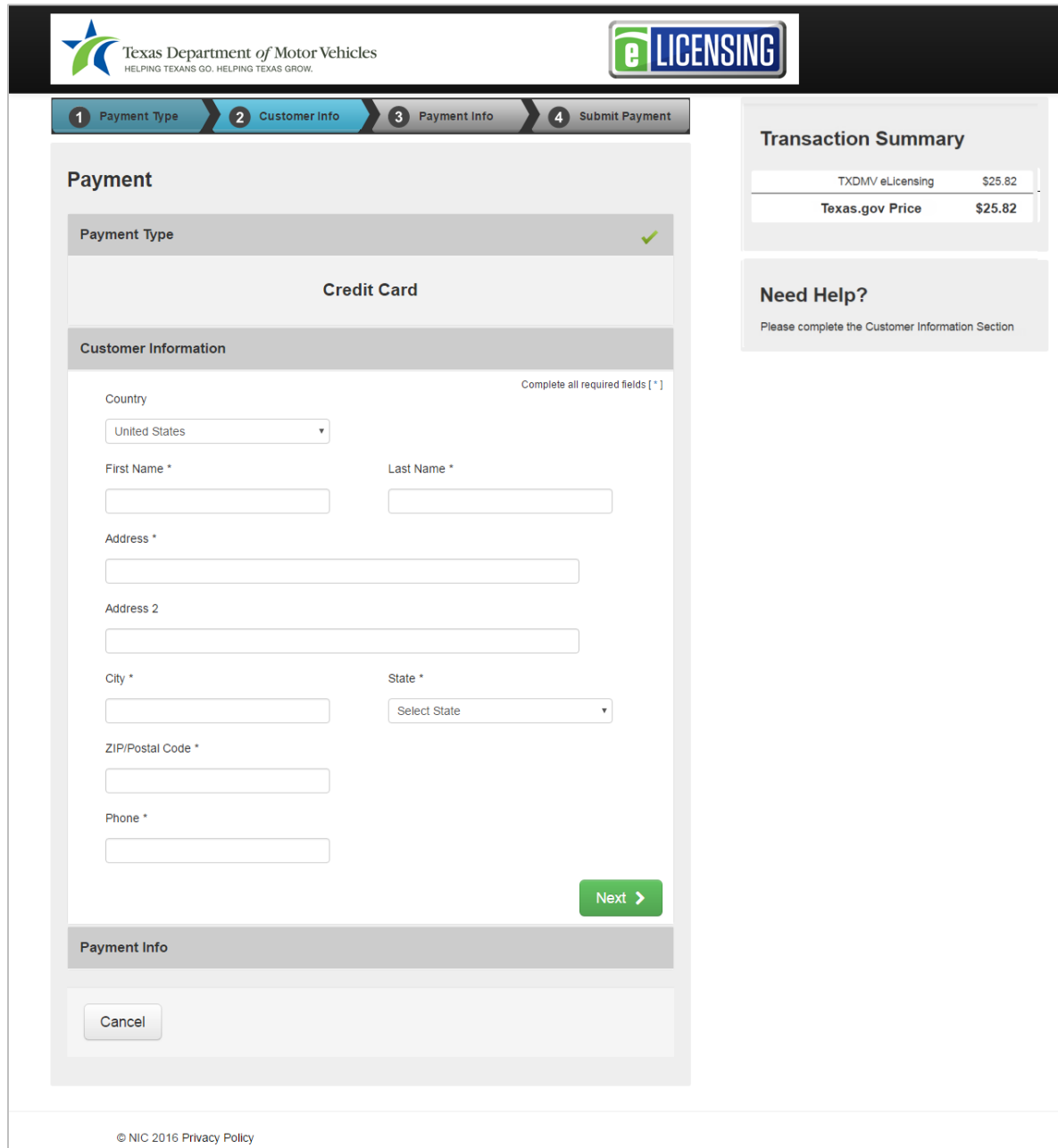
You should receive an email with your Application Summary and receipt for payment after the application and payment is received by TxDMV. If you have not received this email at your contact email address within 2 hours of submission, please check the status of your payment under the "Make a Payment"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

EXIT

PROCEED TO PAY

3. Read the payment processing note and then click the **PROCEED TO PAY** button.

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



Payment

Payment Type ✓

Credit Card

Customer Information

Country Complete all required fields [*]

United States

First Name *

Last Name *

Address *

Address 2

City *

State * Select State

ZIP/Postal Code *

Phone *

Next >

Payment Info

Cancel

Transaction Summary

TXDMV eLicensing	\$25.82
Texas.gov Price	\$25.82


Need Help?


Please complete the Customer Information Section

© NIC 2016 Privacy Policy

- For **First Name**, type in your first name as it appears on the credit card used.
- For **Last Name**, type in your last name as it appears on the credit card used.
- For **Address**, type in the street number and name of the street used to bill the credit being used.
- For **Address 2**, optionally 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 list.
 - g. For **ZIP/Postal Code**, type in the five number string representing the postal ZIP Code (or, the nine numbers of the extended code).
 - h. For **Phone**, type in the telephone associated with the credit card holder.
 - i. Click the **Next** button.
5. On the *Card information* page:
- a. For **Credit Card Number**, type in the string of numbers from the credit card.
 - b. For **Expiration Month**, select the appropriate month from the drop-down.
 - c. For **Expiration Year**, select the appropriate year from the drop-down.
 - d. For **Security Code**, type in the number to the left of the signature line on the back of the card.
 - e. For **Name**, type in the name as it appears on the credit card.
 - f. Click the **Next** button.
6. On the *Submit Payment* page:
- a. In the **Verification** section, enter the characters from the image displayed.
 - b. Click the **Submit Payment** button.


Texas Department of Motor Vehicles
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1 Payment Type
2 Customer Info
3 Payment Info
4 Submit Payment

Payment

Payment Type

Credit Card

Customer Information

Address
Independent Dealer
321 Main Street
Georgetown, TX 78726

Phone
555555555

Country
United States


Email Address

Payment Info

Credit Card
Visa ****2690
Exp. 03/2018

Name on Credit Card
Independent Dealer

Verification



Enter the characters from the above image:

Cancel
Submit Payment

Transaction Summary

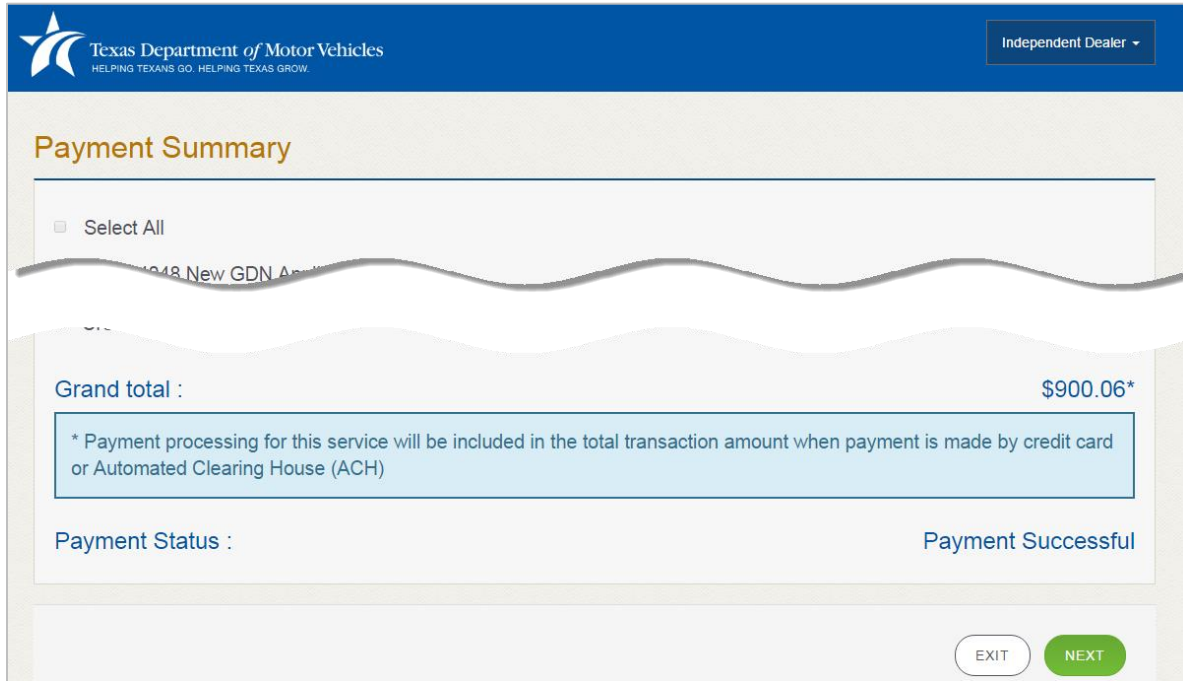
TXDMV eLicensing	\$25.82
Texas.gov Price	\$25.82

Need Help?

Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Submit Payment.

© NIC 2016 Privacy Policy

7. After the *Please Wait* popup closes and verify that **Payment Successful** displays in the **Status** on the *Payment Summary* page.



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Independent Dealer ▾

Payment Summary

☐ Select All

2018 New GDN App...

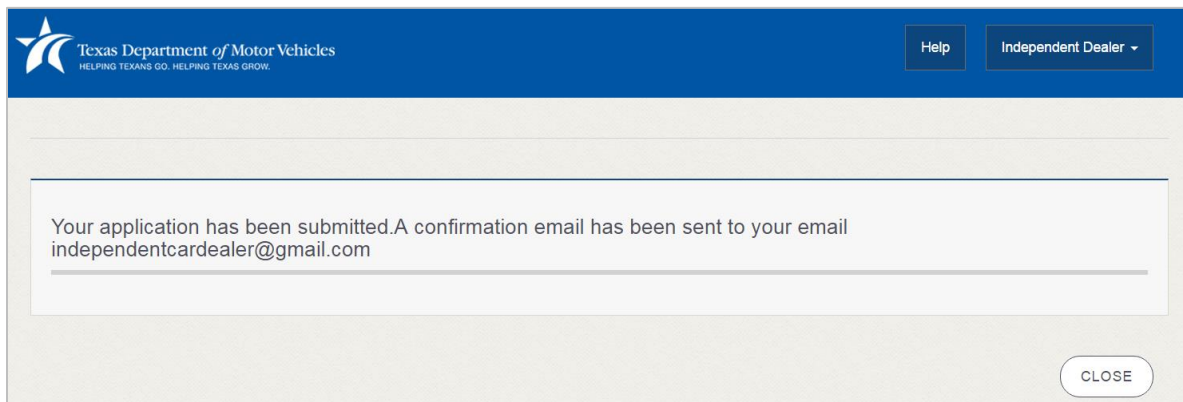
Grand total : \$900.06*

* Payment processing for this service will be included in the total transaction amount when payment is made by credit card or Automated Clearing House (ACH)

Payment Status : Payment Successful

EXIT NEXT

8. Click the **NEXT** button.
9. On the *Application Submitted* page, click the **CLOSE** button.



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Your application has been submitted. A confirmation email has been sent to your email
independentcarddealer@gmail.com

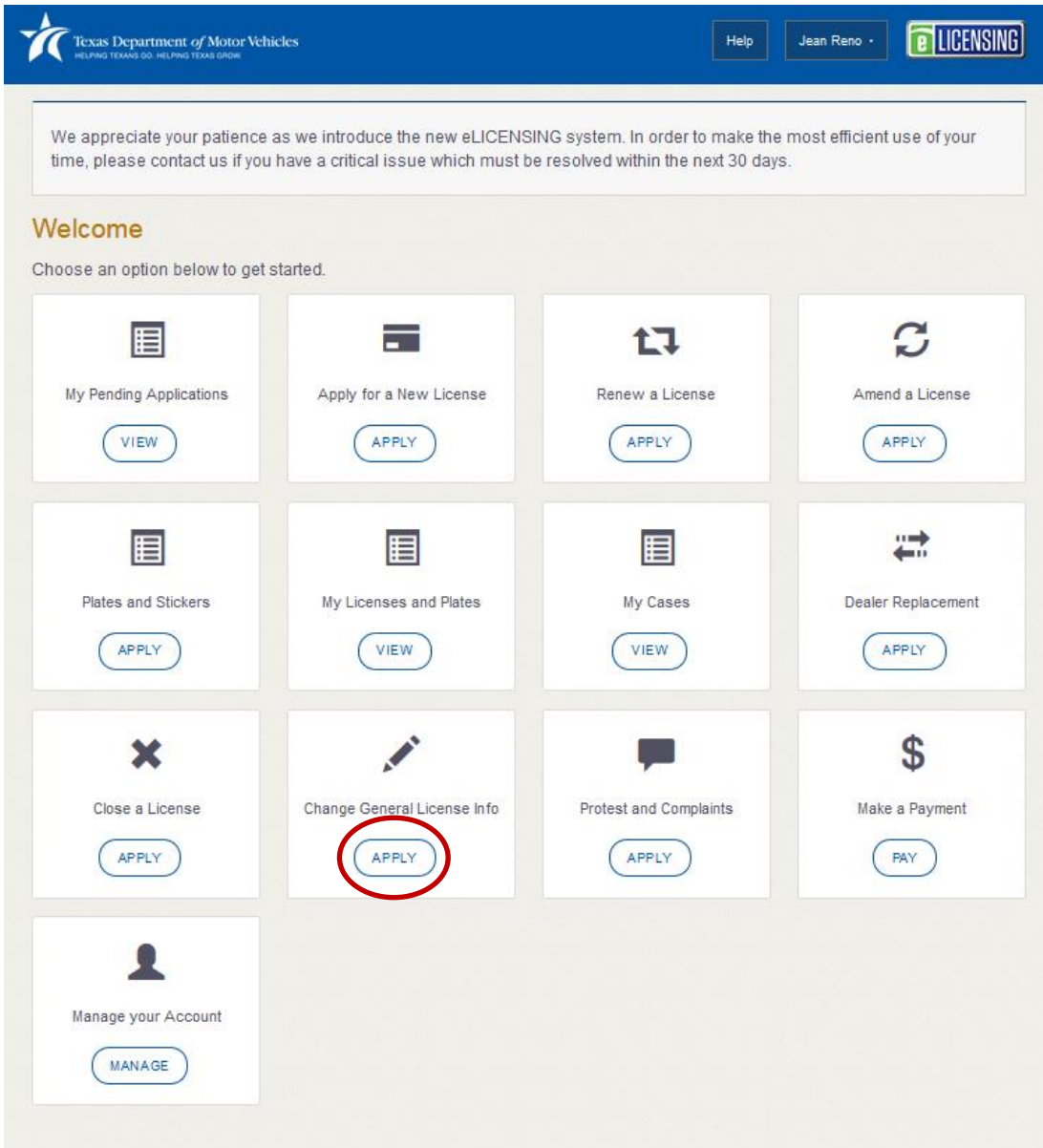
CLOSE

10 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 is no fee for these changes.

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
















Texas Department of Motor Vehicles
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Help Jean Reno eLICENSING

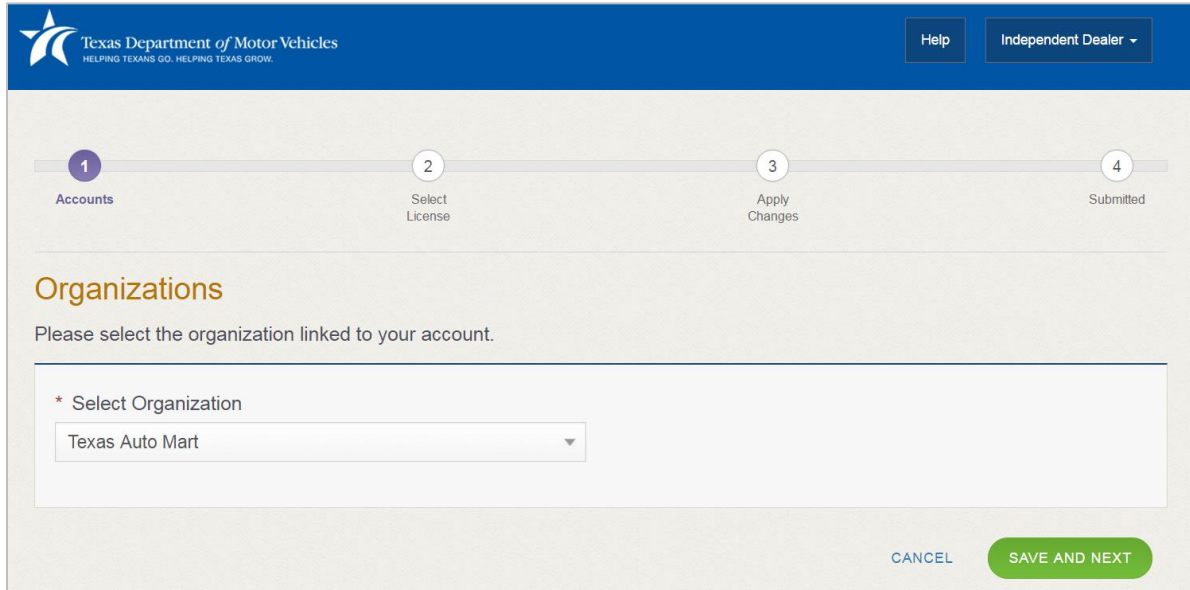
We appreciate your patience as we introduce the new eLICENSING system. In order to make the most efficient use of your time, please contact us if you have a critical issue which must be resolved within the next 30 days.

Welcome

Choose an option below to get started.

 My Pending Applications VIEW	 Apply for a New License APPLY	 Renew a License APPLY	 Amend a License APPLY
 Plates and Stickers APPLY	 My Licenses and Plates VIEW	 My Cases VIEW	 Dealer Replacement APPLY
 Close a License APPLY	 Change General License Info APPLY	 Protest and Complaints APPLY	 Make a Payment PAY
 Manage your Account MANAGE			

- On the *Organizations* page, click the drop-down list and select your organization.



