



Texas Department *of* Motor Vehicles

HELPING TEXANS GO. HELPING TEXAS GROW.

eLICENSING User Guide for New Independent GDN Licenses

December 2021

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1 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 **Error! Bookmark not defined.**

1.1 Getting Started

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

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

To get started, follow these steps:

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

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

2. On the *Security Warning* pop-up, click **I ACCEPT**.

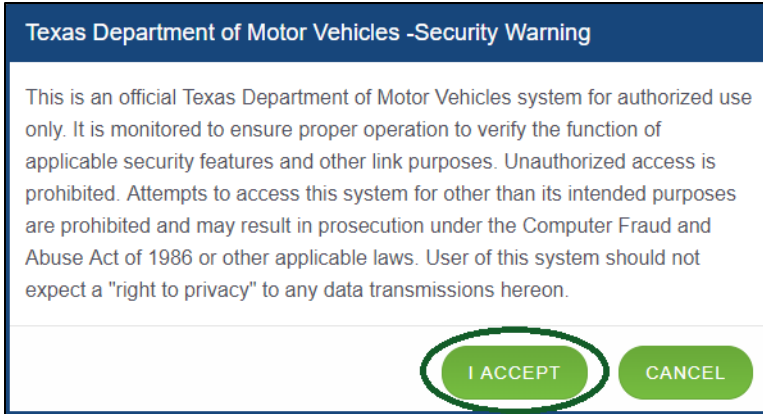


Figure 1: Security Warning Pop-up

3. On the *Login* page, type in your **Username**.
5. Click **LOGIN**.

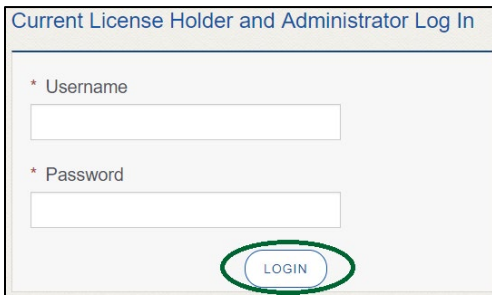


Figure 2: Login Page

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

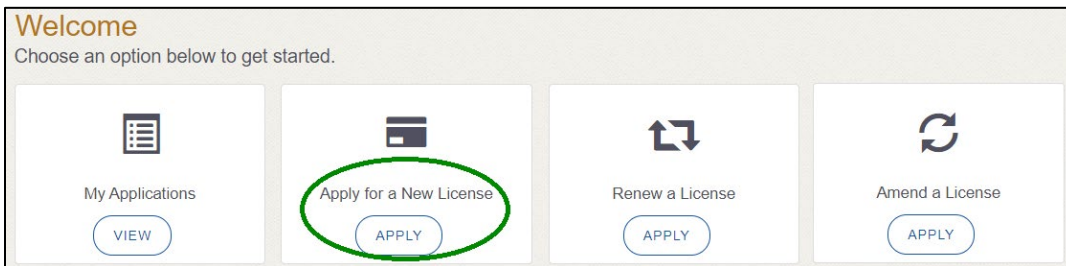


Figure 3: Welcome, Apply for a New License

7. On the *License Type* page, locate the **Manufacturer License** area and click **SELECT**.

Independent (GDN) License	Salvage Dealer License	Lessor License
<p>Divided into several categories including: used motor vehicle, used motorcycle, used travel trailer, new or used trailer/semi-trailer, new mobility motor vehicles, wholesale dealers, wholesale motor vehicle</p> <p>More Information ..</p>	<p>Allows you to acquire, sell, dismantle, or repair salvage (nonrepairable) motor vehicles. This license is not required to sell or rebuild five or fewer salvage vehicles in a calendar year.</p> <p>More Information ..</p>	<p>Allows you to lease a motor vehicle to another person for more than 180 days.</p> <p>More Information ..</p>
<input type="button" value="SELECT"/>	<input type="button" value="SELECT"/>	<input type="button" value="SELECT"/>

Figure 4: Select License Type

- On the *Organizations* page, select the organization name used to register the company or this license holder and then click **SAVE AND NEXT**

Organizations

Please select the organization linked to your account.

* Select Organization

Texas Department of Motor Vehicles

Figure 5: Select Organization

1.2 Contact Information

<p>* First Name</p> <input type="text" value="Independent"/>	<p>Middle Name</p> <input type="text"/>	<p>* Last Name</p> <input type="text" value="Dealer"/>
<p>* Email</p> <input type="text" value="independentcardealer@gmail.com"/>	<p>* Phone</p> <input type="text" value=""/>	

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

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

Note: The license contact may be a different person than the application contact who is handling the application details through the approval.

2. For **eTAG Contact**, click checkbox to automatically fill in contact information or type in completely new information for the person who will be the eTAG contact person for this license.

Note: The eTAG system is separate from eLICENSING, but the login credentials are generated in this step. More information about eTAG, as well as the login for the eTAG database, can be found on our website at TxDMV eTAG.

3. Click **SAVE AND NEXT**.

1.3 Application Reason

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

- Apply for new license
- Relocation
- Entity change
- Previous license was not renewed

Note: If you have a previous/current license, enter the license number as requested.

1.3.1 Apply for New License Reason

On the *Application Reason* page:

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



A screenshot of a web form field. The field is a dropdown menu with a light gray background. Above the dropdown, there is a label that reads "* Application Reason". The dropdown menu is open, showing a list of options. The first option, "Apply for New License", is highlighted in white. A small downward-pointing triangle is visible to the right of the selected option.

Figure 6: Apply for New License Reason

2. Click **SAVE AND NEXT**.

The Application Details are spread across several pages.

1.4.1 Selecting the GDN License Type

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

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.

<input checked="" type="radio"/>	Motor Vehicle	-	May buy, sell, or exchange any type of used cars, trucks, motor homes, and neighborhood vehicles. May use dealer's temporary tags, buyer's temporary tags, and metal dealer license plates on motor vehicles only. Must provide a bond.
<input type="radio"/>	Motorcycle	-	May buy, sell, or exchange any type of used motorcycles, motor scooters or ATVs. May use dealer's temporary tags, buyer's temporary tags, and metal dealer license plates on motorcycles, motor scooters or ATVs only. Must provide a bond.
<input type="radio"/>	Non-motorized Travel Trailer	-	May buy, sell, or exchange used travel trailers. May use dealer's temporary tags, buyer's temporary tags, and metal dealer license plates on travel trailers only. Exempt from the security requirement.
<input type="radio"/>	Utility Trailer/Semi-Trailer	-	May buy, sell, or exchange new or used utility trailers and/or semitrailers. May use dealer's temporary tags, buyer's temporary tags, and metal dealer license plates on trailers/semitrailers only. Exempt from the security requirement.
<input type="radio"/>	Wholesale Motor Vehicle Auction License	-	May offer vehicles for sale by bid only to licensed dealers at a bona fide auction at a permanent location. Must provide a bond. May not make facilities or GDN available to any other person for the purpose of the sale or auction of vehicles. May be issued only one wholesale motor vehicle auction GDN for a particular location. May be issued a regular motor vehicle GDN for a location that has been issued a wholesale motor vehicle auction GDN.
<input type="radio"/>	Independent Mobility Motor Vehicle Dealer	-	allows a dealer to offer to sell new mobility motor vehicles. A "mobility motor vehicle" is a motor vehicle designed and equipped to transport a person with a disability.

Figure 7: Select GDN Type

2. Click **SAVE AND NEXT**.

1. In the **License Information** section on the *Application Details* page:

Business Website	<input type="text"/>	* Business Phone	<input type="text"/>
* Business Email	<input type="text"/>	Business Fax	<input type="text"/>
* SOS Filing Number	<input type="text"/>		

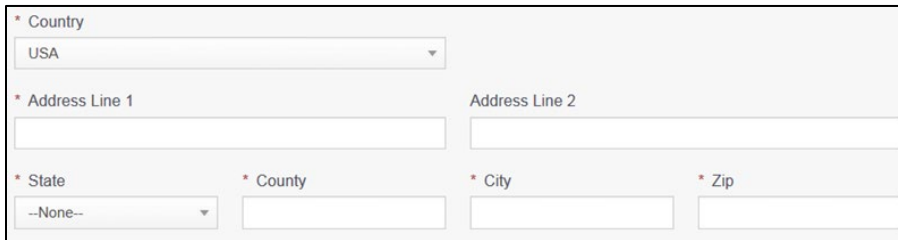
Figure 8: Business Information

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

- c. For **Business Email Address**, enter the email address at which the business will receive emails.
 - d. For **Business Fax** (optional), enter the business fax number.
 - e. For **SOS Filing Number**, type in the filing number issued by the Secretary of State when the business was established.
2. Click **SAVE AND NEXT**.

