Texas Department of Motor Vehicles

Form MVD-438-A
(Rev. 5/13)

Motor Vehicle Division
Salvage Licensing Section
P.O. Box 13176
Austin, TX 78711-3176
888-368-4689

SALVAGE VEHICLE DEALER LICENSE APPLICATION

A. *BUSINESS CLASSIFICATION*

CHECK THE BUSINESS CLASSIFICATION THAT APPLIES TO YOUR BUSINESS

☐ **SOLE PROPRIETORSHIP** - *a business owned and operated by one individual.* **(If selected, complete Sections A, B, C, D, H, I, J and attach all requested documentation)**

☐ **PARTNERSHIP** - *a legal relationship existing between two or more persons contractually associated as joint principals in business where all partners are fully liable for all debts of the business and share all profits.* **(If selected, complete Sections A, B, C, E, H, I, J and attach all requested documentation)**

☐ **CORPORATION** - *a legal business entity created under federal or state statutes and granted a charter legally recognizing the business as a separate entity having its own rights, powers, privileges and liabilities distinct and separate from those of its members.* **(If selected, complete Sections A, B, C, F, G, H, I, J and attach all requested documentation)**

B. *CLASSIFICATION OF LICENSE*

(If renewing, use *For License Renewal Only* on last page)

1. CHECK ALL THAT APPLY

☐ New Automobile Dealer	**$95.00**	☐ Salvage Pool Operator	**$95.00**
☐ Used Automobile Dealer	**$95.00**	☐ Salvage Vehicle Broker	**$95.00**
		☐ Salvage Vehicle Rebuilder	**$95.00**

NOTE: FEES ARE NON-REFUNDABLE

TOTAL $ _____

C. *BUSINESS INFORMATION*

2. Business Name: _____
3. DBA/Assumed Name (if different from above): _____
4. Physical Address: _____

   City: _____ Zip: _____ County: _____

   ☐ Additional locations in the same county (Please list on a separate sheet)
5. Mailing Address: _____

   City: _____ Zip: _____ County: _____
6. E-mail Address: _____ 7. Telephone: _____
8. Federal Employer Identification Number: _____
9. Texas Sales Tax Identification Number: _____
10. National Motor Vehicle Title Information System (NMVTIS) Identification Number: _____

WARNING: FALSIFYING INFORMATION ON THIS FORM IS A FELONY UNDER THE TEXAS PENAL CODE.

D. *SOLE PROPRIETORSHIP INFORMATION*

11. Legal Name: _____ 12. Title: _____

13. Mailing Address: _____ City: _____ Zip: _____

14. County: _____ 15. Telephone: _____

16. Date of Birth: _____ 17. Driver License Number: _____ State: _____

18. Social Security Number: _____

E. *PARTNERSHIP INFORMATION* (Attach separate sheet if necessary)

19. Legal Name: _____ 20. Title: _____

21. Mailing Address: _____ City: _____ Zip: _____

22. County: _____ 23. Telephone: _____

24. Date of Birth: _____ 25. Driver License Number: _____ State: _____

26. Social Security Number: _____

F. *CORPORATION INFORMATION* (Attach separate sheet if necessary)

27. Charter Number: _____ 28. Date of Incorporation: _____

29. State of Incorporation: _____

30. Name of Registered Agent in Texas: _____

31. Agent Physical Address: _____

City: _____ Zip: _____ County: _____

G. *CORPORATE OFFICERS/DIRECTORS* (Attach separate sheet if necessary)

32. Legal Name: _____ 33. Title: _____

34. Mailing Address: _____ City: _____ Zip: _____

35. County: _____ 36. Telephone: _____

37. Date of Birth: _____ 38. Driver License Number: _____ State: _____

39. Social Security Number: _____

40. Legal Name: _____ 41. Title: _____

42. Mailing Address: _____ City: _____ Zip: _____

43. County: _____ 44. Telephone: _____

45. Date of Birth: _____ 46. Driver License Number: _____ State: _____

47. Social Security Number: _____

H. BUSINESS REFERENCES

48. Name		Daytime Phone ( )	County
Street Address	City	State	Zip Code
49. Name		Daytime Phone ( )	County
Street Address	City	State	Zip Code
50. Name		Daytime Phone ( )	County
Street Address	City	State	Zip Code

I. CERTIFICATION AFFIDAVIT

A salvage vehicle dealer license cannot be issued if:

- the applicant, or any owner, partner, director, or corporate officer of the business has been convicted of a felony, and it has not been at least three (3) years since the termination of the sentence, parole, mandatory supervision or probation for a felony conviction.**
- the applicant, or any owner, partner, director or corporate officer of the business has previously had a salvage vehicle dealer license revoked (Note: A new license may not be issued before the first anniversary of the date of revocation pursuant to Title 43, Texas Administrative Code, Section 17.81).