Texas Department of Motor Vehicles
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Help Independent Dealer ▾

1 Accounts 2 Select License 3 Apply Changes 4 Submitted

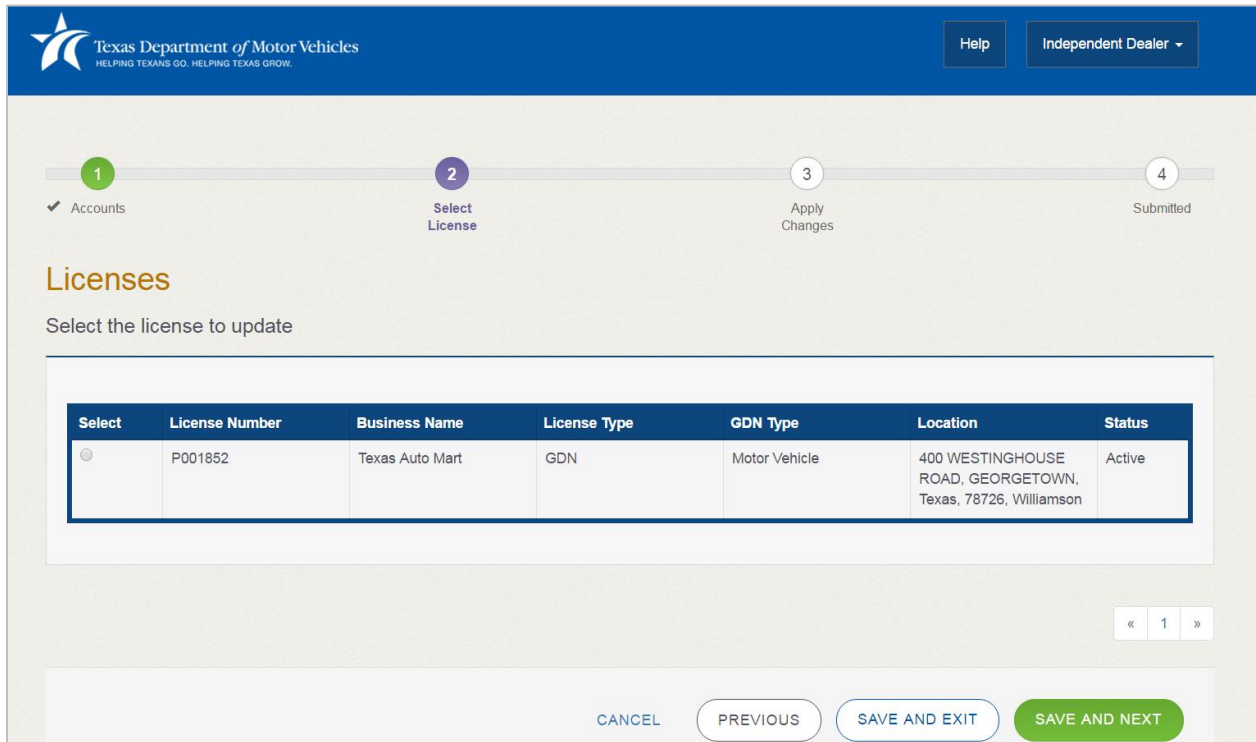
Organizations

Please select the organization linked to your account.

* Select Organization
Texas Auto Mart ▾

CANCEL SAVE AND NEXT

- On the *Licenses* page, click the appropriate license for which information has changed.



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Help Independent Dealer ▾

1 Accounts 2 Select License 3 Apply Changes 4 Submitted

Licenses


Select the license to update

Select	License Number	Business Name	License Type	GDN Type	Location	Status
<input type="radio"/>	P001852	Texas Auto Mart	GDN	Motor Vehicle	400 WESTINGHOUSE ROAD, GEORGETOWN, Texas, 78726, Williamson	Active

« 1 »

CANCEL PREVIOUS SAVE AND EXIT SAVE AND NEXT

4. On the *Apply Changes* page:


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Help
Independent Dealer ▾

1
✓ Accounts
2
✓ Select License
3
Apply Changes
4
Submitted

License Contact Information

First Name Independent	Middle Name 	Last Name Dealer
* Email independentcardealer@gmail.com	Phone (555) 555-1111	

License Information

Business Website www.texasautomart.com	Business Phone (655) 123-4567
Business Email staff@texasautomart.com	Business Fax

Mailing Address

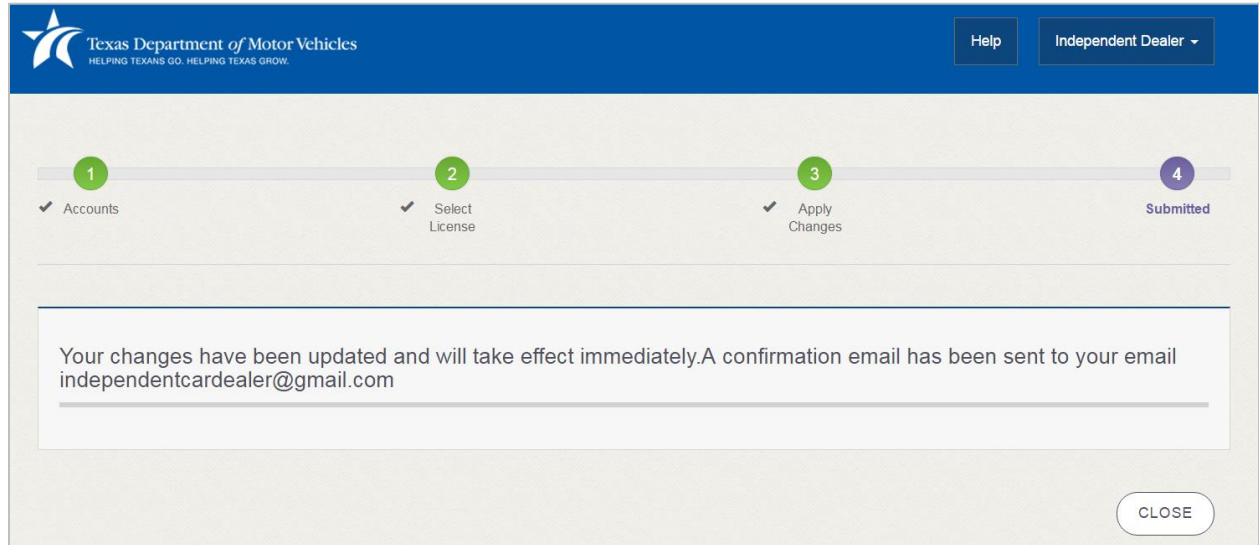
* Address Line 1 400 WESTINGHOUSE ROAD	Address Line 2 		
* City GEORGETOWN	* State Texas ▾	* Zip 78726	* County Williamson ▾
* Country USA ▾			

VALIDATE ADDRESS

CANCEL
PREVIOUS
SAVE AND EXIT
SAVE AND SUBMIT

- Click into the field to edit and make the changes.
- Click the **SAVE AND SUBMIT** button.

5. On the *Submitted* page, click the **CLOSE** button to exit and display the *Welcome* page



Texas Department of Motor Vehicles
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1 Accounts ✓ 2 Select License ✓ 3 Apply Changes ✓ 4 Submitted

Your changes have been updated and will take effect immediately. A confirmation email has been sent to your email independentcardealer@gmail.com

CLOSE

11 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 with the same city as the main physical location or changed business structure or ownership since last application or renewal

11.1 Renewal Fees

The fee to renew a license on time is \$400.

If the renewal is late, the fee is \$400 plus \$200 if renewed in the first 30 days and \$200 more if renewed after 60 days.

Note: The Plate/Sticker renewal fee is \$90.00.

11.2 Gathering Information

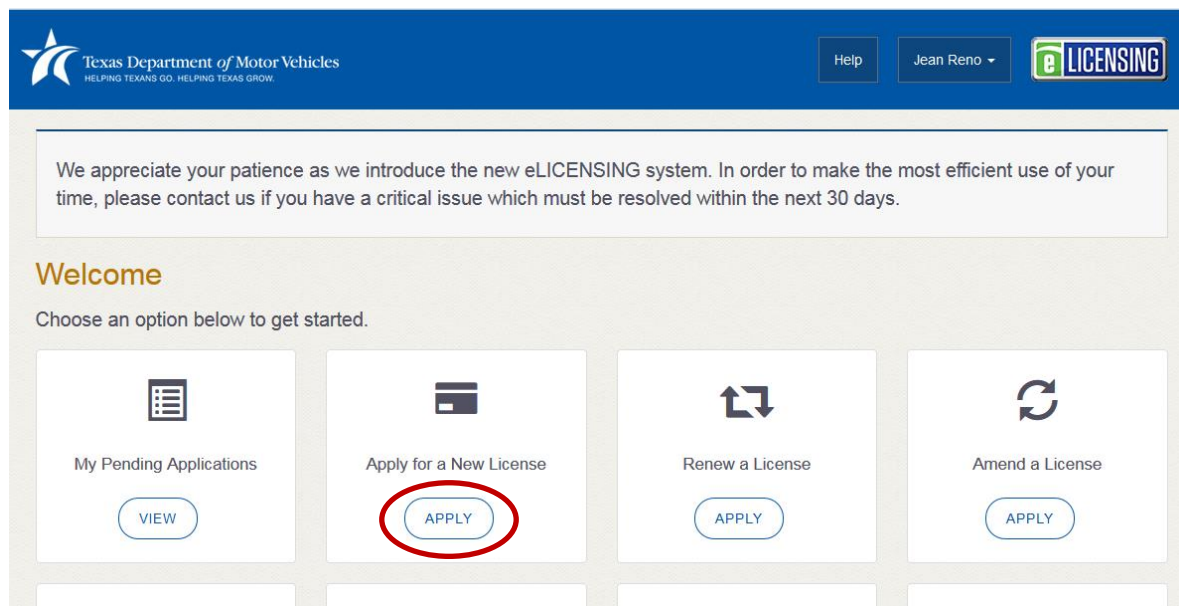
To complete this application, you will need access to:

- The number of their \$25,000 motor vehicle dealer surety bond, the name of the issuing company, and the effective and expiration dates of the bond
- Facts of the criminal history of anyone associated with the dealership (officer, partner, trustee, or other representative capacity) that has ever been arrested, been convicted, received deferred adjudication, or been court martialled, or has any of these actions currently pending, to fill out certain information as shown below for each person and each offense.
- Files containing the following information scanned in:
 - Proof of sales for the previous year if you are requesting additional plates
 - New or renewed Motor Vehicle Surety Bond for new term
 - Original power of attorney document
 - Assumed Name Certificates
 - Certificate of Incorporation, Registration, or Formation filed with the Texas Secretary of State

- Driver licenses (or passport, official identification cards, and so on) for new owners or management staff
- Court papers that back up the adjudication, dismissal, or decision made in each criminal matter (if applicable)

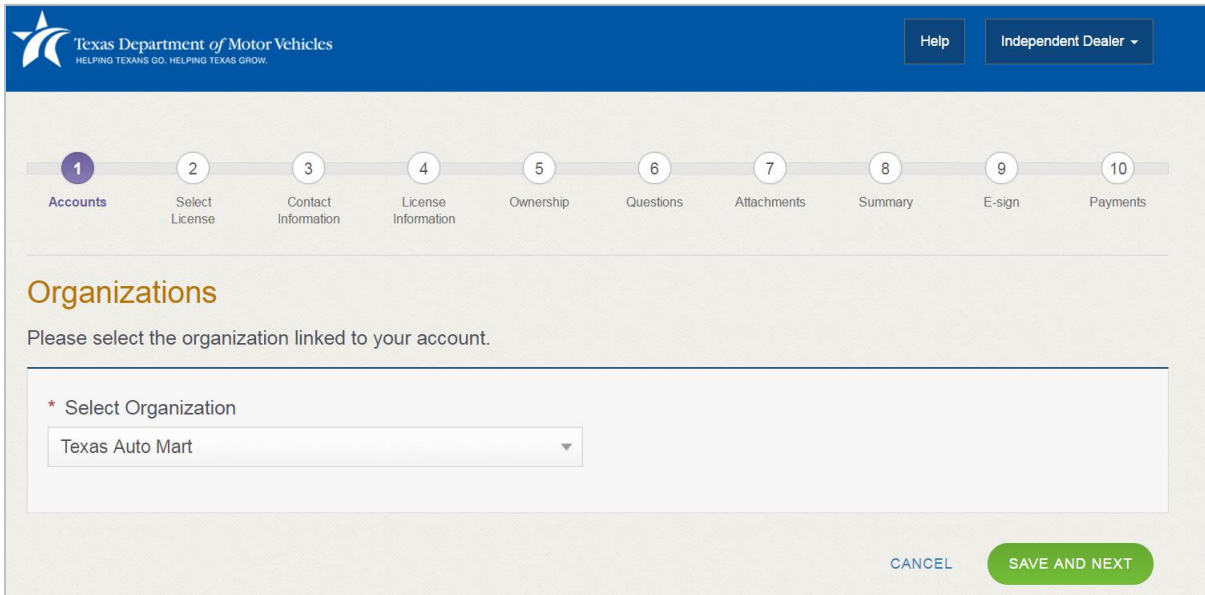
11.3 Renewal Application

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



11.3.1 Accounts

1. On the *Organizations* page, click the drop-down list and select your organization.



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1 Accounts 2 Select License 3 Contact Information 4 License Information 5 Ownership 6 Questions 7 Attachments 8 Summary 9 E-sign 10 Payments

Organizations

Please select the organization linked to your account.

* Select Organization

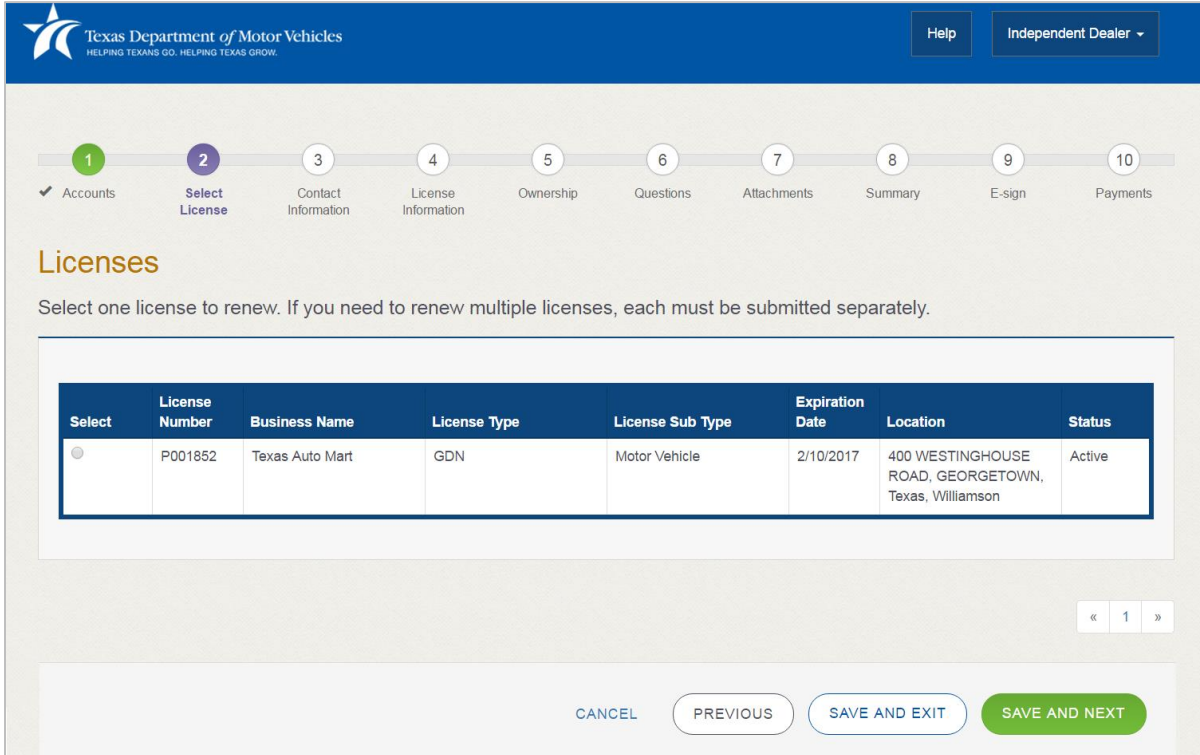
Texas Auto Mart ▾

CANCEL SAVE AND NEXT

2. Click the **SAVE AND NEXT** button.

11.3.2 Select License

1. On the *Licenses* page, select the license to renew. Note that only the licenses eligible for renewal are displayed.



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Help Independent Dealer ▾

1 2 3 4 5 6 7 8 9 10
✓ Accounts Select License Contact Information License Information Ownership Questions Attachments Summary E-sign Payments

Licenses

Select one license to renew. If you need to renew multiple licenses, each must be submitted separately.