1.4.3 Physical Address (The Licensed Location)

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



The screenshot shows a form with the following fields:

- * Country**: A dropdown menu with "USA" selected.
- * Address Line 1**: A text input field.
- Address Line 2**: A text input field.
- * State**: A dropdown menu with "--None--" selected.
- * County**: A text input field.
- * City**: A text input field.
- * Zip**: A text input field.

Figure 9: Physical Address

- a. For **Address Line 1**, type in the street number and name where the business will be located.
 - b. For **Address Line 2**, type in the street name and number where the business will be located.
 - c. For **City**, type in the name of the city.
 - d. For **State**, select Texas from the dropdown.
 - e. For **Zip**, type in the five number ZIP code (or the nine numbers of the extended code).
 - f. For **County**, select the name of the county from the dropdown.
 - g. For **Country**, leave USA or select the appropriate option from the dropdown.
2. After entering the address, click **VALIDATE ADDRESS** to be sure the address entered is recognized by the United States Postal Service (USPS) or capable of receiving US mail. Select the correct address option and click **SAVE**.

1.4.4 Assumed Names (DBAs)

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

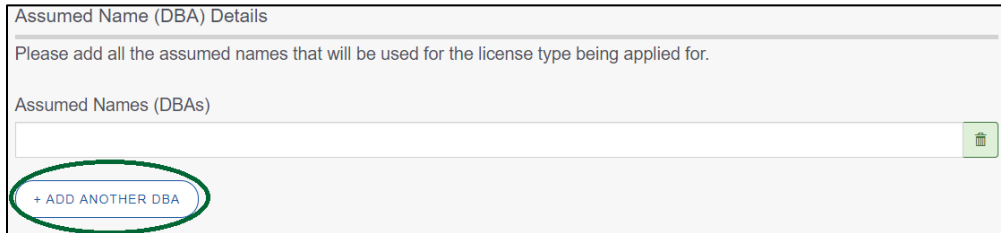


Figure 10: Doing Business as Details Page

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

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, 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.

1.4.5 Mailing Address

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

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

1. To either:

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

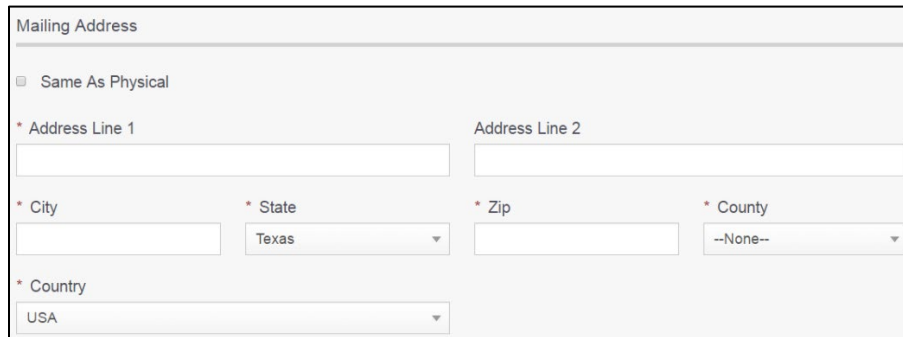


Figure 11: Mailing Address

- For **Address Line 1**, type in the street number and name where mail can be delivered.
 - For **City**, type in the name of the city.
 - For **State**, select the name of the state from the dropdown.
 - For **Zip**, type in the five number ZIP code (or the nine numbers of the extended code).
 - For **County**, select the name of the county from the dropdown.
 - For **Country**, leave USA or select the appropriate option from the dropdown.
 - Click **VALIDATE ADDRESS** to be sure the address entered is recognized by United States Postal Service (USPS) or capable of receiving US mail.
- Click **SAVE AND NEXT**.

1.4.6 Supplemental Locations

If you selected yes on the previous screen, this page will appear. If you do not have any supplemental locations, continue to section 1.4.7 Dealer Plates.

You can select to include additional locations if the supplemental locations are located within the same city and of the same GDN license category as this application (refer to 43 Tex. Admin. Code § 215.135).

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 GDN. (No bond is required if an entity will have a franchise license anywhere in Texas.)

Note: Franchised dealers may have multiple GDNs, as long as they also have the GDN necessary for the new vehicles (vehicle type code) they will be selling.

1. To add another location, click **+ADD LOCATION**.

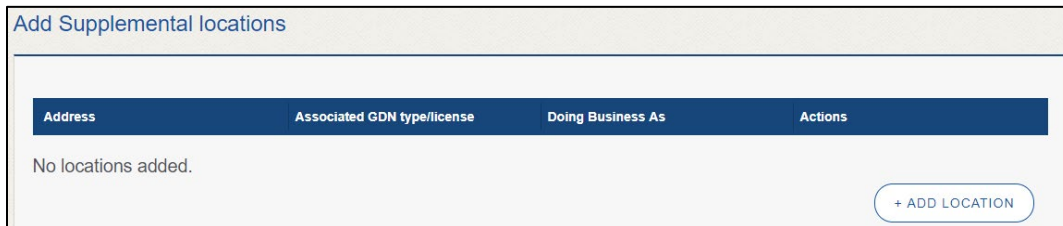


Figure 12: Add Supplemental Location Information

2. On the pop-up, add the business information, location contact details, and DBA for the Supplemental Location:

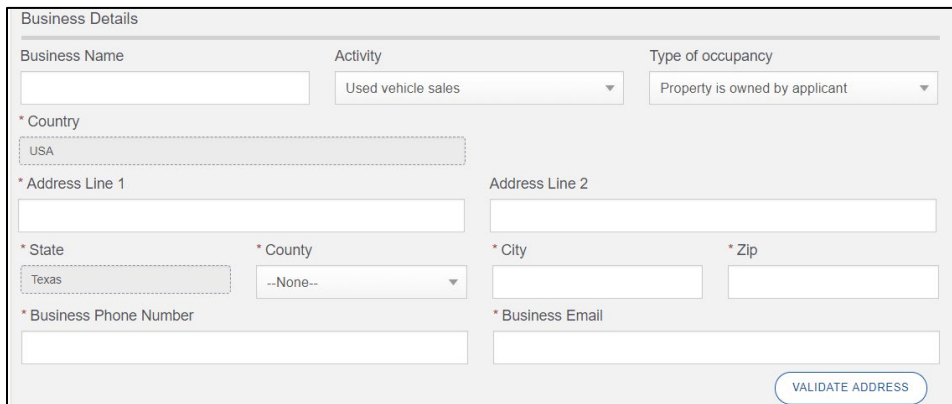


Figure 13: Business Details

- a. For **Business name**, enter the business name of the main license this is supplemental to.
- c. For **Type of Occupancy**, state if you own or lease the property.
- d. For **Address Line 1**, type in the street number and name where the business will be located.
- e. For **Address Line 2 (optional)**, type in any additional street information, such as the suite number.
- f. For **City**, type in the name of the city.

- g. For **State**, select the name of the state from the dropdown.
- h. For **Zip**, type in the five number ZIP code (or the nine numbers of the extended code).
- i. For **County**, select the name of the county from the dropdown.
- j. For **Country**, leave USA or select the appropriate option from the dropdown.
- k. For **Business Phone Number**, type the phone number where business calls will be answered.
- l. For **Business Email**, enter the email address at which the business will receive emails.
- m. Click **Validate Address** to be sure the address entered is recognized by United States Postal Service (USPS) or capable of receiving US mail.

Note: If the addresses cannot be verified, you will receive a *Possible Issues* pop-up. Click **Continue Anyway** to keep moving forward with the application process or click **CLOSE AND CORRECT** to revisit the addresses sections on the Application Details page.