51.	Has the applicant, any employee, owner, partner, director or corporate officer previously applied for a salvage license? If **yes**, was license: ☐ Approved? ☐ Disapproved?	☐ NO ☐ YES
52.	Has the applicant, owner, partner, director or corporate officer ever had a salvage license revoked or suspended? If **yes**, list all business names, dates, and licenses revoked or suspended on a separate sheet.	☐ NO ☐ YES
53.	Has the applicant, any owner, partner, director or corporate officer ever been convicted of a felony? If **yes**, on a separate sheet explain fully including all name(s) and date(s) of final release of sentence, parole, mandatory supervision or probation.**(see above) Name _____ Release Date _____	☐ NO ☐ YES

J. PLEASE READ AND SIGN IN THE PRESENCE OF A NOTARY PUBLIC.

Applicant or authorized agent hereby certify under penalty of perjury that statements made above and on the additional pages attached are true and correct, and that all documents submitted with this application are complete, submitted in their entirety, and accurately represented. Applicant agrees to allow the Texas Department of Motor Vehicles to examine during working hours the ownership papers for each registered or unregistered vehicle in the applicant's possession or control. Applicant swears that the applicant, owner, or any partner, director or corporate officer is not delinquent in any court ordered obligation to pay child support at this time.

Date: _____

_____
Owner, Business or Corporate Name (Print or Type)

_____
Authorized Signature

_____
Title

STATE OF _____ , COUNTY OF _____

Subscribed and sworn before me this _____ day of _____ , 20_____

_____
Notary Public

In accordance with the Texas Family Code, §231.302(c), each licensing authority will request, and each applicant for a license will provide, the applicant's Social Security Number for the purpose of child support enforcement.

Privacy Statement

The Texas Department of Motor Vehicles maintains the information collected through this form. With few exceptions, you are entitled upon request to be informed about the information that we collect about you. You may also review and correct the information collected. To make an open records request, contact 1-888-368-4689 or MVD_Openrecords@TxDMV.gov.

REQUIRED ATTACHMENTS TO THE APPLICATION

Include the appropriate attachments as indicated below with this application.
Missing or incomplete attachments will delay processing your application.

ALL APPLICANTS

☐ **PROOF OF IDENTITY** - Photocopy of current driver license for each owner, officer, director and/or partner

☐ **TEXAS SALES AND USE TAX PERMIT** - Photocopy of current permit issued by the **Texas Comptroller of Public Accounts**

☐ **ASSUMED NAME CERTIFICATES** - Provide a copy of your Assumed Name Certificate or "DBA" that shows your legal name, the legal names of your partners followed by DBA and the name under which you will do business. Corporations, Limited Liability Companies (LLC), Limited Partnerships (LP), and registered limited liability partnerships (LLP) must obtain these certificates from the **Texas Secretary of State**; only sole proprietors and general partnerships may provide a certificate from their County Clerk.

National Motor Vehicle Title Information System (NMVTIS)

☐ The National Motor Vehicle Title Information System (NMVTIS) is a federally mandated program overseen by the US Department of Justice. As a salvage dealer you are required to report your salvage vehicle transactions to NMVTIS. Details on the reporting requirements can be found at http://vehiclehistory.gov/. Upon registration, please provide your NMVTIS number.

CORPORATION or LLC (in addition to the items listed above)

☐ **FRANCHISE TAX ACCOUNT STATUS** - Photocopy (from the Texas Comptroller of Public Accounts)

FOR LICENSE RENEWAL ONLY

If renewing your license using this application, please remit the **appropriate fees for each classification selected below** and complete the entire application excluding section B.

CHECK ALL THAT APPLY

☐ New Automobile Dealer*

☐ Used Automobile Dealer*

☐ Salvage Pool Operator

☐ Salvage Vehicle Broker

☐ Salvage Vehicle Rebuilder

*** Dealer License Number** _____

☐ Renewal Application: $85.00 - Per Classification

☐ Renewal Application (if 90 days or less has passed since the license expired): $127.50 - Per Classification

☐ Renewal Application (if license has been expired for more than 90 days): $170.00 - Per Classification

(NOTE, FEES ARE NON-REFUNDABLE)

TOTAL $ _____

Please remit payment in the form of personal check, money order or cashier's check, payable to the Texas Department of Motor Vehicles and mail to:

Texas Department of Motor Vehicles
Motor Vehicle Division
P.O. Box 13176
Austin, TX 78711-3176