Select	License Number	Business Name	License Type	License Sub Type	Expiration Date	Location	Status
<input type="radio"/>	P001852	Texas Auto Mart	GDN	Motor Vehicle	2/10/2017	400 WESTINGHOUSE ROAD, GEORGETOWN, Texas, Williamson	Active

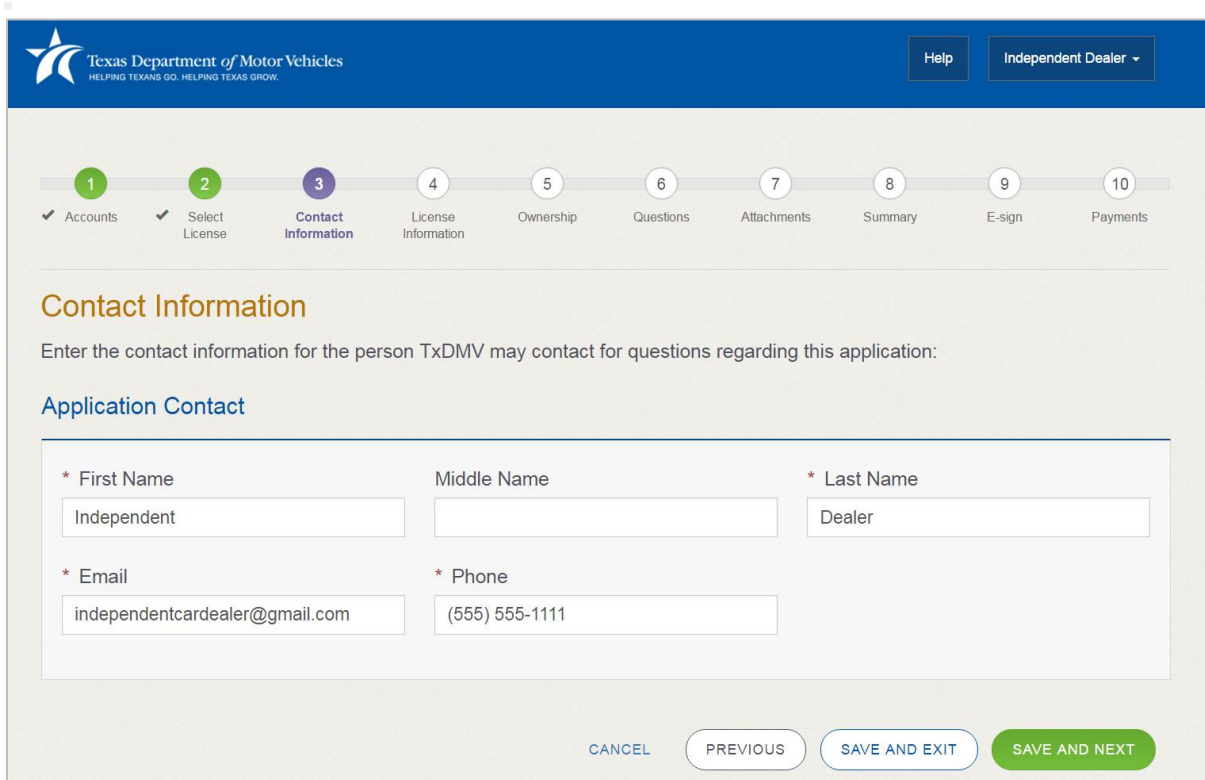
« 1 »

CANCEL PREVIOUS SAVE AND EXIT SAVE AND NEXT

2. Click the **SAVE AND NEXT** button.

11.3.3 Contact Information

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



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1 Accounts 2 Select License 3 Contact Information 4 License Information 5 Ownership 6 Questions 7 Attachments 8 Summary 9 E-sign 10 Payments

Contact Information

Enter the contact information for the person TxDMV may contact for questions regarding this application:

Application Contact

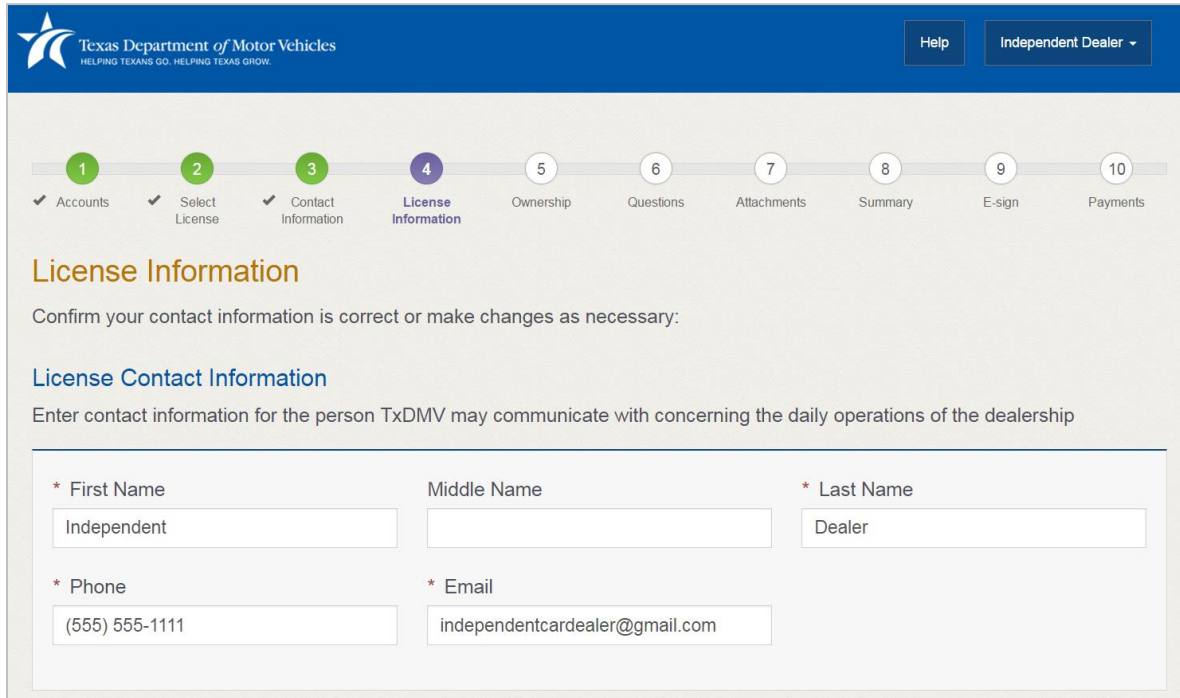
* First Name Independent	Middle Name 	* Last Name Dealer
* Email independentcardealer@gmail.com	* Phone (555) 555-1111	

CANCEL PREVIOUS SAVE AND EXIT SAVE AND NEXT

2. Click the **SAVE AND NEXT** button.

11.3.4 License Information

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



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Help Independent Dealer ▾

1 Accounts 2 Select License 3 Contact Information 4 License Information 5 Ownership 6 Questions 7 Attachments 8 Summary 9 E-sign 10 Payments

License Information

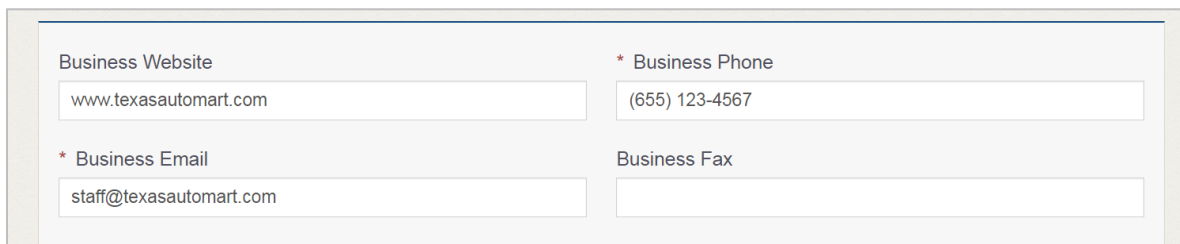
Confirm your contact information is correct or make changes as necessary:

License Contact Information

Enter contact information for the person TxDMV may communicate with concerning the daily operations of the dealership

* First Name Independent	Middle Name 	* Last Name Dealer
* Phone (555) 555-1111	* Email independentcardealer@gmail.com	

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



Business Website www.texasautomart.com	* Business Phone (655) 123-4567
* Business Email staff@texasautomart.com	Business Fax

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

Mailing Address

* Address Line 1

Address Line 2

* City

* State

* Zip

* County

* Country

VALIDATE ADDRESS

CANCEL

PREVIOUS

SAVE AND EXIT

SAVE AND NEXT

4. Click the **SAVE AND NEXT** button.
5. The *Dealer Plates* page will list the plates assigned to the license. You will be able to renew or cancel an existing plate. To verify the information, click the **SAVE AND NEXT** button.

Help

Independent Dealer

1

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✓ Accounts

✓ Select License

✓ Contact Information

License Information

Ownership

Questions

Attachments

Summary

E-sign

Payments

Dealer Plates

License Type	Quantity Requested	Plate limit
Motor Vehicle	<input type="text" value="0"/>	<input type="text" value="2"/>

CANCEL

PREVIOUS

SAVE AND EXIT

SAVE AND NEXT

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

1 Accounts 2 Select License 3 Contact Information 4 License Information 5 Ownership 6 Questions 7 Attachments 8 Summary 9 E-sign 10 Payments

Purchase Additional Plates

* Do you want to order metal dealer plates? Yes

Enter the number of plates you want to order:


License	Expiration Date	Current Active Plate Count	Quantity Requested for Motorcycle Plates	Quantity Requested for Motor Vehicle Plates	New Plate Count	Plate Limit Without Waiver	Current Plate Limit	Quantity of Vehicles Sold in the Last 12 Months
P001852	02/10/2017	0		0	0	3	3	

CANCEL PREVIOUS SAVE AND EXIT SAVE AND NEXT

- **No** and click the **SAVE AND NEXT** button.
- **Yes**, and then in the:
 - a. **Quantity Requested** field, enter the number of plates needed.
 - b. **Quantity of Vehicles Sold in the last 12 months** field, enter the appropriate number. Note that if you request more than 2, you can support the number requested by the sales figures.
 - c. Click the **SAVE AND NEXT** button.

11.3.5 Ownership

1. On the *Ownership* page review the ownership information.


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Help

Independent Dealer ▾

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10

✓ Accounts

✓ Select License

✓ Contact Information

✓ License Information

Ownership

Questions

Attachments

Summary

E-sign

Payments

Ownership

Enter the business ownership details below.

Individual Ownership

Name	Date of Birth	Ownership %
Independent Vehicle	10/31/1956	100.00%

Business Ownership

Name	EIN	Ownership %
------	-----	-------------

Management Changes

Name	Title	Date of Birth
------	-------	---------------

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

Ownership Questions

This is important:

- Submitting an application containing false, misleading, or incomplete information may be grounds for denial or license cancellation, revocation, or suspension.
- A person who knowingly makes a false statement in connection with applying for or renewing a license may be subject to criminal prosecution.

If you are in doubt as to how to respond to these questions, full and honest disclosure is highly recommended.

* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever been arrested for an offense that is currently pending?

--None--

* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever been convicted of a felony or misdemeanor offense in any in-state, out-of-state, or federal jurisdiction?

--None--

* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever received a deferred adjudication for a felony or misdemeanor offense in any in-state, out-of-state, or federal jurisdiction?

--None--

* Has any person listed on this form, or any officer, director, partner, trustee, or other person acting in a representative capacity for the applicant or license holder ever been convicted by a court martial or is any person currently the subject of a pending court martial under the Uniform Code of Military Justice?

--None--

[CANCEL](#)
[PREVIOUS](#)
[SAVE AND EXIT](#)
[SAVE AND NEXT](#)

If you answer:

- No**, click the **SAVE AND NEXT** button.
- Yes** to any of the questions:
 - On the *Criminal History* page displayed, click the **ADD** button for the first name.

INDEPENDENT DEALER ▼

1 Accounts
2 Contact Information
3 Application Reason
4 Application Details
5 Ownership
6 Questions
7 Attachments
8 Summary
9 E-sign
10 Payments

Criminal History


Select an individual to add the details of their criminal history. You may add details for more than one individual

Owners List

Name	Email Address	Criminal History Details
Independent Vehicle	imvd@texasautomart.com	ADD

[CANCEL](#)
[PREVIOUS](#)
[SAVE AND EXIT](#)
[SAVE AND NEXT](#)

- On the *Criminal History Details* popup:


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Independent Dealer ▾

Criminal History Details. Separate details must be provided for each offense.

Name
Independent Dealer

Encrypted SSN
***-**-6789

Email
idependentdealer@texasautomart.com

Date of Birth
31/10/1956

Offense and Charge

* Please state the exact crime for which the person was charged, convicted, or received a deferred adjudication
DUI

* Date of Offense
09/12/2000

Date of Conviction/Deferred Adjudication
01/05/2001

* Is the person currently on parole or probation?
No

* County
Williamson

* State
Texas

* Court
Municipal

* Sentence or Action imposed by court(example- six months in Travis County Jail):
6 month in Williamson County Jail

* Describe the events and circumstances that lead to the charge.
Drank too much

CLOSE UPDATE

- In the first field in the **Offense and Charge** section, type in a short description of the charges/crime committed.
- For **Date of Offense**, type in the mm/dd/yyyy (or selects it from the calendar) when the crime occurred.
- For **Date of Conviction/Deferred Adjudication**, type in the mm/dd/yyyy (or selects it from the calendar)
- For **Is person currently on parole or probation**, select Yes or No.
- For **County**, type in the name of the county in which the offense occurred.
- For **State**, type in the name of the state in which the offense occurred.
- For **Court**, type in the type of court in which the offense was adjudicated.

- For **Sentence or Action Imposed by court**, type in a brief description of the court decision.
 - For **Describe the events**, type in a brief explanation of the incident leading up to the arrest for the offense.
 - Click the **UPDATE** button.
- c. After the popup closes, repeat the steps above for each entry in the table on the *Criminal History* page or click the **SAVE AND NEXT** button.

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

11.3.6 Questions

You must answer a series of questions about military service, dealership owners, previous licensing, and the office and display area of the dealership.

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

- a. Go to the bottom of the page and click the **PREVIOUS** button and then click the **SAVE AND EXIT** button on the *Ownership Details* page to save all information entered to date.
- b. After retrieving this information, display the *Welcome* page, locate the **My Applications** section, and click its **VIEW** button.
- c. On the *My Accounts* page, locate this application in the list and click it.
- d. On the *Ownership Details* page displayed, click the **SAVE AND NEXT** button to display the Question page again.

11.3.6.1 Military Service Questions

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**, several more questions display to determine if you currently have a license, which may mean the licensing fee will be waived.

Questions

Enter the following questions in order to complete your application.

* Is the applicant a Military Service member, Military Veteran, or Military Spouse?

Yes

* Does the applicant currently hold this type of license in another jurisdiction?

Yes

* Did the applicant at some time in the last five years hold this type of license in Texas?

Yes

Additional Details

By Texas law your license fee is waived. Please note that the License Plate fees are not waived. Please provide documentation such as you or your spouse's active duty orders or DD-214 to confirm your status and a copy of your current license from another jurisdiction.

By Texas law you are eligible for expedited processing of this application. Please provide documentation such as you or your spouse's active duty orders or DD-214 to confirm your status, and either your Texas License Number or a copy of your current license from another jurisdiction.

License Number

1. Select the:

- **No** response and continue to the next question.
- **Yes** response and:
 - a. If you answer **Yes** to either condition, type in the **License Number** of the current license then continue to the next question.

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.

11.3.6.2 Changed or Added Locations Question

* Have you changed locations or added additional used car sales locations within the same city as the main physical location? If yes, you will need to complete an amendment application.

--None--

1. Select the:

- **No** response and continue to the next question.
- **Yes** response and continue to the next question, but remember to apply for an amendment with this renewal application.

Note: You can complete this application and, in the Payment area, select the Add Application feature to complete the amendment.

11.3.6.3 Dealership Operation Question

* Does any motor vehicle manufacturer or distributor, or any person or entity who is owned, controlled by, or under common control with a motor vehicle manufacturer, own an interest in, operate, or control this dealership? If so, explain fully and reference any applicable exception found in the Texas Occupations Code Chapter 2301.

Yes

Additional Details

Please explain below.

1. Select the:
 - **No** response and continue to the next question.
 - **Yes** response and:
 - a. Type in the appropriate information.
 - b. Continue to the next question.

11.3.6.4 Changes in Business Structure Question

* Have there been any changes in business structure or ownership since your last application or renewal? If yes, you will need to complete the amendment application.

--None--

1. Select the:
 - **No** response and click the **SAVE AND NEXT** button.
 - **Yes** response, and the **SAVE AND NEXT** button, but remember to apply for an amendment with this renewal application.

Note: You can complete this application and, in the Payment area, select the Add Application feature to complete the amendment.

11.3.7 Attachments

You must have the following information scanned into files so you can upload them from your local computer or a shared resource:

- Proof of the previous year's sales if requesting additional plates
- Motor Vehicle Surety Bond for new term
- Original power of attorney document

- Assumed Name Certificates
- Certificate of Incorporation, Registration, or Formation filed with the Texas Secretary of State
- Driver licenses (or passport, official identification cards, and so on) for new owners or management staff

You must also have available:

- The number of their \$25,000 motor vehicle dealer surety bond, the name of the issuing company, and the effective and expiration dates of the bond
- Facts of the criminal history of anyone associated with the dealership (officer, partner, trustee, or 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, to fill out certain information as shown below for each person and each offense.

* Please state the exact crime for which the person was charged, convicted, or received a deferred adjudication

* Date of Offense Date of Conviction/Deferred Adjudication * Is the person currently on parole or probation?

No

* County * State * Court

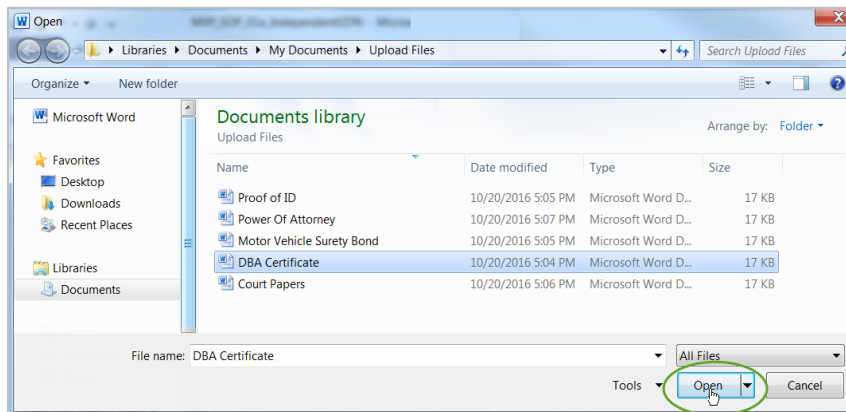
* Sentence or Action imposed by court(example- six months in Travis County Jail):

* Describe the events and circumstances that lead to the charge.