4. In the **Location Contact Details** section:

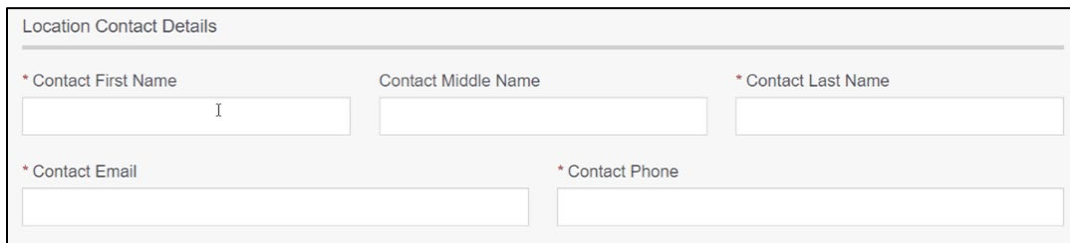


Figure 14: Location Contact Details

- a. For **Contact First Name**, type the first 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 phone number at which the contact for this location will receive and respond to calls.

5. In the **Doing Business As** section:

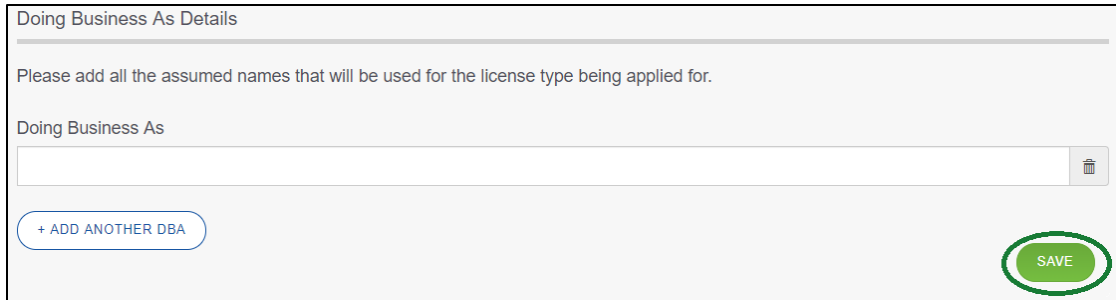


Figure 15: Doing Business As

- a. For **Doing Business As**, enter the assumed name under which the company also operates under (if any).

Note: To add additional DBAs, click **+ADD ANOTHER DBA** for each assumed name.

7. Back on the *Additional Business Locations* page, click **SAVE AND NEXT**.

1.4.7 Dealer Plates

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

The fee per metal dealer plate is \$90.



Figure 16: Order Metal Dealer Plates

1. For **Do you want to order metal dealer plates**, select:
 - **Yes**, enter the number of plates in the **Quantity Requested** field and then click **SAVE AND NEXT** to continue.

License Type	Quantity Requested for Motor Vehicle Plates	Quantity Requested for Motorcycle Plates	Plate limit
Motor Vehicle	5		5

Figure 17: Number of Dealer Plates to Order

Note: You may order plates for each of the requested GDNs at the same time.

1.5 Ownership Information

The ownership information is spread across several pages.

1.5.1 Individual Ownership

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



Figure 18: Individual Ownership Information

2. On the Individual Ownership pop-up:



Figure 19: Individual Ownership Details

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

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

the application process.

9. For **Ownership %**, type in 100%.
10. Click **ADD** and continue to the **Ownership Questions** section on the page.

General partnership

1. Click **+ADD OWNER**.

For the first partner, type in the information as described in steps a-h from the **sole proprietorship** section.

2. For **Ownership %**, type in the appropriate amount.
3. Click **ADD**.
4. Click **+ADD OWNER** again (under the **Individual Ownership** section).

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

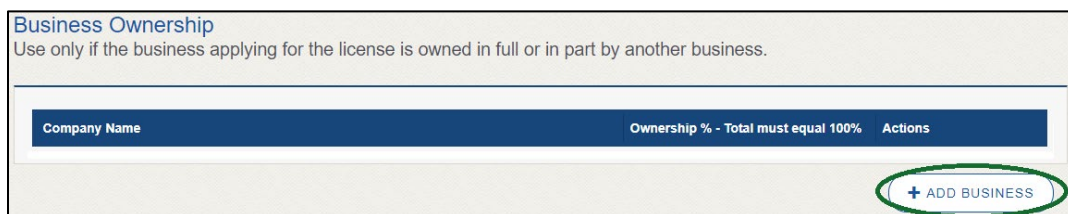
5. For **Ownership %**, type in the appropriate amount to make the total 100%.
6. Click **ADD** and continue to the **Ownership Questions** section on the page.

1.5.2 Business Ownership

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

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

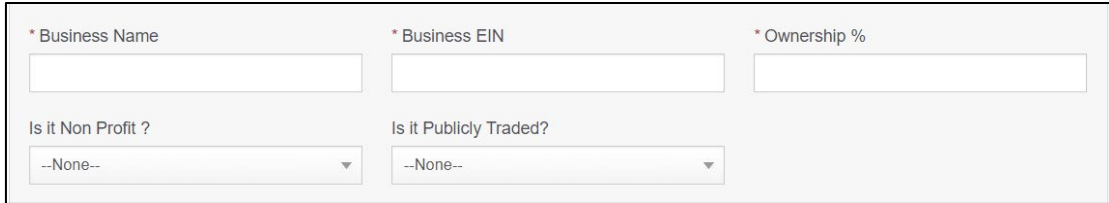
1. On the *Ownership* page, click **+ADD BUSINESS** under the **Business Ownership** section.



Business Ownership
Use only if the business applying for the license is owned in full or in part by another business.

Company Name	Ownership % - Total must equal 100%	Actions
+ ADD BUSINESS		

Figure 20: New Business Ownership



The form contains the following fields:

- * Business Name (text input)
- * Business EIN (text input)
- * Ownership % (text input)
- Is it Non Profit ? (dropdown menu with "--None--" selected)
- Is it Publicly Traded? (dropdown menu with "--None--" selected)

Figure 21: Business Ownership Details

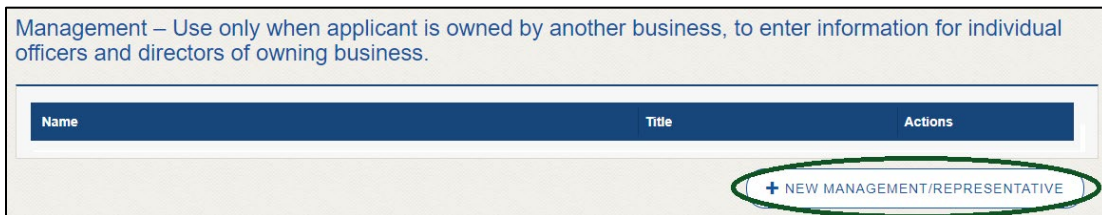
- b. For **Business EIN**, type in the employee identification number issued by the government for the business.
- c. For **Ownership %**, type in the percentage that this company owns.
- d. For **Is It Non-Profit**, select the appropriate option.
- e. For **Is It Publicly Traded**, select the appropriate option.
- f. Click **ADD**.

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

1.5.3 Management

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

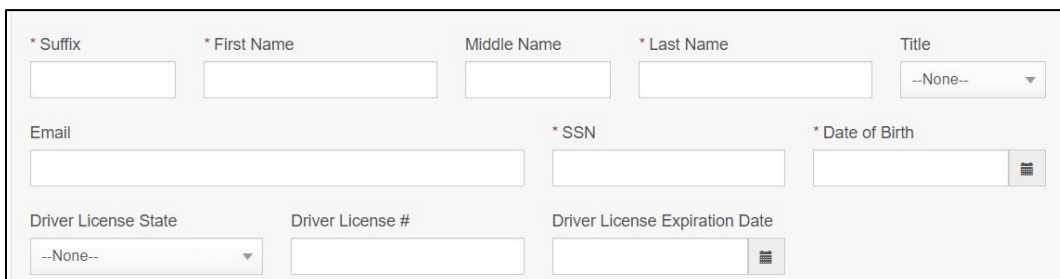
1. On the *Ownership* page, click **+NEW MANAGEMENT/REPRESENTATIVE** under the Management Ownership section.



Management – Use only when applicant is owned by another business, to enter information for individual officers and directors of owning business.