- Files containing scanned copies of court papers that back up the adjudication, dismissal, or decision made in each criminal matter.

1. On the *Required Attachments* page, for each item displayed:

- a. Click the **CHOOSE FILE** button.
- b. On the *Open* popup, navigate to the file (on the computer or a shared network resource), select it, and click the **Open** button.

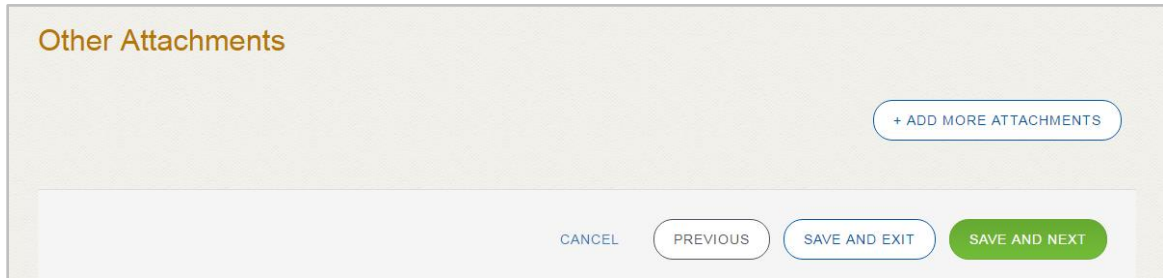


- c. When the name of the file displays on the appropriate *Attachments* page area, scroll to the bottom of the page and click the **UPLOAD** button.

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

d. To add a file not requested on the page:

- i. Click the **ADD MORE ATTACHMENTS** button (at the bottom of the page).

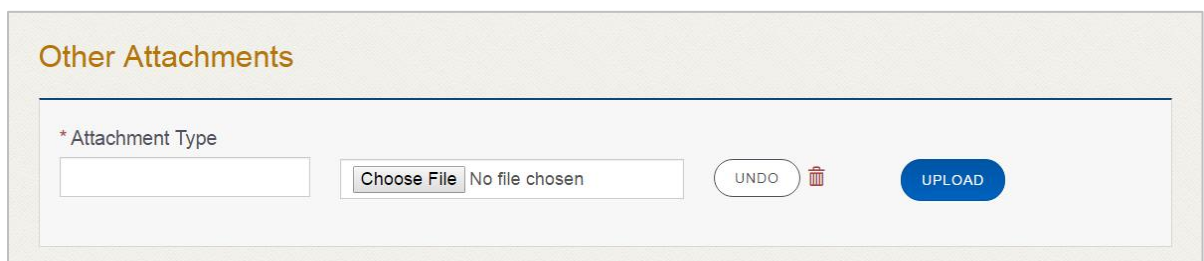


Other Attachments

+ ADD MORE ATTACHMENTS

CANCEL PREVIOUS SAVE AND EXIT SAVE AND NEXT

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




Other Attachments

* Attachment Type

Choose File No file chosen UNDO UPLOAD

- iii. When you finish uploading the documents, click the **SAVE AND NEXT** button at the bottom of the page.

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

 Texas Department of Motor Vehicles
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Independent Dealer ▾

1

✓ Accounts

2

✓ Contact Information

3

✓ Application Reason

4

✓ Application Details

5

✓ Ownership

6

✓ Questions

7

✓ Attachments

8

Summary

9

E-sign

10

Payments

Possible Issues

⚠ The mailing or physical address entered could not be verified, and must be validated before this application can be approved. Please upload either a letter from the United States Postal Service (USPS) or your city/county 911 Address system verifying your location. [REVISIT](#)

⚠ Texas Secretary of State filing number has not been verified. This will be required prior to approval of this application. [REVISIT](#)

PREVIOUS

 PRINT

 EMAIL

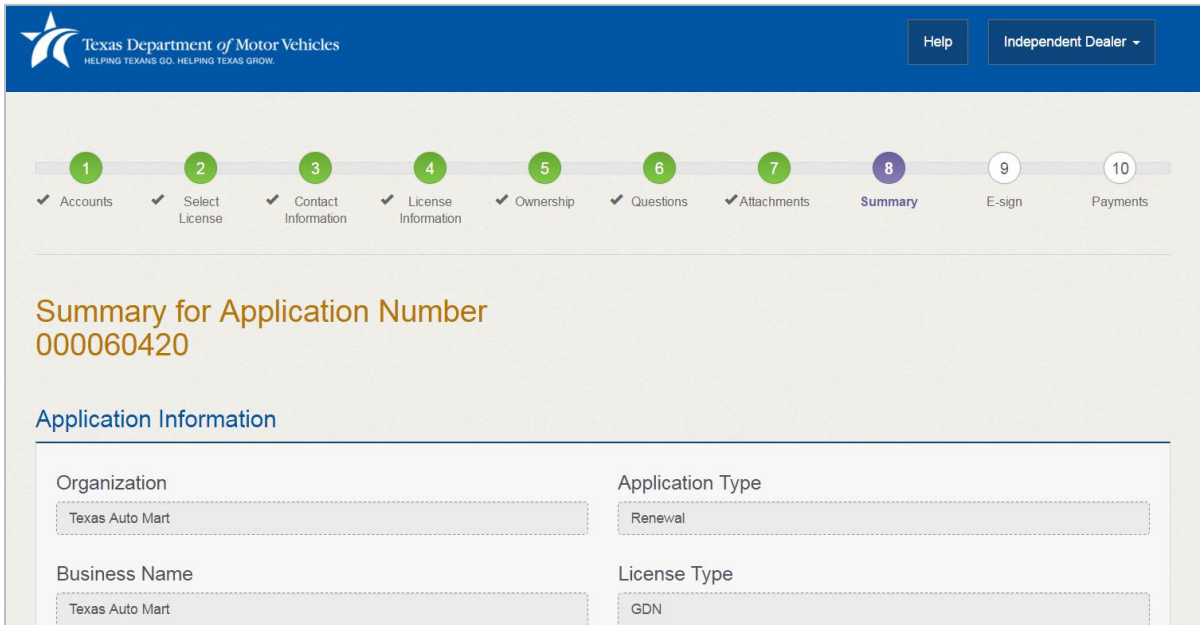
NEXT

To return to the page on which the issue can be resolved, you can click the **REVISIT** button and make the correction, and then click **SAVE AND NEXT** button as many times as it takes to return to this page.

To skip making fixes at this time, you can click the **NEXT** button to display the *Summary* page. In many instances, the problems may cause the application approval to be delayed.

11.3.8 Summary

1. When the Summary page displays, click the **SAVE AND NEXT** button.



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Help Independent Dealer ▾

1 2 3 4 5 6 7 8 9 10
✓ Accounts ✓ Select License ✓ Contact Information ✓ License Information ✓ Ownership ✓ Questions ✓ Attachments **Summary** E-sign Payments

Summary for Application Number
000060420

Application Information

Organization Texas Auto Mart	Application Type Renewal
Business Name Texas Auto Mart	License Type GDN

11.3.9 Signature

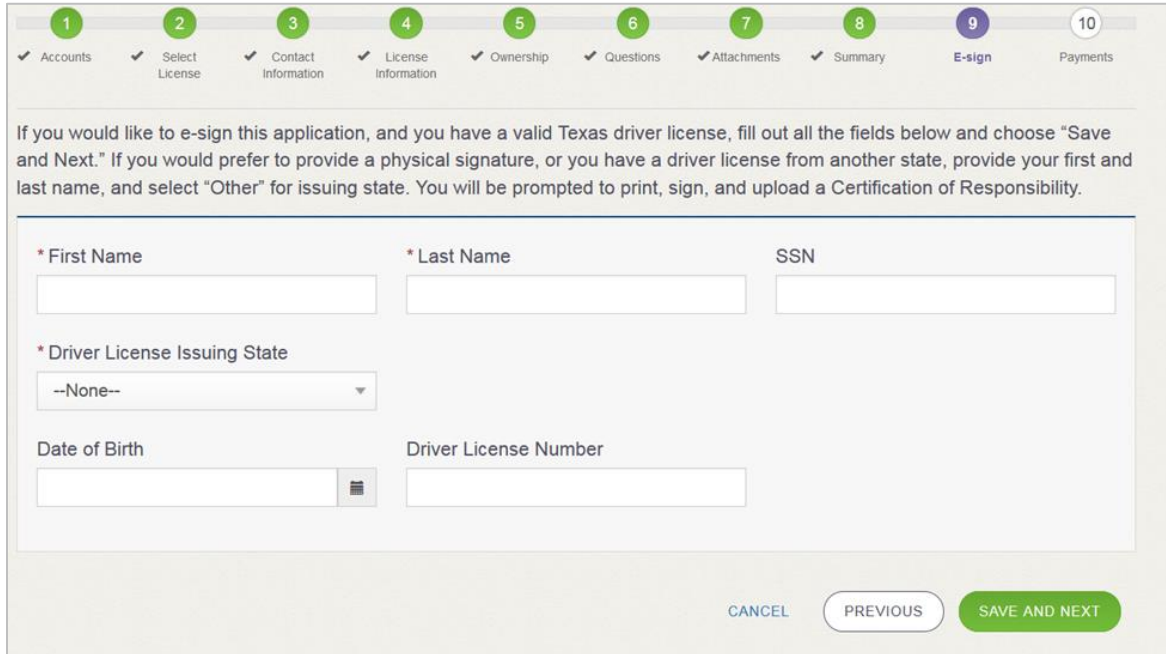
If you are not going to be making a payment immediately, you can save and exit the application on the Summary page. Otherwise, you can submit your signature and continue to the Payments section.

If you have a valid Texas driver license, you can electronically sign the application, which includes a Certificate 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 Certificate of Responsibility that you must agree to and a place to manually it. Then you must scan the file and upload it.

11.3.9.1 Signing with a Valid Texas Driver License

1. On the eSign page displayed:



1 Accounts 2 Select License 3 Contact Information 4 License Information 5 Ownership 6 Questions 7 Attachments 8 Summary 9 E-sign 10 Payments

If you would like to e-sign this application, and you have a valid Texas driver license, fill out all the fields below and choose "Save and Next." If you would prefer to provide a physical signature, or you have a driver license from another state, provide your first and last name, and select "Other" for issuing state. You will be prompted to print, sign, and upload a Certification of Responsibility.

* First Name * Last Name SSN

* Driver License Issuing State
--None--

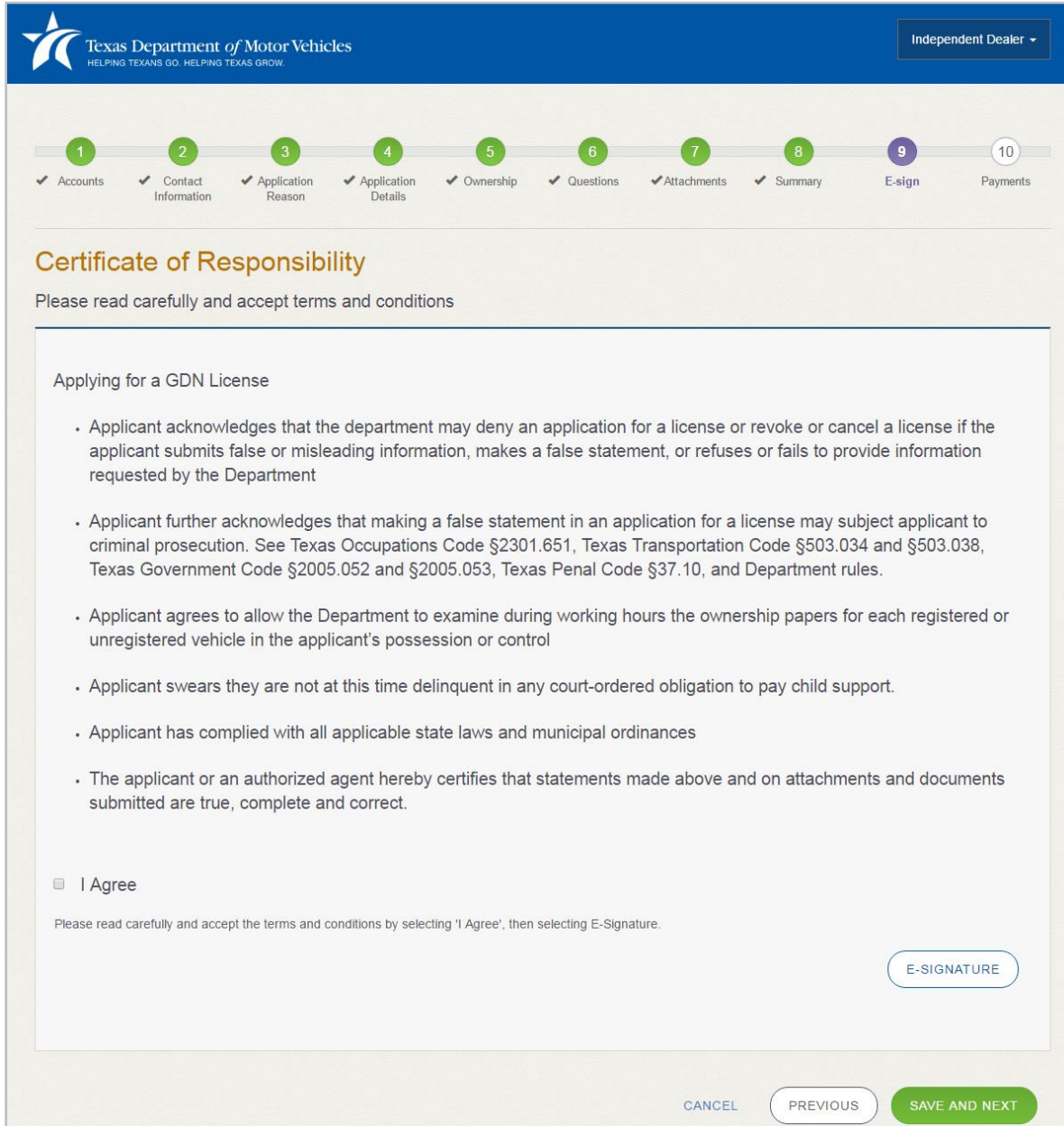
Date of Birth Driver License Number

CANCEL PREVIOUS SAVE AND NEXT

- For **First Name**, type it in exactly as it displays on your driver license or official identification.
- For **Last Name**, type it in exactly as it displays on your driver license or official identification.

Note: If you do not have a valid Texas driver license or prefer to manually sign a printed version of the certificate of Responsibility, skip to step b.f.1.
- For **SSN**, type in the numbers and dashes of your social security number.
- From the **Driver License Issuing State** dropdown, select the appropriate option.
- For **Date of Birth**, type in the mm/dd/yyyy that appears on your driver license
- For **Driver License Number**, type in the string of number and letters.
- If the **Audit Number** field displays, type in the string of numbers that display on the side of your license (or along the bottom).
- Click the **SAVE AND NEXT** button.

2. On the *Certificate of Responsibility* page:



Certificate of Responsibility

Please read carefully and accept terms and conditions

Applying for a GDN License

- 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 further acknowledges that making a false statement in an application for a license may subject applicant to criminal prosecution. See Texas Occupations Code §2301.651, Texas Transportation Code §503.034 and §503.038, Texas Government Code §2005.052 and §2005.053, Texas Penal Code §37.10, and Department rules.
- 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 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
- The applicant or an authorized agent hereby certifies that statements made above and on attachments and documents submitted are true, complete and correct.

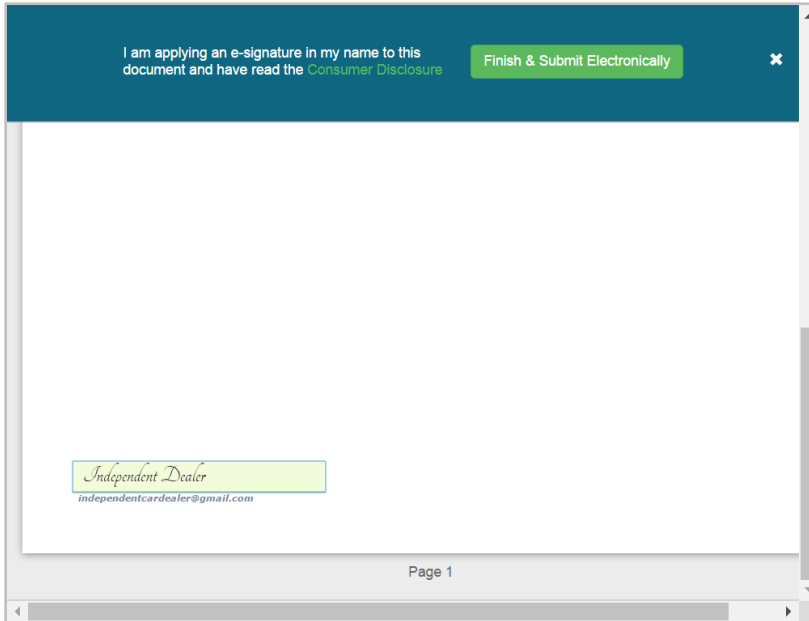
☐ I Agree

Please read carefully and accept the terms and conditions by selecting 'I Agree', then selecting E-Signature.

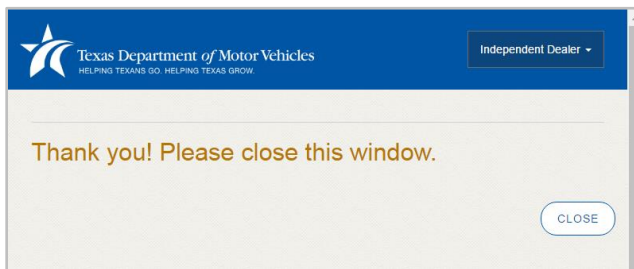
E-SIGNATURE

CANCEL PREVIOUS SAVE AND NEXT

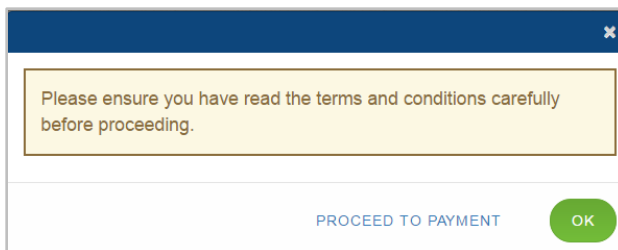
- Carefully read the terms and conditions for the license.
- Click the **I Agree** option button.
- Click the **E-SIGNATURE** button.
- On the *popup*:
 - Scroll down to the **Sign Here** field and type in your full legal name.



- ii. Scroll back up to the top of the popup and click the **Finish & Submit Electronically** button.
- iii. On the *Thank You* page of the popup, click the **CLOSE** button.



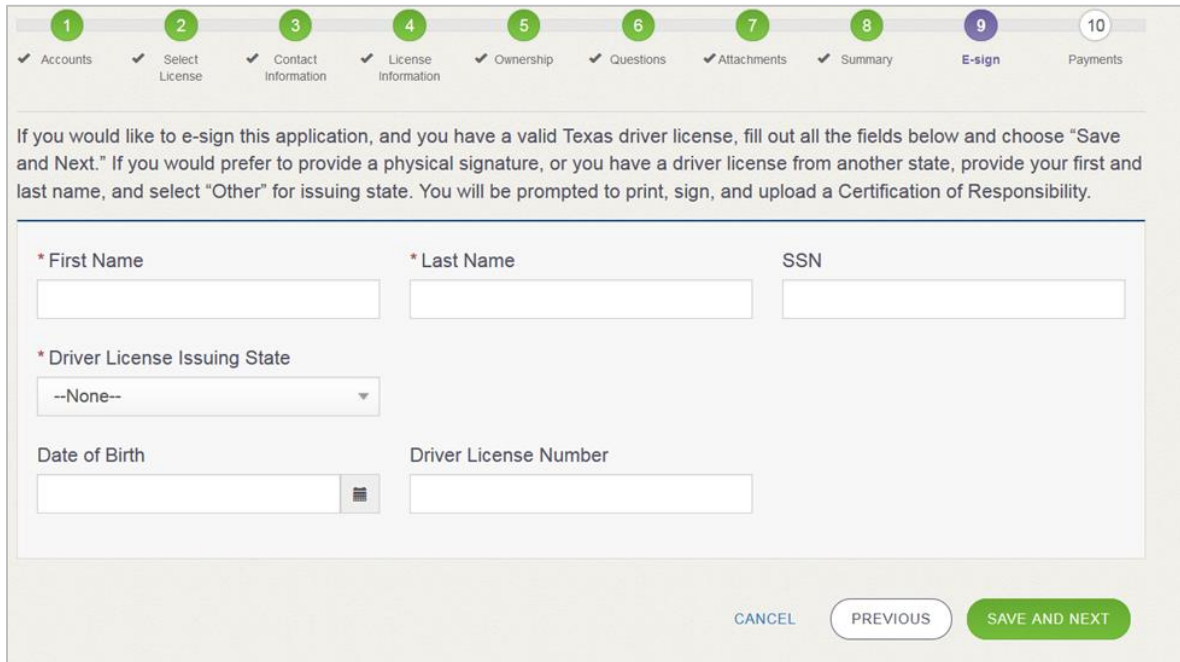
3. Back on the *Certificate of Responsibility* page, click the **SAVE AND NEXT** button.
4. On the *Please ensure you have the terms and conditions* popup, the **PROCEED TO PAYMENT** link to start the payment process.



5. Continue with the section about payment on page 101.

11.3.9.2 Signing without a Valid Texas Driver License

1. On the eSign page displayed:



1 2 3 4 5 6 7 8 9 10

✓ Accounts ✓ Select License ✓ Contact Information ✓ License Information ✓ Ownership ✓ Questions ✓ Attachments ✓ Summary **E-sign** Payments

If you would like to e-sign this application, and you have a valid Texas driver license, fill out all the fields below and choose "Save and Next." If you would prefer to provide a physical signature, or you have a driver license from another state, provide your first and last name, and select "Other" for issuing state. You will be prompted to print, sign, and upload a Certification of Responsibility.

* First Name * Last Name SSN

* Driver License Issuing State

--None--

Date of Birth Driver License Number

CANCEL PREVIOUS **SAVE AND NEXT**

- For **First Name**, type it in exactly as it displays on your driver license or official identification.
- For **Last Name**, type it in exactly as it displays on your driver license or official identification.
- For Driver License Issuing State select "Other".
- The screen automatically changes to allow for print, sign, and upload of paper certification.

2. Scroll to the bottom of the page and click the [CERTIFICATE OF RESPONSIBILITY PDF](#) link.

1

Accounts

2

Select License

3

Contact Information

4

License Information

5

Ownership

6

Questions

7

Attachments

8

Summary

9

E-sign

10

Payments

If you would like to e-sign this application, and you have a valid Texas driver license, fill out all the fields below and choose "Save and Next." If you would prefer to provide a physical signature, or you have a driver license from another state, provide your first and last name, and select "Other" for issuing state. You will be prompted to print, sign, and upload a Certification of Responsibility.

* First Name

Steven

* Last Name

McGarrett

SSN

* Driver License Issuing State

Other

Date of Birth

Driver License Number

Certification of Responsibility: [CERTIFICATION OF RESPONSIBILITY.PDF](#)

Browse...

No file selected.

UNDO

UPLOAD


CANCEL

PREVIOUS


SAVE AND NEXT

- a. On the PDF file, click the **Printer** icon (in the upper right) to send the PDF on your local printer.

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



Texas Department of Motor Vehicles
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Certificate of Responsibility

Plate Application

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

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

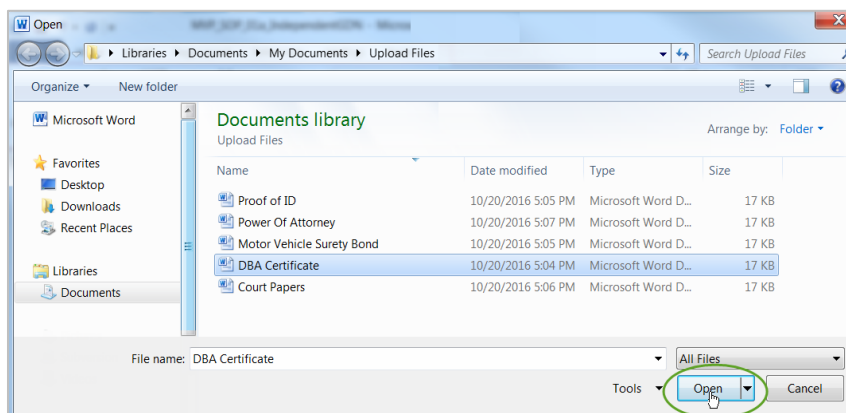
Date: _____

Printed Name: _____

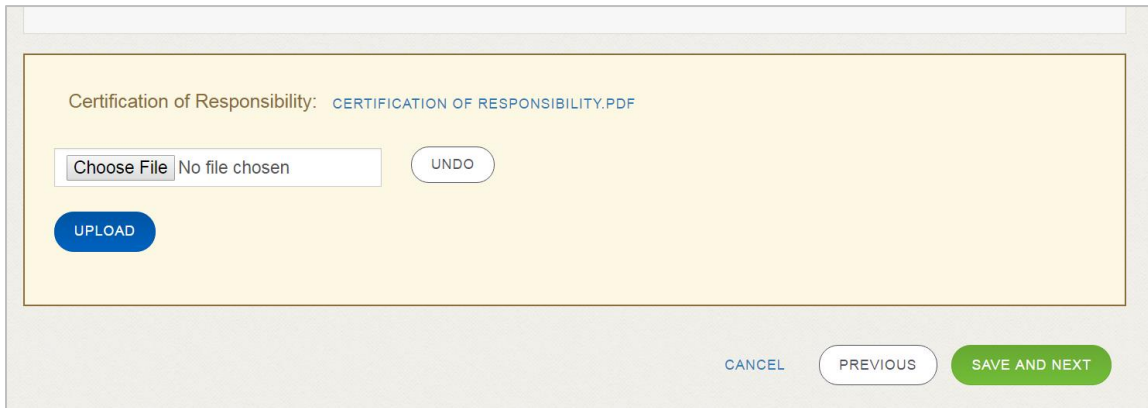
Authorized Signature: _____

Title: _____

4. To upload and attach the signed document to this plate application:
- Scan the document to a file and save it to your local computer (or a shared network resource).
 - Back on the eLICENSING page, click the **BROWSE** button.
 - In the *Open* Windows dialog, navigate to the file (on the computer or a shared network resource), select it and then click the **Open** button.



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



Certification of Responsibility: CERTIFICATION OF RESPONSIBILITY.PDF

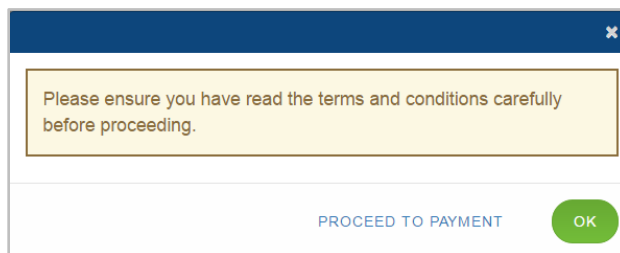
Choose File No file chosen UNDO

UPLOAD

CANCEL PREVIOUS SAVE AND NEXT

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

5. Click the **SAVE AND NEXT** button.
6. On the pop-up, click the **PROCEED TO PAYMENT** link.



Please ensure you have read the terms and conditions carefully before proceeding.

PROCEED TO PAYMENT OK

11.3.10 Payment

1. On the top portion of the *Payment Summary* page, click the option button of the item or click **Select All** (if multiple items display).

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Help

Independent Dealer ▾

1

2

3

4

5

6

7

8

9

10

✓ Accounts

✓ Select License

✓ Contact Information

✓ License Information

✓ Ownership

✓ Questions

✓ Attachments

✓ Summary

✓ E-sign

Payments

Payment Summary

Please select the application(s) you wish to pay for at this time. Once payment is confirmed, your application will be submitted to TxDMV for processing. Select 'Add Application' if you are filing multiple applications and want to make one consolidated payment when all applications are completed.

Do you want to complete another application and process as one consolidated payment ?

ADD APPLICATION +

Applications for Payment :

☐ Select All

☐ 000060420 Renewal GDN Application P001852

 Physical Address : 400 WESTINGHOUSE ROAD, Williamson, GEORGETOWN, Texas, 78726

Fee Description	Total / Prorated Fees/ Penalty %	Unit	Quantity	Total Term	Sub Total
GDN Renewal Fee	\$400.00	per application	1		\$400.00
GDN New Plate/Renewal Plate/Sticker Fee	\$90.00	per plate	4		\$360.00
				Total	\$760.00

Subtotal :

\$0.00

2. On the bottom portion of this page, for **Method of Payment**, select the appropriate option button.

Method of Payment :

☐ Credit Card ☐ ACH/eCheck

Grand Total : \$0.00*

*Payment processing for this service will be included in the total transaction amount when payment is made by credit card or Automated Clearing House (ACH)

Payment Status : Pending Payment

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

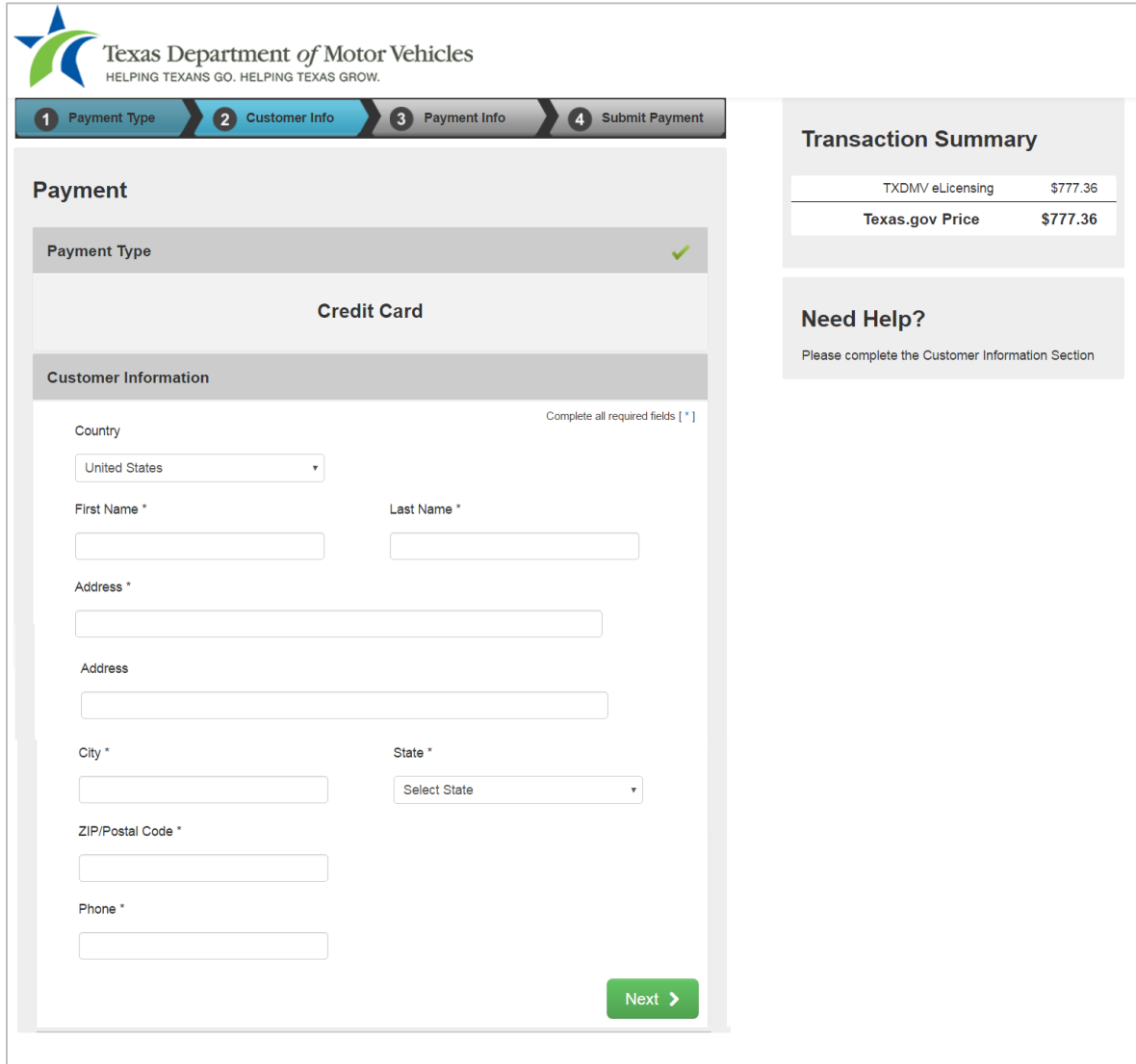
EXIT

PROCEED TO PAY

Note the convenience processing fee added to the payment total (typically a small percentage of the charges for credit card payments and a flat fee for an electronic check.

3. Read the payment processing note and then click the **PROCEED TO PAY** button.

4. In the **Customer Information** section on the *Payment* page:



Transaction Summary

TXDMV eLicensing	\$777.36
Texas.gov Price	\$777.36

Need Help?
Please complete the Customer Information Section

Payment

Payment Type ✓

Credit Card

Customer Information

Country Complete all required fields [*]
United States

First Name * Last Name *

Address *

Address

City * State *
Select State

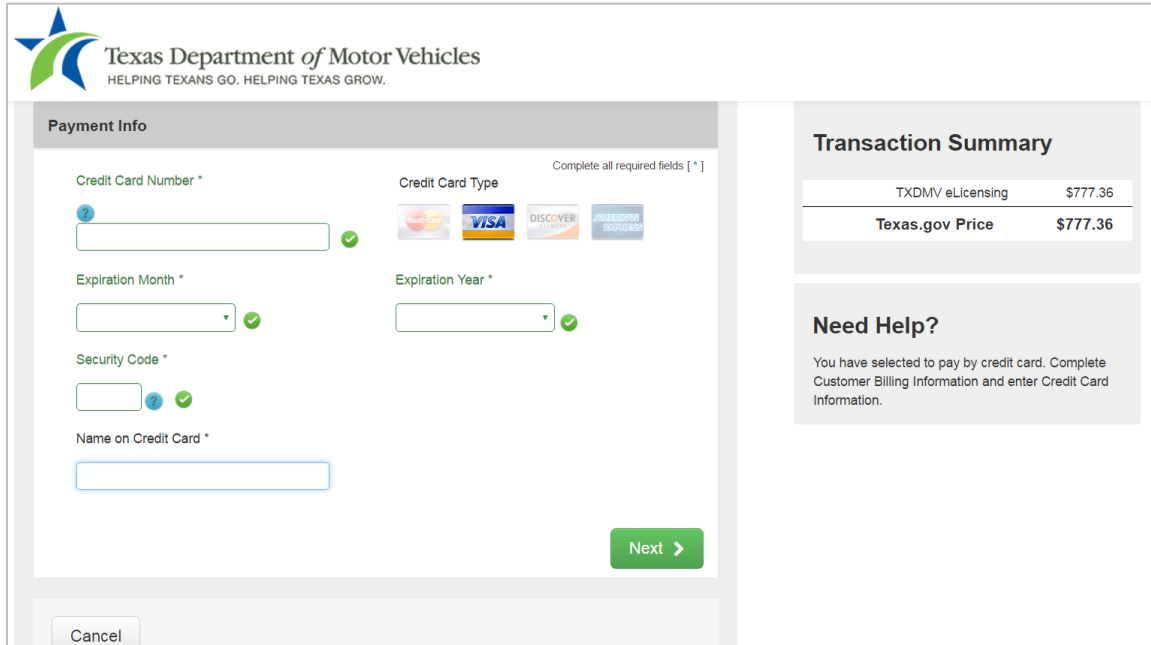
ZIP/Postal Code *

Phone *

Next >

- For **First Name**, type in your first name as it appears on the credit card used.
- For **Last Name**, type in your last name as it appears on the credit card used.
- For **Address**, type in the street number and name of the street used to bill the credit being used.
- For **Address 2**, type in additional information (like the suite or building number).
- For **City**, type in the name of the city.
- For **State**, select the name of the state from the dropdown list.
- For **ZIP/Postal Code**, type in the five number string representing the postal ZIP Code (or, the nine numbers of the extended code).
- For **Phone**, type in the telephone associated with the credit card holder.