Name	Title	Actions
+ NEW MANAGEMENT/REPRESENTATIVE		

Figure 22: New Management/Representative



The form contains the following fields:

- * Suffix (text input)
- * First Name (text input)
- Middle Name (text input)
- * Last Name (text input)
- Title (dropdown menu with "--None--" selected)
- Email (text input)
- * SSN (text input)
- * Date of Birth (text input with calendar icon)
- Driver License State (dropdown menu with "--None--" selected)
- Driver License # (text input)
- Driver License Expiration Date (text input with calendar icon)

Figure 23: Management Ownership Details

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

3. Click **ADD** to continue with the **Ownership Questions** section.

1.5.4 Ownership Questions

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

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

* 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-- ▼

Figure 24: Ownership Questions

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

1.5.5 Criminal History

If the *Criminal History* page displays, supply information about each offense and for each owner listed.

1. For each name shown, click **VIEW/ADD CRIMINAL HISTORIES** for the name shown that has a criminal history.

Owners List					
Name	Email Address	Date of Birth	Ownership type	Title	Criminal History Details
Kevvin Brians		02/05/2017	Management		VIEW/ADD CRIMINAL HISTORIES
Kevin Brains		01/01/1970	Individual	Executive	VIEW/ADD CRIMINAL HISTORIES

Figure 25: View/Add Criminal Histories

No criminal history present for Franchise Dealer : franchise.dealer@mailinator.com	ADD CRIMINAL HISTORY
--	--------------------------------------

Figure 26: Add Criminal History

Offense and Charge		
* Please state the exact crime for which the person was charged, convicted, or received a deferred adjudication		
<input type="text"/>		
* Date of Offense	Date of Conviction/Deferred Adjudication	* Is the person currently on parole or probation?
<input type="text"/>	<input type="text"/>	--None--
* County	* State	* Court
<input type="text"/>	--None--	<input type="text"/>
* Sentence or Action imposed by court(example- six months in Travis County Jail):		
<input type="text"/>		
* Describe the events and circumstances that lead to the charge.		
<input type="text"/>		

Figure 27: Offense and Charge Details

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

- c. For **Date of Conviction/Deferred Adjudication**, type in the mm/dd/yyyy (or select it from the calendar).
- d. For **Is person currently on parole or probation**, select the appropriate response.
- e. For **County**, type in the name of the county in which the offense occurred.
- f. For **State**, select the name of the state from the dropdown 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 **APPLY**.
- k. After the pop-up closes, repeat the steps above for each criminal offense on the *Criminal History* page.

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

4. Click **SAVE AND NEXT**.

1.6 Additional Questions

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

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

1. Go to the bottom of the page and click **PREVIOUS** and then click **SAVE AND EXIT** on the *Ownership Details* page to save all information entered to date.
2. After retrieving this information, display the *Welcome* page, locate the **My Applications** section, and click **VIEW**.
3. On the *My Accounts* page, locate this application in the list and click it.
4. On the *Ownership Details* page, click **SAVE AND NEXT** to display the *Question* page again

1.6.1 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, additional 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?

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

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

Additional Details

If you are current or former military, you may qualify for a reduction in fees or a waiver of requirements. 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:

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

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

1.6.2 Previous Licenses Question

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

* 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 previous licenses?

Business Name License Type License # Last Effective Date

If you select:

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

1.6.3 Previous Denied, Suspended, or Revoked License Question

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

* 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.

Yes ▾


Additional Details

If yes, how many previous licenses or applications have been denied, suspended, or revoked?

Business Name License #

Reason For Denial/Suspended Or Revoked Last Effective Date

License Status

Revoked ▾ 

If you select:

- **No**, continue to the next question.
- **Yes**, type in the number of licenses received and then for the first license:
 - a. For **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/Revoked**, type in an appropriate response.
 - d. For **Last Effective Date**, type in the mm/dd/yyyy (or select it from the calendar) when the license expired or will expire.
 - e. For **License Status**, select the appropriate option from the dropdown.
 - f. Click **ADD**.
 - g. Repeat the steps above for each license.

1.6.4 Same Proposed Location Question

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

* Has the applicant or any partner, any LLC member or manager, or any director, officer, owner (except for stockholders of publicly-traded companies) or any relative of the applicant ever applied for a license at the same proposed location that is the subject of this application? Yes ▾

Additional Details

Please explain below.

If you select:

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

1.6.5 Signage Questions

You are required to answer a question about whether 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.

* Does the applicant have a sign that is clearly visible to the public, permanently posted, with letters at least 6 inches high? Yes ▾

If you select:

- **Yes**, continue to the next question.
- **No**, the *Possible Issues* pop-up will display and the application will not be approved until you can provide proof that this situation is corrected. Click **CONTINUE ANYWAY**, to proceed to the *Required Attachments* page.

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

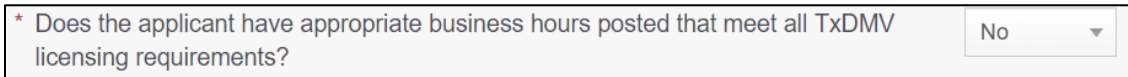
- Please review your answers. This application cannot be approved until you meet the requirement of having a sign that is visible to the public.

1.6.6 Posted Business Hours Question

You are required to answer a question about whether you have appropriate business hours posted that meet all TxDMV licensing requirements.

Business hours for each day of the week must be posted at the main entrance of the

office. The owner or an employee of the dealership must be at the location during the posted business hours. In the event the owner or an employee is not available to conduct business during the posted business hours, a separate sign must be posted indicating the date and time the owner or employee will resume operations.

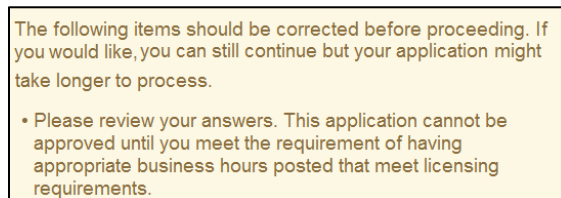


* Does the applicant have appropriate business hours posted that meet all TxDMV licensing requirements? No ▾

Figure 34: Business Hours Posted Question

If you select:

- **Yes**, continue to the next question.
- **No**, the *Possible Issues* pop-up will display and the application will not be approved until you can provide proof that this situation is corrected. Click **CONTINUE ANYWAY**, to proceed to the *Required Attachments* page.



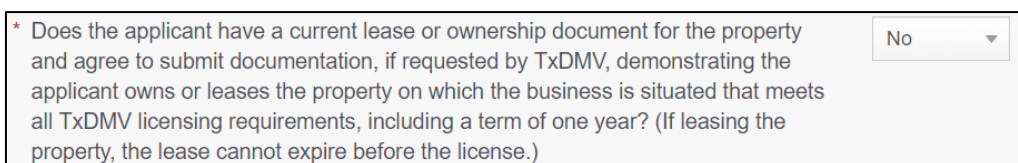
The following items should be corrected before proceeding. If you would like, you can still continue but your application might take longer to process.

- Please review your answers. This application cannot be approved until you meet the requirement of having appropriate business hours posted that meet licensing requirements.

Figure 35: Possible Business Hours Issue Pop-up

1.6.7 Lease/Ownership of Dealership Property Question

You are required to answer a question about whether the dealership has a lease or ownership document for the property that they can submit to demonstrate that the dealership meets all TxDMV licensing requirements, including a term of one year if leased.



* 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.) No ▾

Figure 36: Lease/Ownership of Dealership Property

If you select:

- **Yes**, continue to the next question.
- **No**, the *Possible Issues* pop-up will display and the application will not be approved until you can provide proof that this situation is corrected. Click **CONTINUE ANYWAY**, to proceed to the *Required Attachments* page.