5. Click the **Next** button.
6. In the **Payment Info** section on the *Payment* page:



Payment Info

Credit Card Number * ✓

Expiration Month * ✓

Expiration Year * ✓

Security Code * ? ✓

Name on Credit Card *

Next >

Transaction Summary

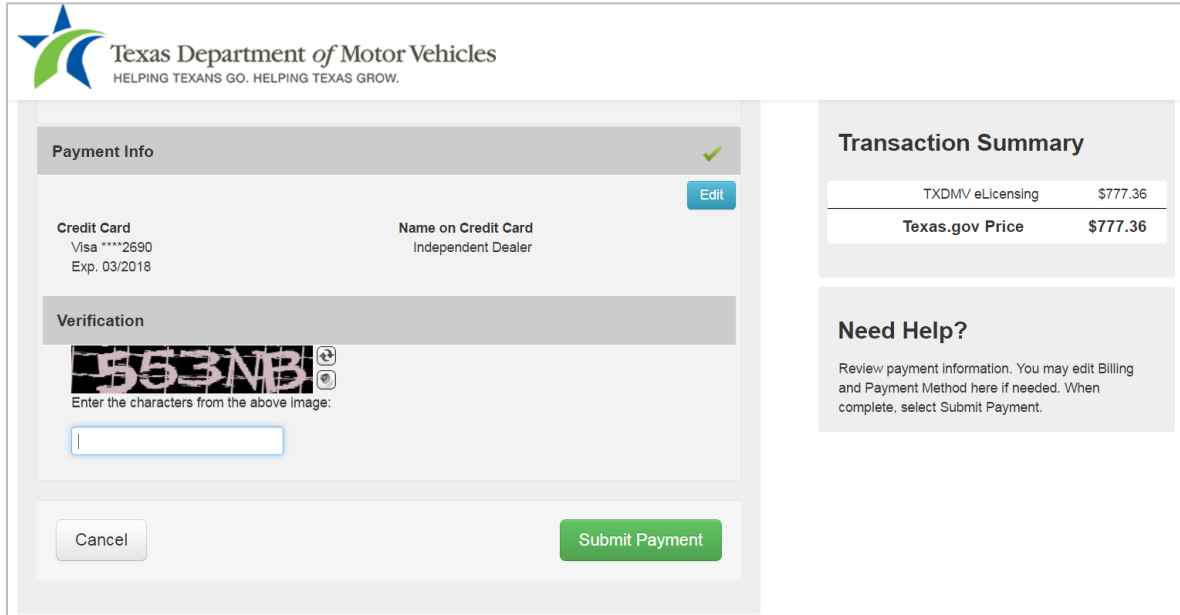
TXDMV eLicensing	\$777.36
Texas.gov Price	\$777.36

Need Help?

You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card Information.

- a. For **Credit Card Number**, type in the string of numbers from the credit card.
- b. For **Expiration Month**, select the appropriate month from the drop-down.
- c. For **Expiration Year**, select the appropriate year from the drop-down.
- d. For **Security Code**, type in the number to the left of the signature line on the back of the card.
- e. For **Name**, type in the name as it appears on the credit card.
- f. Click the **Next** button.

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



Payment Info ✓ [Edit](#)

Credit Card
Visa ****2690
Exp. 03/2018

Name on Credit Card
Independent Dealer

Verification

553NB

Enter the characters from the above image:

[Cancel](#) [Submit Payment](#)

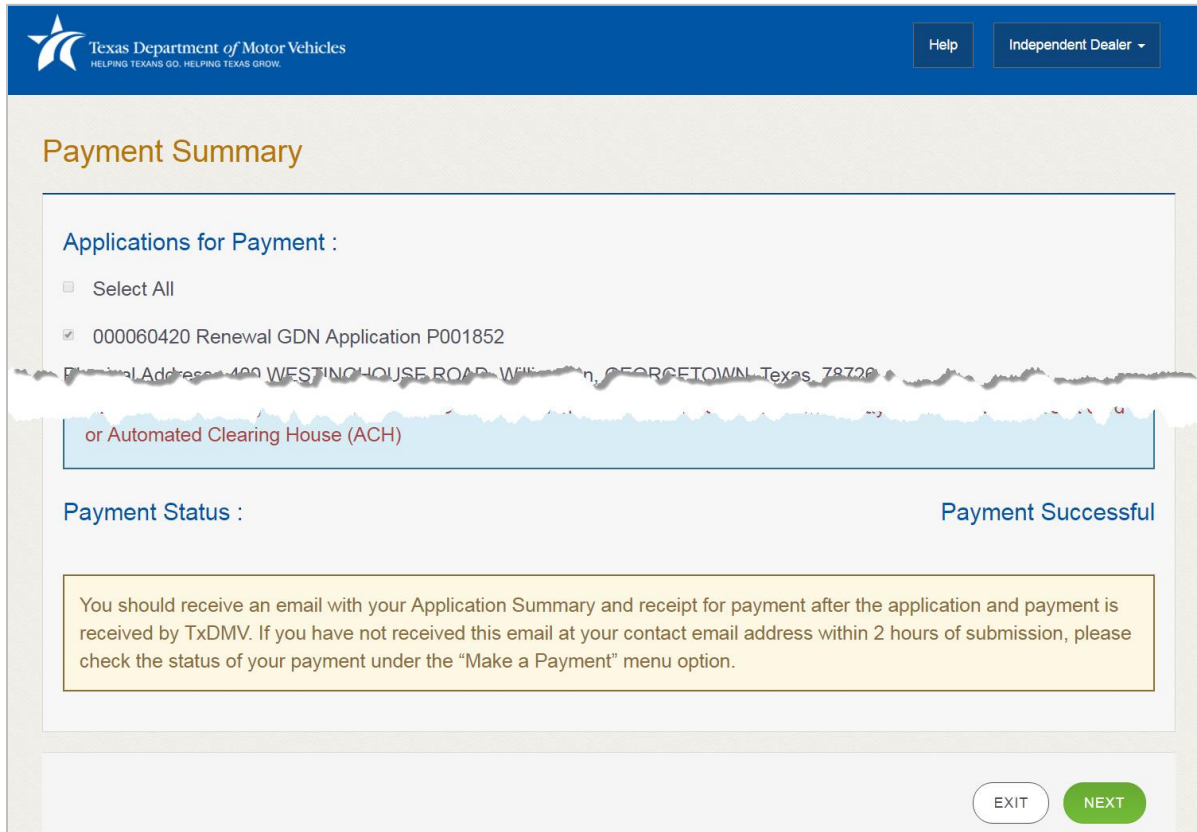
Transaction Summary

TXDMV eLicensing	\$777.36
Texas.gov Price	\$777.36

Need Help?

Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Submit Payment.

8. Click the **Submit Payment** button.
9. After the *Please Wait* popup closes, be sure the **Payment Status** on the *Payment Summary* page displays as **Payment Successful**.



Payment Summary

Applications for Payment :

☐ Select All

☒ 000060420 Renewal GDN Application P001852

Physical Address: 499 WESTINGHOUSE ROAD, WILSON, GEORGETOWN, Texas, 78728

or Automated Clearing House (ACH)


Payment Status : **Payment Successful**

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

[EXIT](#) [NEXT](#)

10. Click the **NEXT** button.

11. On the *Applications Submitted* page, click the **GO TO HOME** button.


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[Help](#)
[Independent Dealer ▾](#)

Applications Submitted

Payment for following applications was successfully submitted:

Application Name	Business Name	License Type	Status
000060420	Texas Auto Mart	GDN	Received

GO TO HOME

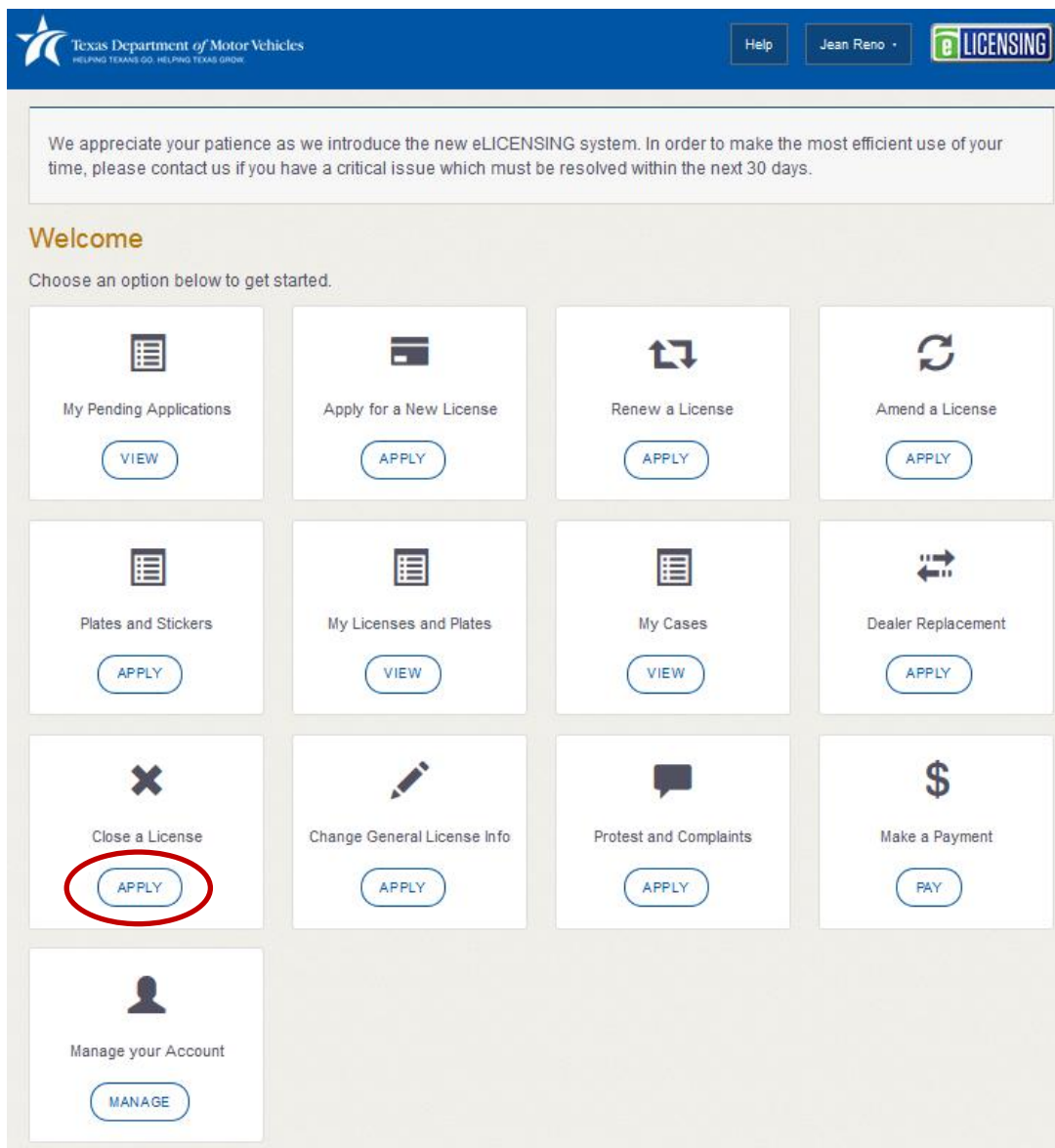
12 Closing a License

You can apply to close a license for various reasons. You can close it voluntarily, for example if it is no longer needed or you are relocating outside of the city in which the dealership was opened. You can close it if the motor vehicle surety bond is cancelled or if you file for bankruptcy.

There is no fee to close a license.

To close your license:

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



The screenshot shows the Texas Department of Motor Vehicles eLICENSING system interface. At the top, there is a blue header with the Texas Department of Motor Vehicles logo, a 'Help' button, a user profile 'Jean Reno', and the eLICENSING logo. Below the header, a message states: 'We appreciate your patience as we introduce the new eLICENSING system. In order to make the most efficient use of your time, please contact us if you have a critical issue which must be resolved within the next 30 days.'

The main content area is titled 'Welcome' and says 'Choose an option below to get started.' It features a grid of 13 options, each with an icon, a title, and a button:

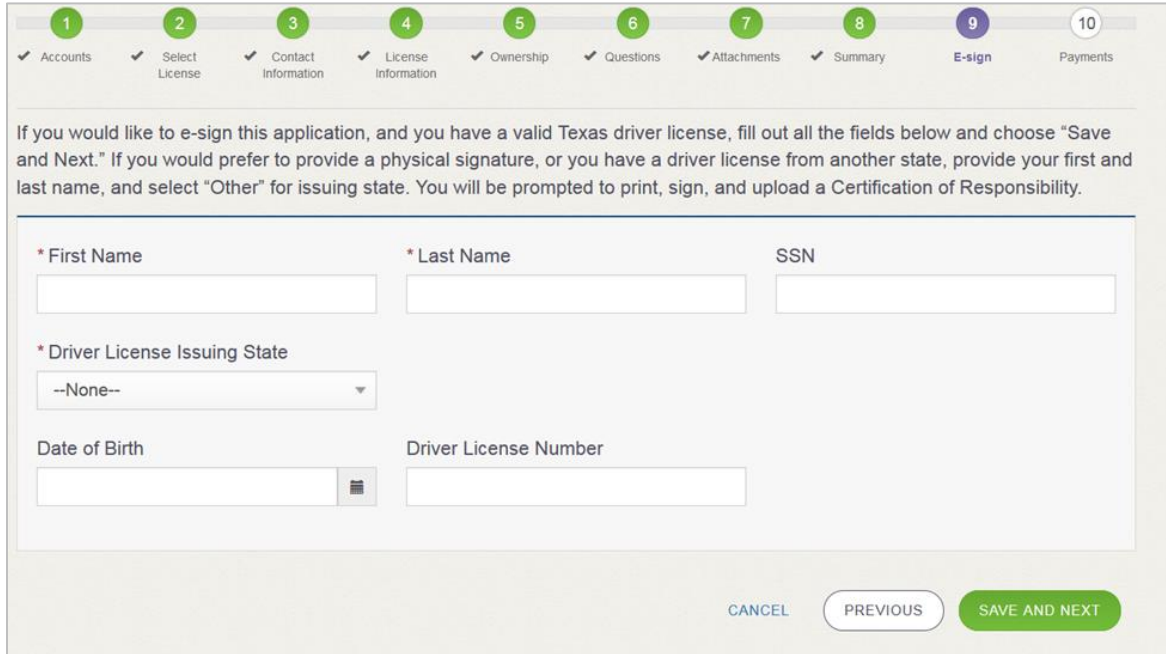
- My Pending Applications (VIEW button)
- Apply for a New License (APPLY button)
- Renew a License (APPLY button)
- Amend a License (APPLY button)
- Plates and Stickers (APPLY button)
- My Licenses and Plates (VIEW button)
- My Cases (VIEW button)
- Dealer Replacement (APPLY button)
- Close a License (APPLY button)** - This option is highlighted with a red circle.
- Change General License Info (APPLY button)
- Protest and Complaints (APPLY button)
- Make a Payment (PAY button)
- Manage your Account (MANAGE button)

2. On the *Organizations* page, select your organization from the dropdown and click the **SAVE AND NEXT** button.
3. On the *Licenses* page, select the license to close and click the **SAVE AND NEXT** button.
4. On the *Contact Information* page, confirm the information is correct and click the **SAVE AND NEXT** button.
5. On the *License Information* page, confirm the information is correct and click the **SAVE AND NEXT** button.
6. On the *Closure Explanation* page:
 - a. For **Reason**, select the appropriate option button.
 - b. For **Effective Date**, type in the appropriate date.
 - c. Click the **SAVE AND NEXT** button.
7. On the *Attachments* page:
 - a. Locate and upload the statement about your closure.
 - b. Click the **SAVE AND NEXT** button.
8. On the *Application Summary* page, click the **SAVE AND NEXT** button

12.1.1 Signing with a Valid Texas Driver License

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

1. On the *eSign* page displayed:



1 Accounts 2 Select License 3 Contact Information 4 License Information 5 Ownership 6 Questions 7 Attachments 8 Summary 9 E-sign 10 Payments

If you would like to e-sign this application, and you have a valid Texas driver license, fill out all the fields below and choose "Save and Next." If you would prefer to provide a physical signature, or you have a driver license from another state, provide your first and last name, and select "Other" for issuing state. You will be prompted to print, sign, and upload a Certification of Responsibility.

* First Name * Last Name SSN

* Driver License Issuing State

--None--

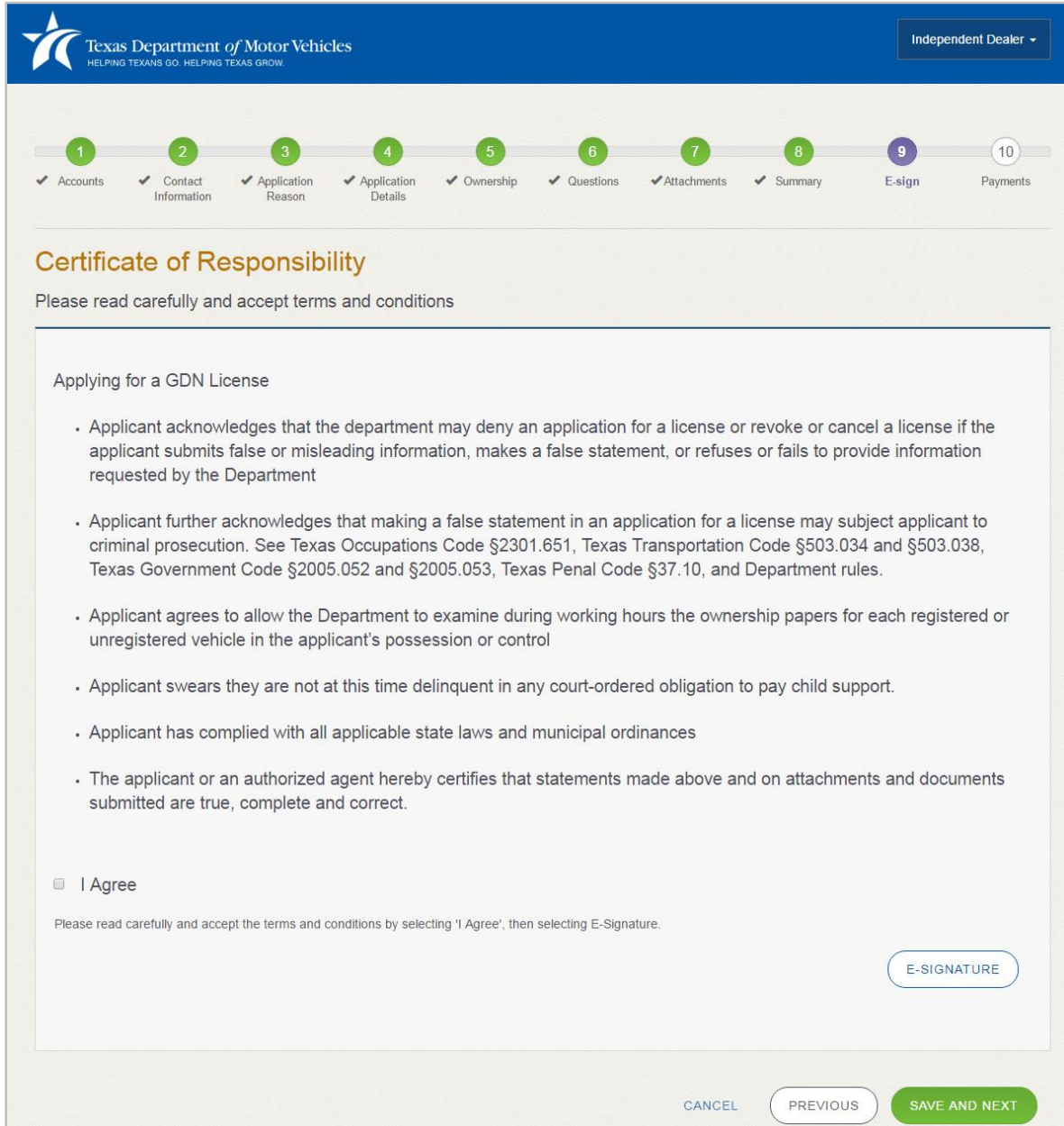
Date of Birth Driver License Number

CANCEL PREVIOUS SAVE AND NEXT

- For **First Name**, type it in exactly as it displays on your driver license or official identification.
- For **Last Name**, type it in exactly as it displays on your driver license or official identification.

Note: If you do not have a valid Texas driver license or prefer to manually sign a printed version of the certificate of Responsibility, skip to section b.f.12.1.2.
- For **SSN**, type in the numbers and dashes of your social security number.
- From the **Driver License Issuing State** dropdown, select the appropriate option.
- For **Date of Birth**, type in the mm/dd/yyyy that appears on your driver license
- For **Driver License Number**, type in the string of number and letters.
- If the **Audit Number** field displays, type in the string of numbers that display on the side of your license (or along the bottom).
- Click the **SAVE AND NEXT** button.

2. On the *Certificate of Responsibility* page:



Certificate of Responsibility

Please read carefully and accept terms and conditions

Applying for a GDN License

- 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 further acknowledges that making a false statement in an application for a license may subject applicant to criminal prosecution. See Texas Occupations Code §2301.651, Texas Transportation Code §503.034 and §503.038, Texas Government Code §2005.052 and §2005.053, Texas Penal Code §37.10, and Department rules.
- 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 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
- The applicant or an authorized agent hereby certifies that statements made above and on attachments and documents submitted are true, complete and correct.

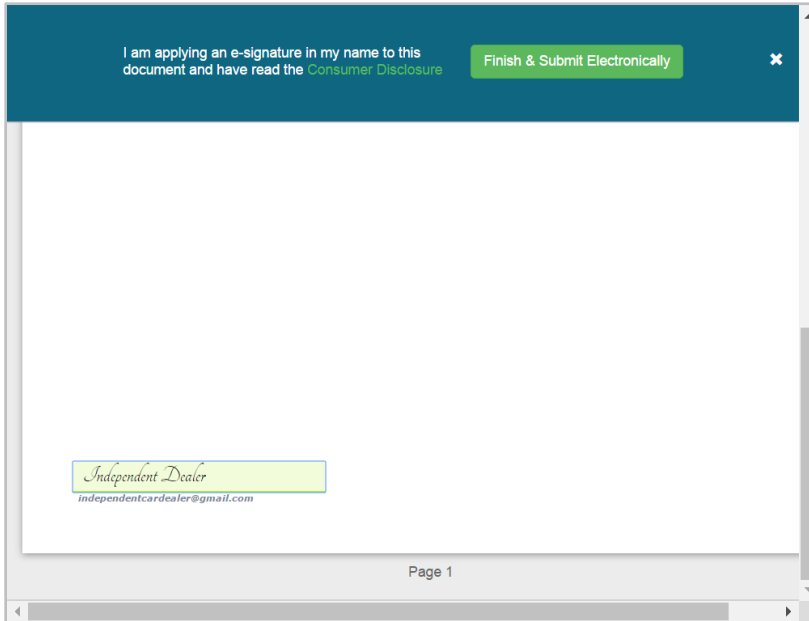
☐ I Agree

Please read carefully and accept the terms and conditions by selecting 'I Agree', then selecting E-Signature.

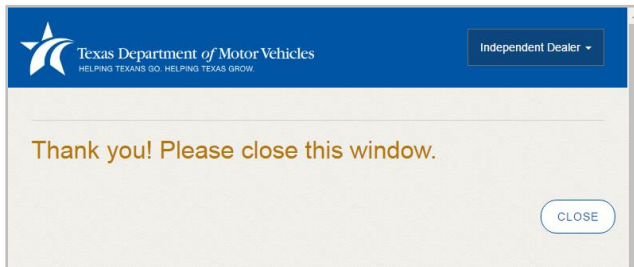
E-SIGNATURE

CANCEL PREVIOUS SAVE AND NEXT

- Carefully read the terms and conditions for the license.
 - Click the **I Agree** option button.
 - Click the **E-SIGNATURE** button.
3. On the popup:
- Scroll down to the **Sign Here** field and type in your full legal name.



- b. Scroll back up to the top of the popup and click the **Finish & Submit Electronically** button.
4. On the *Thank You* page of the popup, click the **CLOSE** button.

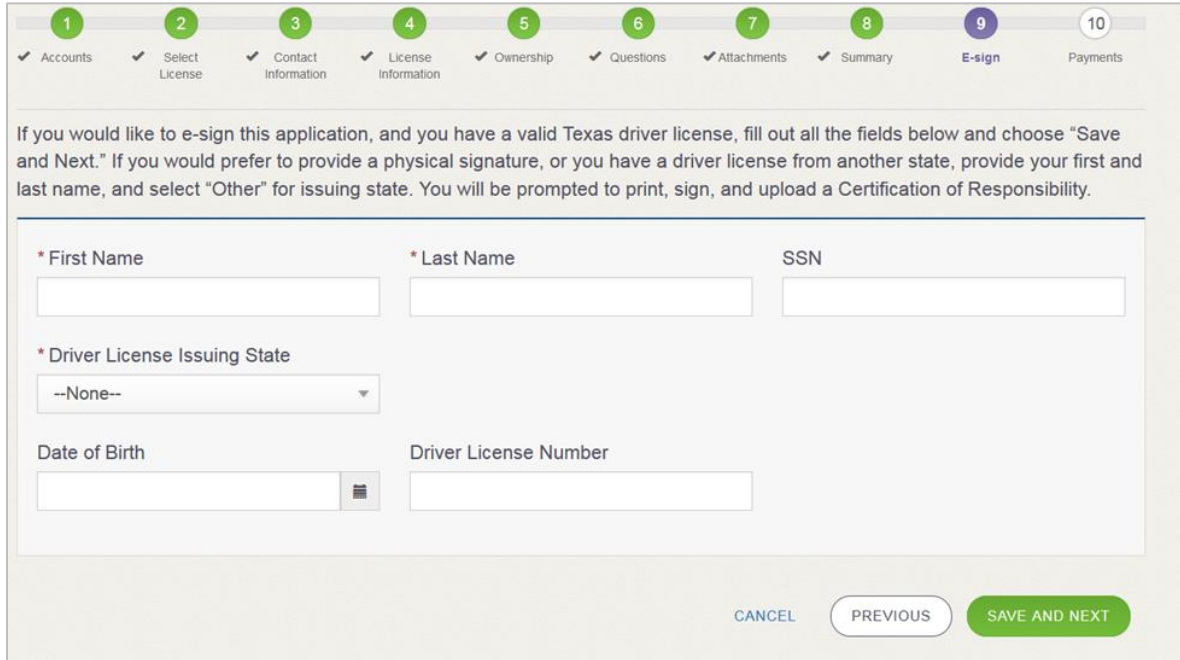


5. Back on the *Certificate of Responsibility* page, click the **SUBMIT** button.

12.1.2 Signing without a Valid Texas Driver License

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 Certificate of Responsibility that you must agree to and manually sign. Then you must scan the file and upload it.

1. On the *eSign* page displayed:



1 Accounts 2 Select License 3 Contact Information 4 License Information 5 Ownership 6 Questions 7 Attachments 8 Summary 9 **E-sign** 10 Payments

If you would like to e-sign this application, and you have a valid Texas driver license, fill out all the fields below and choose "Save and Next." If you would prefer to provide a physical signature, or you have a driver license from another state, provide your first and last name, and select "Other" for issuing state. You will be prompted to print, sign, and upload a Certification of Responsibility.

* First Name * Last Name SSN

* Driver License Issuing State
--None--

Date of Birth Driver License Number

CANCEL PREVIOUS **SAVE AND NEXT**

- For **First Name**, type it in exactly as it displays on your driver license or official identification.
- For **Last Name**, type it in exactly as it displays on your driver license or official identification.
- For Driver License Issuing State select "Other".
- The screen automatically changes to allow for print, sign, and upload of paper certification.

2. Scroll to the bottom of the page and click the [CERTIFICATE OF RESPONSIBILITY PDF](#) link.

1

2

3

4

5

6

7

8

9

10

✓ Accounts

✓ Select License

✓ Contact Information

✓ License Information

✓ Ownership

✓ Questions

✓ Attachments

✓ Summary

E-sign

Payments

If you would like to e-sign this application, and you have a valid Texas driver license, fill out all the fields below and choose "Save and Next." If you would prefer to provide a physical signature, or you have a driver license from another state, provide your first and last name, and select "Other" for issuing state. You will be prompted to print, sign, and upload a Certification of Responsibility.

* First Name

Steven

* Last Name

McGarrett

SSN

* Driver License Issuing State

Other

Date of Birth

Driver License Number

Certification of Responsibility: [CERTIFICATION OF RESPONSIBILITY.PDF](#)

Browse...

No file selected.

UNDO

UPLOAD


CANCEL


PREVIOUS

SAVE AND NEXT

- a. On the PDF file, click the **Printer** icon (in the upper right) to send the PDF on your local printer.

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

 Texas Department of Motor Vehicles
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Certificate of Responsibility

Plate Application

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

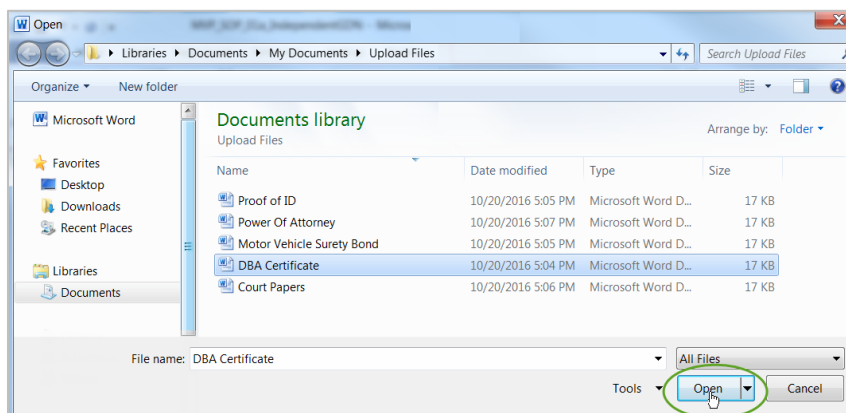
- All the information contained in the application and any attachments is true and correct;
- The license holder will not use or permit plates to be used for any purpose other than those specified in Texas Occupations Code Chapter 2301 and Transportation Code Chapter 503; and
- The license holder agrees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

Date: _____ Printed Name: _____

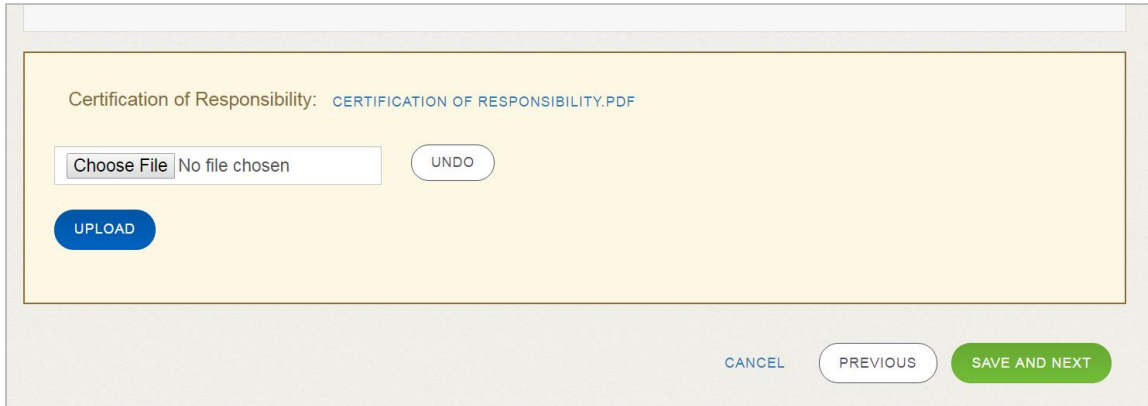
Authorized Signature: _____

Title: _____

4. To upload and attach the signed document to this plate application:
 - a. Scan the document to a file and save it to your local computer (or a shared network resource).
 - b. Back on the eLICENSING page, click the **BROWSE** button.
 - c. In the *Open Windows* dialog, navigate to the file (on the computer or a shared network resource), select it and then click the **Open** button.



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



The screenshot shows a web interface for uploading a file. At the top, it says "Certification of Responsibility: CERTIFICATION OF RESPONSIBILITY.PDF". Below this is a file selection area with a "Choose File" button, a text box containing "No file chosen", and an "UNDO" button. There is also a blue "UPLOAD" button. At the bottom right, there are three buttons: "CANCEL", "PREVIOUS", and "SAVE AND NEXT".

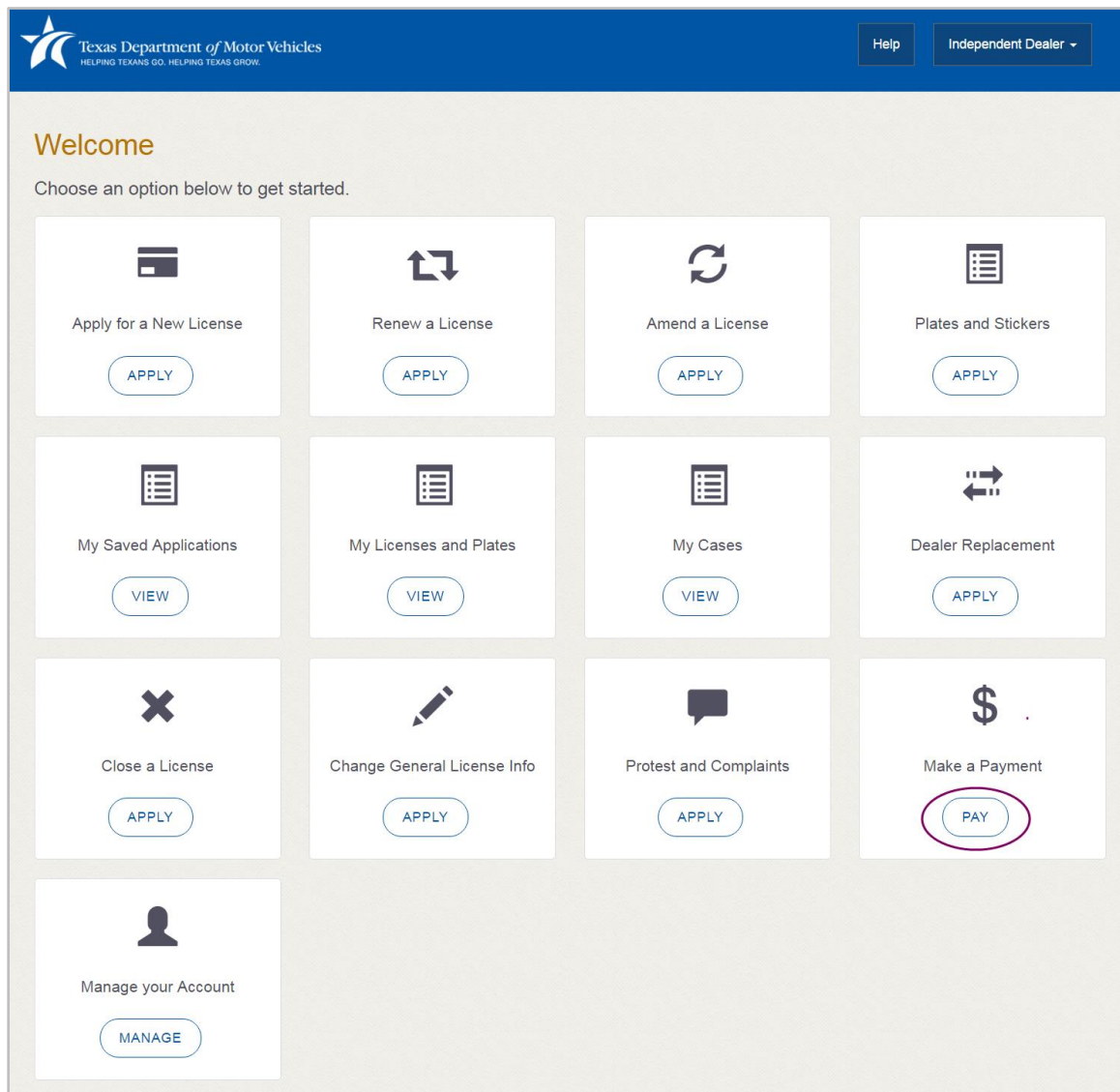
Note: The name of the file displays to the far right of the uploaded file field. To upload a different file, you can click the **UNDO** button or the red trash can.