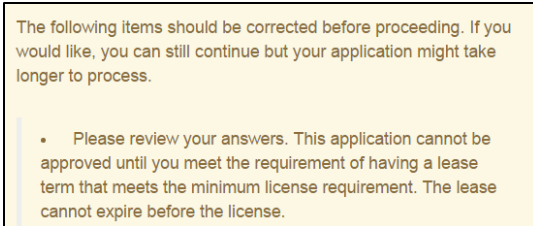


Figure 37: Possible Dealership Property Issues Pop-up

1.6.8 Property Compliance Question

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

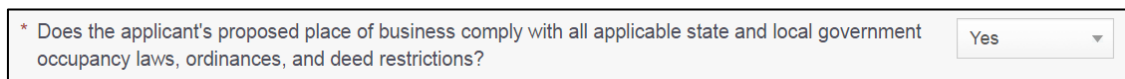


Figure 38: Property Compliance Question

If you select:

- **Yes**, continue to the next question.
- **No**, the *Possible Issues* pop-up will display and the application will not be approved until you can provide proof that this situation is corrected. Click **CONTINUE ANYWAY**, to proceed to the *Required Attachments* page.

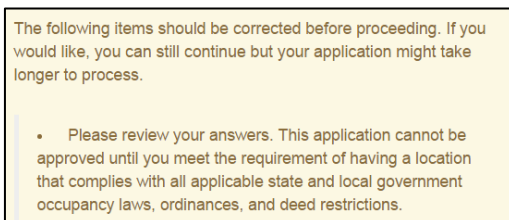


Figure 39: Possible Property Compliance Issues Pop-up

1.6.9 Proof of Occupancy Question

You are required to answer a question about whether you have obtained all mandatory certificates of occupancy or similar authority to operate a business at the proposed location.

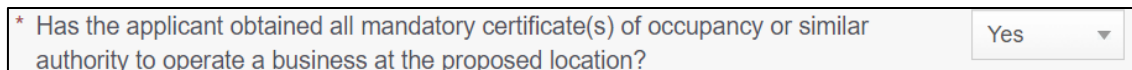


Figure 40: Proof of Occupancy

If you select:

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

- **No**, the *Possible Issues* pop-up will display and the application will not be approved until you can provide proof that this situation is corrected. Click **CONTINUE ANYWAY**, to proceed to the *Required Attachments* page.

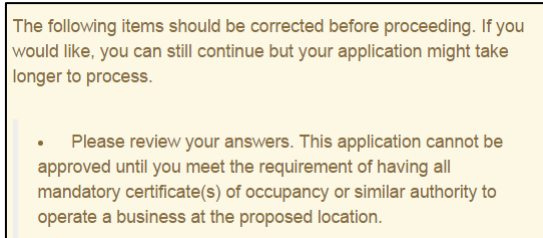


Figure 41: Possible Proof of Occupancy Issues

1.6.10 Place of Business Structure Question

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

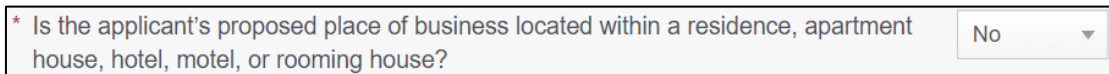


Figure 42: Place of Business Structure

If you select:

- **No**, continue to the next question.
- **Yes**, the *Possible Issues* pop-up will display and the application will not be approved until you can provide proof that this situation is corrected. Click **CONTINUE ANYWAY**, to proceed to the *Required Attachments* page.

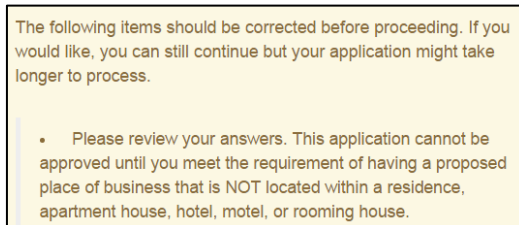
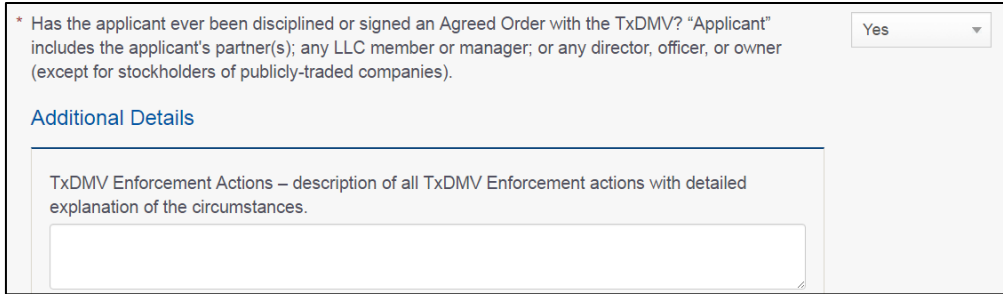


Figure 43: Possible Business Structure Issues Pop-up

1.6.11 Previous Texas Occupations Code Violations Question

You are required to answer a question about whether 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.



* 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.

Figure 44: Occupations Code Violations

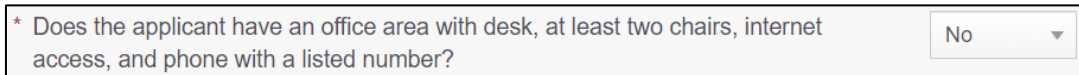
If you select:

- **No**, continue to the next question.
- **Yes**, provide the Enforcement action details in the **Additional Details** area that displays.

1.6.12 Business Office Question

You are required to answer a question about whether the proposed dealership location has an office area with a desk, at least 2 chairs, a phone with a listed number, and access to the Internet.

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

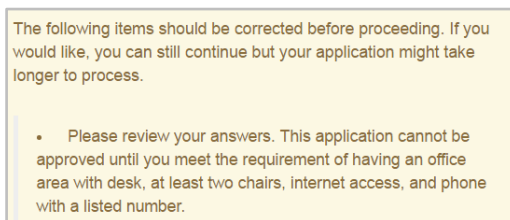


* Does the applicant have an office area with desk, at least two chairs, internet access, and phone with a listed number? No

Figure 45: Business Office Question

If you select:

- **No**, continue to the next question.
- **Yes**, the *Possible Issues* pop-up will display and the application will not be approved until you can provide proof that this situation is corrected. Click **CONTINUE ANYWAY**, to proceed to the *Required Attachments* page.



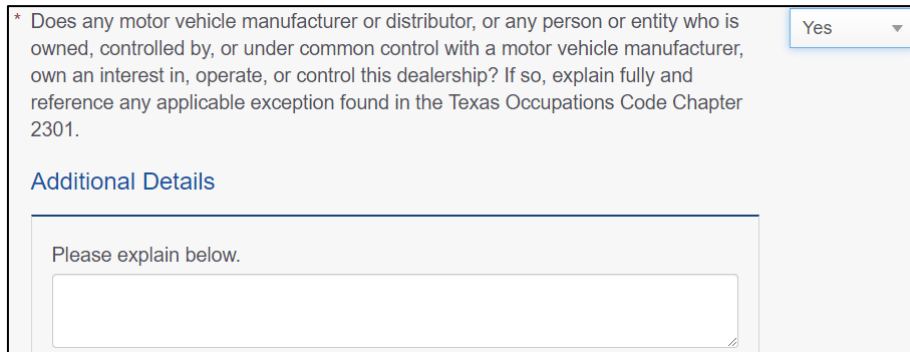
The following items should be corrected before proceeding. If you would like, you can still continue but your application might take longer to process.

- 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.

Figure 46: Possible Dealership Office Issues Pop-up

1.6.13 Manufacturer/Distributor Common Ownership Question

You are required to answer a question about whether the 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.



* 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.


Figure 47: Manufacturer or Distributor Common Ownership

If you select:

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

1.6.14 Display Area Question

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



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

No

Figure 48: Display Area Question

If you select:

- **No**, click **SAVE AND NEXT**.
- **Yes**, the *Possible Issues* pop-up will display and the application will not be approved until you can provide proof that this situation is corrected. Click **CONTINUE ANYWAY**, to proceed to the *Required Attachments* page.

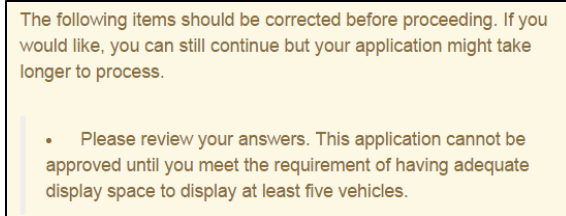


Figure 49: Possible Display Area Issues Pop-up

1.6.15 Using your GDN License to Operate as a Salvage Dealer

You are required to answer a question about whether you be using your GDN license to operate as a Salvage dealer at the same business location? Not applicable to Wholesale, Wholesale Auction, and Independent Mobility Motor Vehicle (IMMV) dealers.

* Will you be using your GDN license to operate as a Salvage dealer at the same business location? Not applicable to Wholesale, Wholesale Auction, and Independent Mobility Motor Vehicle (IMMV) dealers.

Figure 50: GDN License to Operate as a Salvage Dealer

If you select:

- **No**, the system displays a warning to answer the questions correctly.
- **Yes**, in the **Additional Details**, type in the Texas Sales Tax Identification Number and the NMVTIS Identification Number of the Salvage business and then click **SAVE AND NEXT**.

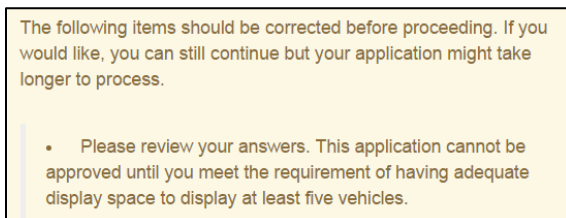


Figure 51: Possible Operating as a Salvage Dealer Issues Pop-up

1.7 Required Attachments

On the *Required Attachments* page, you are required to upload files containing scanned copies of certain documents. Although the exact files requested depend on the answers and selections made during the application process, Proof of Owner Identity, Assumed Name Certificates, Sales and Service Agreement/Evidence of Franchise statements are typically requested. If any criminal history has been reported, the resolution, adjudication or court papers may also be requested.

Be sure the files to upload are on your personal computer or a shared network resource you can access.

1.7.1 Uploading Attachments

To upload each file:

1. For each file required on the *Required Attachments* page, click **CHOOSE FILE**.

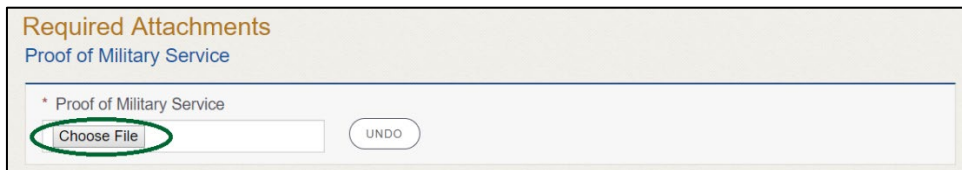


Figure 52: Choose File for Required Attachments Uploads

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

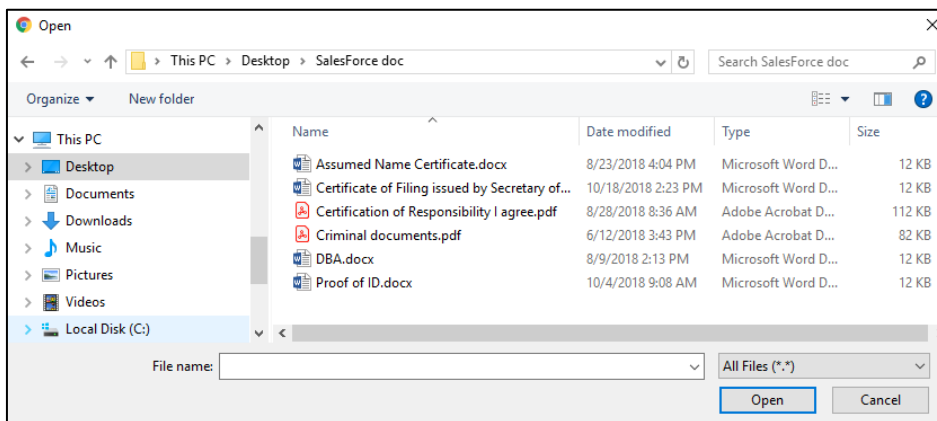


Figure 53: Browse for File

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

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

1.7.2 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 business was formed.

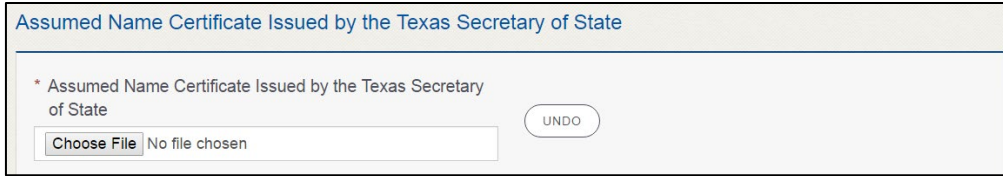


Figure 54: Assumed Name Certificate Upload

1.7.3 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.

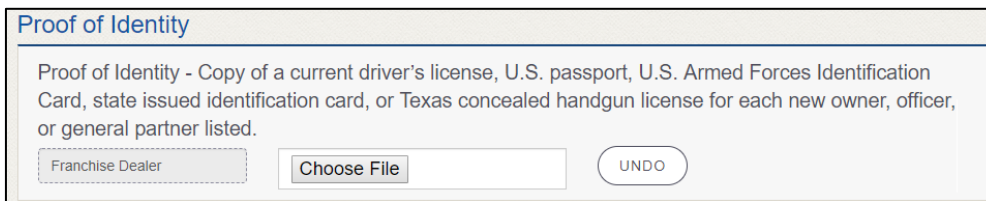


Figure 55: Proof of Identity Upload

1.7.4 Certificate of Incorporation

If the ownership is other than sole proprietor or general partnership, you are required to upload a file containing a scanned copy of the Certificate of Incorporation filed with the Texas Secretary of State.



Figure 56: Certificate of Incorporation Upload

1.7.5 Criminal Court Papers

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



Figure 57: Criminal Court Papers Upload

1.7.6 Other Attachments

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

1. Click **+Add More Attachments**.

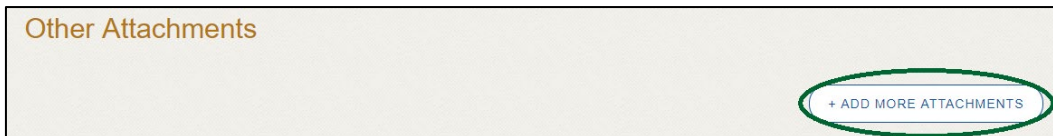


Figure 58: Add More Attachments

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

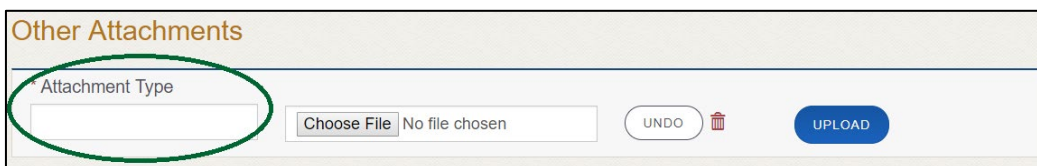


Figure 59: Attachment Type

1.7.7 Problems with Your Application

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

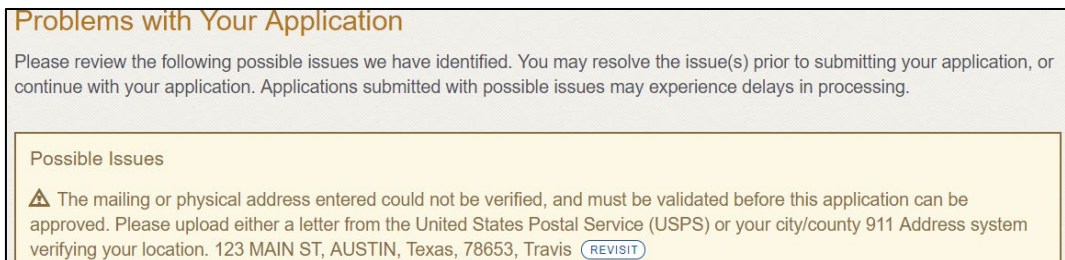


Figure 60: Problems with Your Application

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

1.8 Summary

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

Organization <input type="text" value="Franchise Dealer, LLC"/>	Application Type <input type="text" value="New"/>
Business Name <input type="text" value="Franchise Dealer, LLC"/>	License Type <input type="text" value="Franchise"/>
Type of Business <input type="text" value="Sole Proprietor"/>	SSN <input type="text"/>
Application Reason <input type="text" value="Apply for New License"/>	Application Status <input type="text" value="Pending"/>
Associated License <input type="text" value="N/A"/>	Created Date <input type="text" value="05/15/2019"/>
	Submitted Date <input type="text"/>

Figure 61: Summary of Application Information

- At the bottom of the page, choose one of the following:
 - PRINT** to send the summary to print on your local printer.
 - PREVIOUS** to return to the page where adjustments need to be made.
 - SAVE AND EXIT** to store all the information without submitting the application.
 - SAVE AND NEXT** to continue to the next page.