- e. Click the **SUBMIT** button.
5. On the *Application Closure Submitted* page, click the **CLOSE** button.

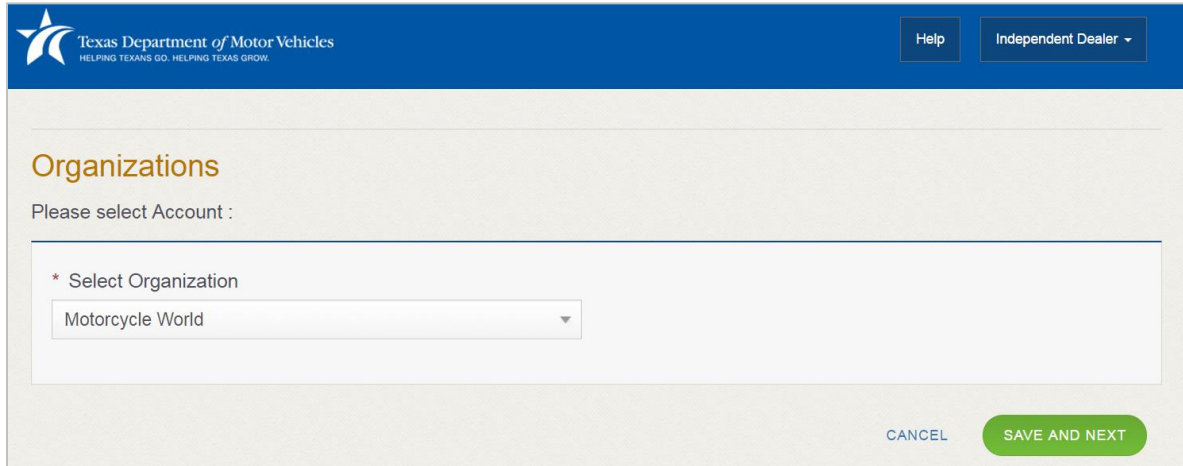
13 Making Payments

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

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

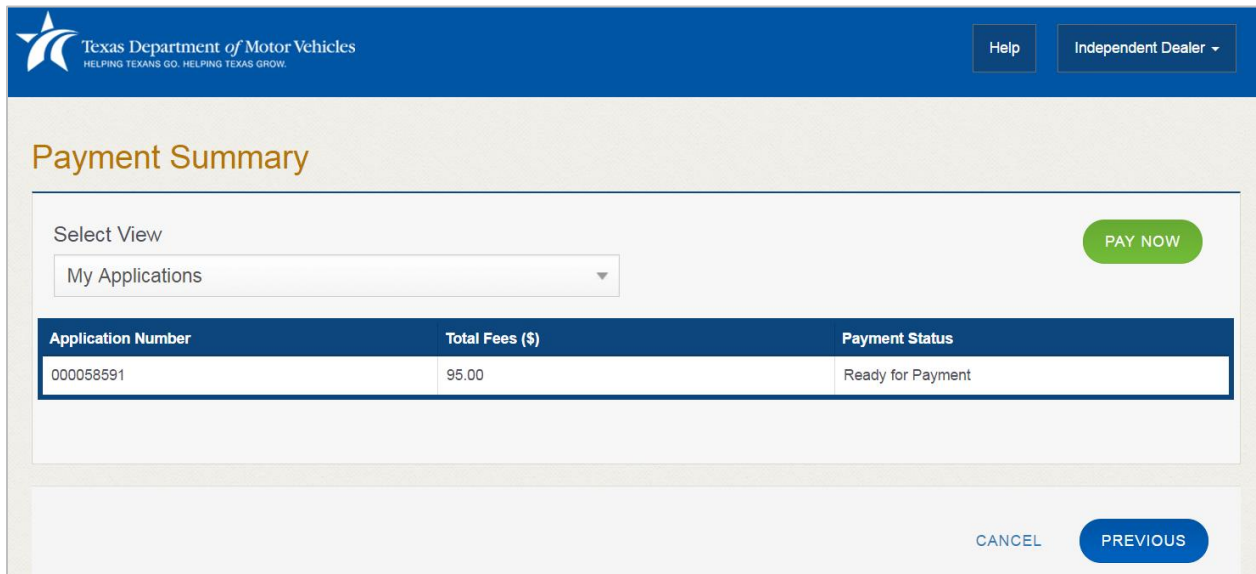


2. On the *Organizations* page, click the drop-down list and select your organization.



The screenshot shows the 'Organizations' page of the Texas Department of Motor Vehicles. The header includes the department's logo and name, along with 'Help' and 'Independent Dealer' links. The main content area is titled 'Organizations' and prompts the user to 'Please select Account :'. Below this is a dropdown menu labeled '* Select Organization' with 'Motorcycle World' selected. At the bottom right, there are 'CANCEL' and 'SAVE AND NEXT' buttons.

3. On the Payment Summary page, click the appropriate item and click the **PAY NOW** button.



The screenshot shows the 'Payment Summary' page. The header is identical to the previous page. The main content area is titled 'Payment Summary' and features a 'Select View' dropdown menu with 'My Applications' selected. A green 'PAY NOW' button is located to the right of the dropdown. Below this is a table with three columns: 'Application Number', 'Total Fees (\$)', and 'Payment Status'. The table contains one row with the application number '000058591', a total fee of '95.00', and a status of 'Ready for Payment'. At the bottom right, there are 'CANCEL' and 'PREVIOUS' buttons.

Application Number	Total Fees (\$)	Payment Status
000058591	95.00	Ready for Payment

- On the top portion of the *Payment Summary* page, click the option button of the item or click **Select All** (if multiple items display).

Payment Summary

Please select the application(s) you wish to pay for at this time. Once payment is confirmed, your application will be submitted to TxDMV for processing. Select 'Add Application' if you are filing multiple applications and want to make one consolidated payment when all applications are completed.

Do you want to complete another application and process as one consolidated payment ?
ADD APPLICATION +

Applications for Payment :

☐ Select All

☐ 000059720 Plate/Sticker GDN Application P001852

Physical Address : 400 WESTINGHOUSE ROAD, Williamson, GEORGETOWN, Texas, 78726

Fee Description	Total / Prorated Fees/ Penalty %	Unit	Quantity	Total Term	Sub Total
GDN New Plate/Renewal Plate/Sticker Fee	\$90.00	per plate	6		\$540.00
				Total	\$540.00

Subtotal :
\$0.00

- On the bottom portion of this page, for **Method of Payment**, select the appropriate option button.

Method of Payment :

☐ Credit Card
 ☐ ACH/eCheck

Grand Total :
\$0.00*

*Payment processing for this service will be included in the total transaction amount when payment is made by credit card or Automated Clearing House (ACH)

Payment Status :
Pending Payment

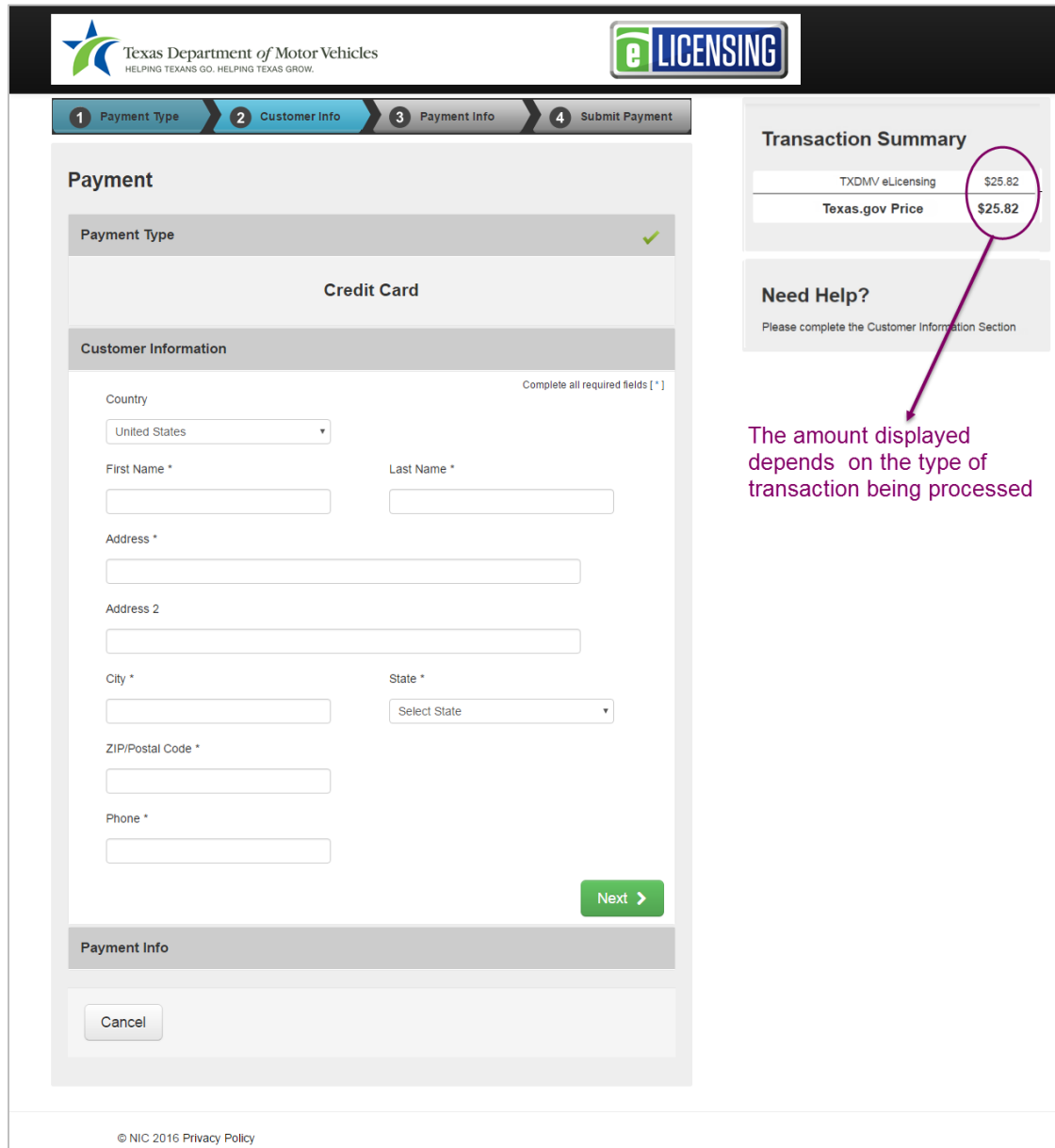
You should receive an email with your Application Summary and receipt for payment after the application and payment is received by TxDMV. If you have not received this email at your contact email address within 2 hours of submission, please check the status of your payment under the "Make a Payment"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

EXIT

PROCEED TO PAY

- Read the payment processing note and then click the **PROCEED TO PAY** button.

7. In the **Customer Information** section on the *Payment* page:



Payment

Payment Type ✓

Credit Card

Customer Information

Country Complete all required fields [*]

First Name *

Last Name *

Address *

Address 2

City *

State *

ZIP/Postal Code *

Phone *

Next >

Transaction Summary

TXDMV eLicensing	\$25.82
Texas.gov Price	\$25.82

Need Help?
Please complete the Customer Information Section

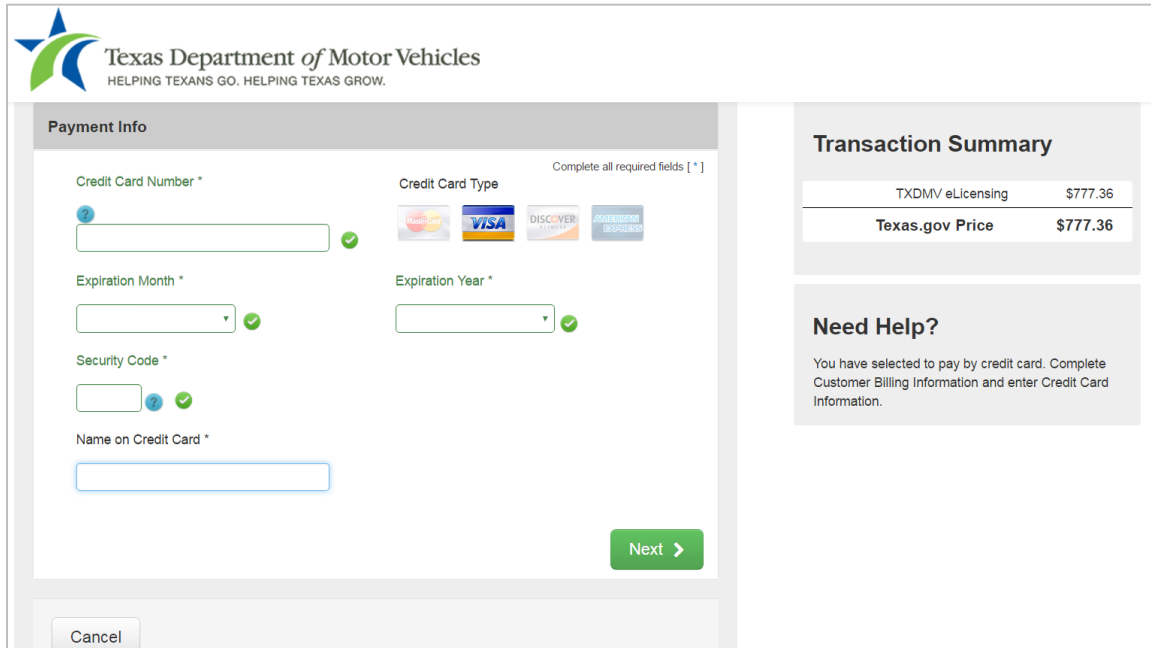
Cancel

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The amount displayed depends on the type of transaction being processed

- For **First Name**, type in your first name as it appears on the credit card used.
- For **Last Name**, type in your last name as it appears on the credit card used.
- For **Address**, type in the street number and name of the street used to bill the credit being used.
- For **Address 2**, type in additional information (like the suite or building number).
- For **City**, type in the name of the city.
- For **State**, select the name of the state from the dropdown list.

- g. For **ZIP/Postal Code**, type in the five number string representing the postal ZIP Code (or, the nine numbers of the extended code).
 - h. For **Phone**, type in the telephone associated with the credit card holder.
 - i. Click the **Next** button.
8. In the **Payment Info** section on the *Payment* page:



Payment Info

Credit Card Number *

Expiration Month *

Expiration Year *

Security Code *

Name on Credit Card *

Next >

Cancel

Transaction Summary


TXDMV eLicensing	\$777.36
Texas.gov Price	\$777.36

Need Help?


You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card Information.

- a. For **Credit Card Number**, type in the string of numbers from the credit card.
- b. For **Expiration Month**, select the appropriate month from the drop-down.
- c. For **Expiration Year**, select the appropriate year from the drop-down.
- d. For **Security Code**, type in the number to the left of the signature line on the back of the card.
- e. For **Name**, type in the name as it appears on the credit card.
- f. Click the **Next** button.

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



Texas Department of Motor Vehicles
HELPING TEXANS GO. HELPING TEXAS GROW.



1 Payment Type
2 Customer Info
3 Payment Info
4 Submit Payment

Payment

Payment Type

Credit Card

Customer Information

Address

Independent Dealer
321 Main Street
Georgetown, TX 78726

Phone

555555555

Country

United States

Email Address

Payment Info


Credit Card

Visa ****2690
Exp. 03/2018

Name on Credit Card

Independent Dealer

Verification



Enter the characters from the above image:

Cancel

Submit Payment

Transaction Summary

TXDMV eLicensing	\$25.82
Texas.gov Price	\$25.82

Need Help?

Please complete the Customer Information Section

The amount displayed depends on the type of transaction being processed

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10. Click the **Submit Payment** button.

11. After the *Please Wait* popup closes, be sure the **Payment Status** on the *Payment Summary* page displays as **Payment Successful**.

Payment Summary

☐ Select All

Grand total : \$900.06*

* Payment processing for this service will be included in the total transaction amount when payment is made by credit card or Automated Clearing House (ACH)

Payment Status : Payment Successful

EXIT NEXT

12. Click the **NEXT** button.

13. On the *Applications Submitted* page, click the **GO TO HOME** button.

Applications Submitted

Payment for following applications was successfully submitted:

Application Name	Business Name	License Type	Status
000060348	Texas Auto Mart	GDN	Received

GO TO HOME