1.9 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 Certification 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 then print the Certification of Responsibility and sign it. See section 3.10.2, for instructions.

1.9.1 Electronically Signing the Application

- 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

Figure 62: Electronically Sign the Application

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

2. On the *Certification of Responsibility* page:

If the system cannot verify your information, continue to section about printing and signing the Certification of Responsibility in section 1.9.2.

Certification of Responsibility

- The applicant or an authorized agent hereby certifies that statements made on this application and on attachments and documents submitted are true, complete, and correct.
- Applicant acknowledges that the department may deny an application for a license or revoke or cancel a license if the applicant submits false or misleading information, makes a false statement, or refuses or fails to provide information requested by the department.
- Applicant 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 agrees to notify the TxDMV of a material change (including but not limited to a change in criminal history) within a reasonable time.
- Applicant swears they are not at this time delinquent in any court-ordered obligation to pay child support.
- Applicant has complied with all applicable state laws and municipal ordinances.

I Agree

Figure 63: Electronic Certification of Responsibility

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

- The applicant or an authorized agent hereby certifies that statements made on this application and on attachments and documents submitted are true, complete, and correct.
 - Applicant acknowledges that the department may deny an application for a license or revoke or cancel a license if the applicant submits false or misleading information, makes a false statement, or refuses or fails to provide information requested by the department.
 - Applicant 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 agrees to notify the TxDMV of a material change (including but not limited to a change in criminal history) within a reasonable time.
 - Applicant swears they are not at this time delinquent in any court-ordered obligation to pay child support.
 - Applicant has complied with all applicable state laws and municipal ordinances.
4. Click **I Agree**.
 5. Scroll down to the **Sign Here** field and type in your full legal name.

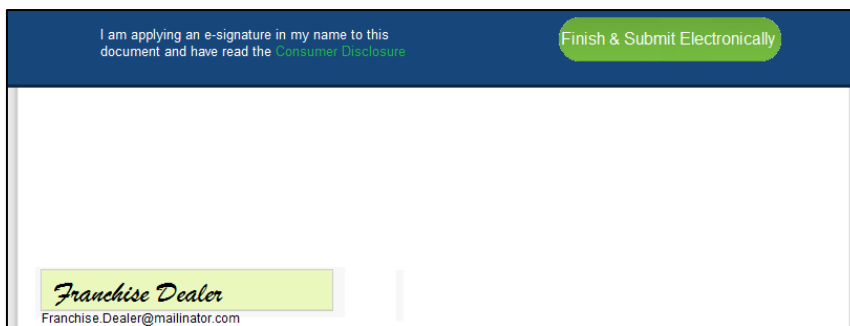


Figure 64: Electronic Signature

6. Click **Finish & Submit Electronically** on the top of the screen.
7. On the *Thank You* page of the pop-up, click **CLOSE**.
8. Back on the *Certification of Responsibility* page, click **SAVE AND NEXT**.

- On the *Please ensure you have read the terms and conditions* pop-up, you can click **OK** to go back and read the certification again or click **PROCEED TO PAYMENT** link to start the payment process.

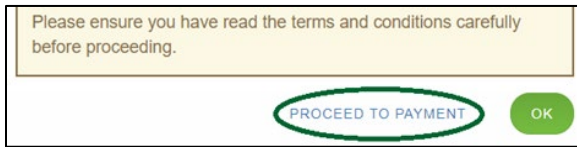


Figure 65: Proceed to Payment

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

1.9.2 Manual Signature Submission

- On the *eSign* page:

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
<input type="text"/>	<input type="text"/>	<input type="text"/>
* Driver License Issuing State		
Other		
Date of Birth	Driver License Number	
<input type="text"/>	<input type="text"/>	

Figure 66: eSign Page

- For **First Name**, type it in exactly as it appears on your driver license/ID.
 - For **Last Name**, type it in exactly as it appears on your driver license/ID.
 - From the **Driver License Issuing State** dropdown, select **Other**.
- Click **SAVE AND NEXT**.
 - Click **CERTIFICATION OF RESPONSIBILITY PDF** link.



Figure 67: Certification of Responsibility PDF Link

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

Certification of Responsibility

- The applicant or an authorized agent hereby certifies that statements made on this application and on attachments and documents submitted are true, complete, and correct.
- Applicant acknowledges that the department may deny an application for a license or revoke or cancel a license if the applicant submits false or misleading information, makes a false statement, or refuses or fails to provide information requested by the department.
- Applicant 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 agrees to notify the TxDMV of a material change (including but not limited to a change in criminal history) within a reasonable time.
- Applicant swears they are not at this time delinquent in any court-ordered obligation to pay child support.
- Applicant has complied with all applicable state laws and municipal ordinances.

Date: _____ Printed Name: _____

Authorized Signature: _____

Title: _____

Figure 68: Certification of Responsibility Manually Print

6. To upload and attach the signed certification document to this Franchise Dealer license 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 **CHOOSE FILE**.
 - c. In the *Open* Windows dialog box, navigate to the file, select it and then click **Open**.

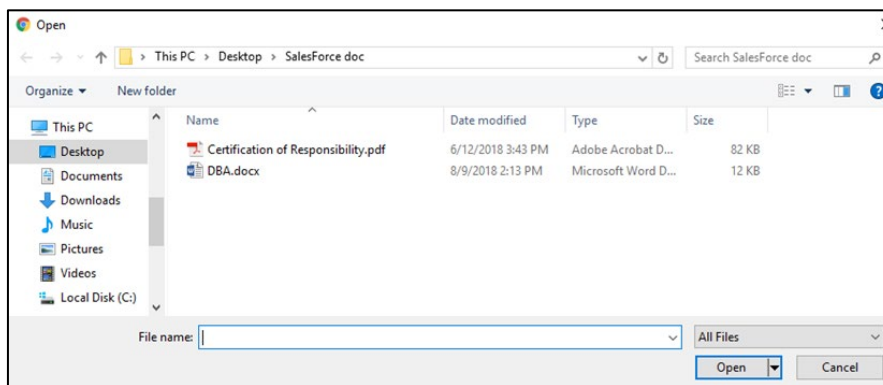


Figure 69: Browse for File

- d. When the name of the file displays on the **Attachments** page area, scroll to the bottom of the page and click **UPLOAD**.
7. Click **SAVE AND NEXT**.
8. On the pop-up, click the **PROCEED TO PAYMENT** link.

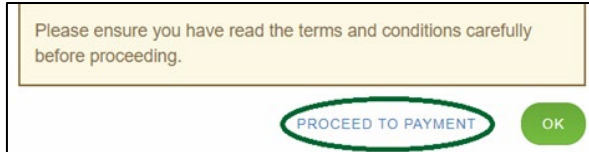


Figure 70: Proceed to Payment

1.10 Payments and Application Submission

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

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

To make a payment:

1. On the *Payment Summary* page:



Figure 71: Payment Summary

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

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

3. On the bottom of the page, for **Method of Payment**, select the appropriate option.

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

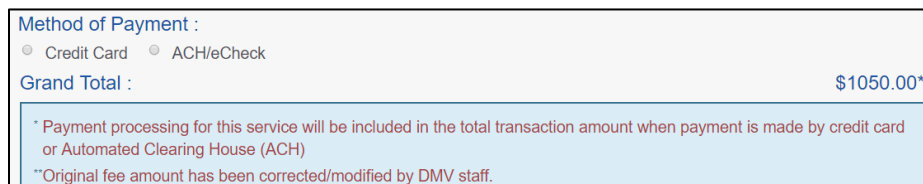


Figure 72: Method of Payment

4. Click **Proceed to Pay**.

To Pay by Credit Card

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

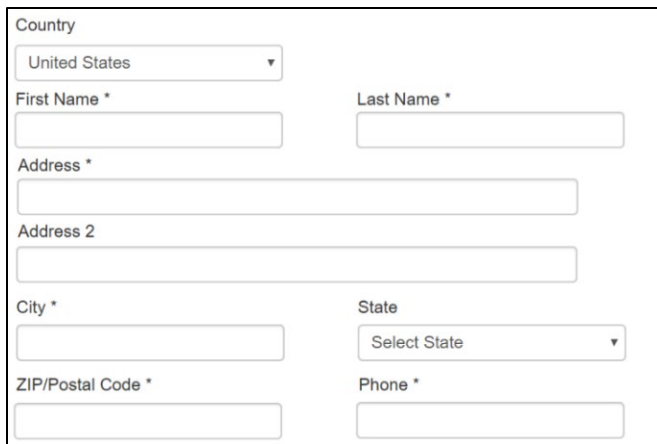


Figure 73: Credit Card Customer Information

- a. For **First Name**, type in your first name as it appears on the credit card.
- b. For **Last Name**, type in your last name as it appears on the credit card.
- c. For **Address**, type in the street number and name of the street used to bill the credit card.
- d. For **Address 2** (optional), type in the additional street information, such as the suite number.
- e. For **City**, type in the name of the city.
- f. For **State**, select the name of the state from the dropdown.
- g. For **ZIP/Postal Code**, type in the five number ZIP code (or, the nine numbers of the extended code).
- h. For **Phone**, type in the phone number associated with the credit card holder.
- i. Click **Next**.

2. In the **Payment Info** section:

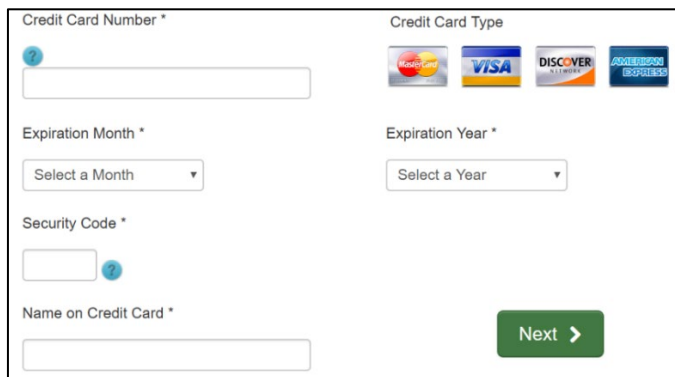


Figure 74: Credit Card Information

- a. For **Credit Card Number**, type in the numbers on the card.

- b. For **Expiration Month**, select the appropriate month from the dropdown.
 - c. For **Expiration Year**, select the appropriate year from the dropdown.
 - d. For **Security Code**, type in the 3-digit number from the back of the card.
 - e. For **Name on Card**, type in the full name printed on the card.
 - f. Click **NEXT**.
3. In the Verification section, click **I'm not a robot**.



Figure 75: Verification "I'm not a robot"

4. In the *Verification* pop-up, select all the images that the verification is asking for, then click **Verify**.



Figure 76: Verification Image

5. Click **Submit Payment**.

To pay by ACH/eCheck

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

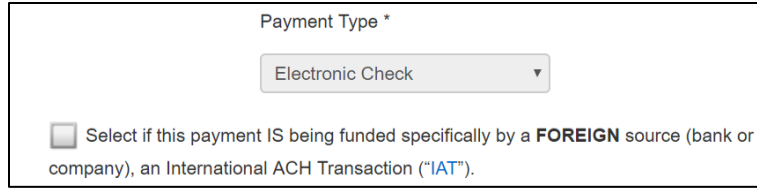


Figure 77: Foreign Source Payment

2. On the Customer Information page:

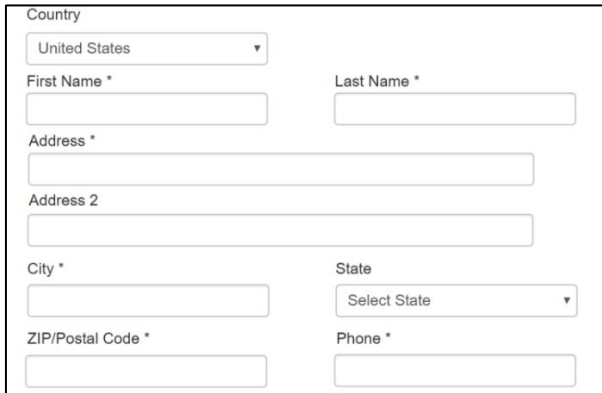


Figure 78: eCheck Customer Information

- a. For **First Name**, type in your first name as it appears on the account.
- b. For **Last Name**, type in your last name as it appears on the account.
- c. For **Address**, type in the number and name of the street used to bill the account.
- d. For **Address 2** (optional), type in the additional street information, such as the suite number.
- e. For **City**, type in the name of the city.
- f. For **State**, select the name of the state from the dropdown.
- g. For **ZIP/Postal Code**, type in the five number ZIP code (or the nine numbers of the extended code).
- h. For **Phone**, type in the phone number associated with the account holder.
- i. Click **NEXT**.

3. On the **Payment Info** page:

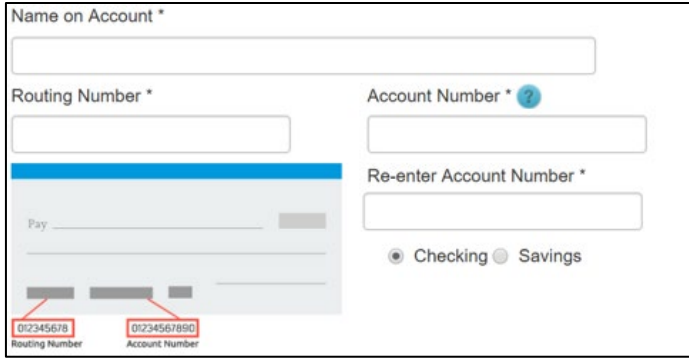


Figure 79: Checking Account Information

- a. Enter the **Name on the Account**.
 - b. Enter the **Routing Number**.
 - c. Enter the **Account Number**.
 - d. Re-enter the **Account Number**.
 - e. Select whether the account is a **Checking** or **Savings** account.
4. Click **NEXT**.
 5. Carefully read the Terms and Conditions. After reading the Terms and Conditions, check the **Yes** to authorize.

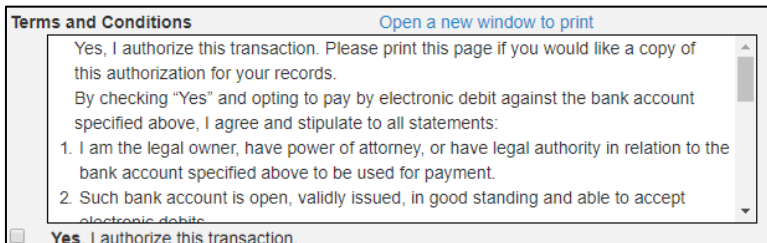


Figure 80: Terms and Conditions Page

6. In the **Verification** section, click **I'm not a robot**.



Figure 81: Verification "I'm not a robot"

7. In the *Verification* pop-up, select all the images that the verification is asking for, then click **Verify**.



Figure 82: Verification Image

8. Click **SUBMIT PAYMENT**.
9. After the *Please Wait* popup closes, verify **Payment Successful** displays on the *Payment Summary* page and click **NEXT**.

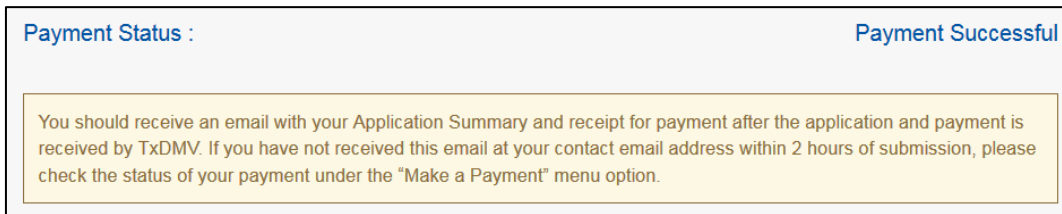


Figure 83: Payment Status

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