(512) 465-3000
Toll-Free (888) 368-4689

Texas Department *of* Motor Vehicles

APPLICATION FOR NEW MOTOR VEHICLE CONVERTER LICENSE

Under Texas Occupations Code §2301.002(6), "Converter means a person who before the retail sale of a motor vehicle: (A) assembles, installs, or affixes a body, cab, or special equipment to a chassis; or (B) substantially adds, subtracts from, or modifies a previously assembled or manufactured motor vehicle other than a motor home, ambulance, or fire-fighting vehicle."

1. **BUSINESS NAME:** _____

2. **ASSUMED NAME/DBA (if different from above):** _____

3. **PHYSICAL ADDRESS:** _____

   CITY: _____ **STATE:** _____ **ZIP:** _____

4. **MAILING ADDRESS:** _____
   (If different)

   CITY: _____ **STATE:** _____ **ZIP:** _____

5. **TELEPHONE NUMBER:** _____ **FAX:** _____

   EMAIL ADDRESS: _____
   Email addresses are confidential. (see instructions)

6. **TAX ID #/EIN:** _____

7. **CONTACT NAME AND TELEPHONE NUMBER:**

   _____

8. **ATTACH A CHECK, MONEY ORDER OR CREDIT CARD FORM FOR THE TOTAL FEES, PAYABLE TO TEXAS DEPARTMENT OF MOTOR VEHICLES. A $1.00 TRANSACTION FEE WILL BE ADDED TO ALL CREDIT CARD TRANSACTIONS. (NOTE, FEES ARE NON-REFUNDABLE.)**

9. **MAIL THIS FORM WITH ALL ATTACHMENTS TO:**

PAYING BY CHECK/MONEY ORDER:

MOTOR VEHICLE DIVISION
PO BOX 13044
AUSTIN TX 78711-3044

PAYING BY CREDIT CARD:

MOTOR VEHICLE DIVISION
PO BOX 2293
AUSTIN TX 78768-2293

FEES: (NOTE, FEES ARE NON-REFUNDABLE)	**Converter:**	**$ 750.00**	**CV**
Converter's Metal License Plates: _____	**plates @ $40.00 each:**	**$** _____	**CP**
Representative's License Fee: _____	**representatives @ $200.00 each:**	**$** _____	**RP**
	GRAND TOTAL:	**$** _____	

BUSINESS NAME/DBA: _____

10.	Has the Motor Vehicle Division or the Vehicle Titles and Registration Division ever licensed applicant, any partner, any LLC member or manager, or any director, officer, or owner (except for stockholders of publicly-traded companies) to act in any capacity in Texas? If so, give the name(s) in which license(s) was/were issued and last effective year on a separate sheet.	☐ Yes ☐ No

11.	Has any license issued by the Motor Vehicle Division, the Vehicle Titles and Registration Division, or an agency of another state to the applicant, any partner, any LLC member or manager, or any director, officer, or owner (except for stockholders of publicly-traded companies) ever been denied, revoked, or suspended? If so, explain fully on a separate sheet.	☐ Yes ☐ No

12. ATTACHMENTS TO APPLICATION

☐ **A. OWNERSHIP AND MANAGEMENT INFORMATION / POWER OF ATTORNEY DESIGNATING AGENT FOR SERVICE** - use attached form LF601**.**

☐ **B. ASSUMED NAME CERTIFICATES** - all applicants intending to operate under an assumed name must attach proof that the assumed name has been registered with the appropriate agency.

☐ **C. CERTIFICATE OF INCORPORATION, MERGER, OR PARTNERSHIP** - if applicable.

☐ **D. CONVERSION PACKAGES** - Attach a list of the names by which applicant identifies the conversion package(s) installed on new motor vehicles.

☐ **E. CONVERSION DESCRIPTION** - For each conversion package, provide a detailed description of the modifications performed by applicant on new motor vehicles.

☐ **F. MOTOR VEHICLE ACQUISITION AND MARKETING** - Provide a detailed explanation of the process by which the applicant acquires new motor vehicles to be converted and markets converted new motor vehicles.

☐ **G. VEHICLES TO BE CONVERTED** - Attach a list of each new motor vehicle line-make applicant will be converting.

☐ **H. DEALER LIST** - For each line-make identified in G (above), attach a list of all franchised dealers in Texas to whom applicant sells or otherwise markets its converted new motor vehicles. INCLUDE NAME, BUSINESS ADDRESS, GENERAL DISTINGUISHING NUMBER (P-NUMBER), AND FRANCHISE LICENSE NUMBER OF EACH DEALER. **This is required of all applicants.**

NOTE: Only licensed dealers may sell motor vehicles. New motor vehicles (those that have not been the subject of a prior retail sale) may be sold only by dealers franchised and licensed for the underlying chassis line-make. Converters cannot sell new or used motor vehicles to retail purchasers, including municipalities.

☐ **I. FINANCIAL STATEMENT** - A current financial statement. If Applicant is a corporation, partnership, or LLC, the statement should be that of the business entity, not an individual, even if this is a new company.

☐ **J. FACILITIES AND PERSONNEL** - A description of the physical facilities and personnel available to conduct applicant's business as a converter.

☐ **K. SUMMARIES OF BUSINESS BACKGROUND AND EXPERIENCE** of the principal owners, principal operator, and general manager of the business.

☐ **L. WARRANTY AGREEMENT** - A copy of each warranty agreement currently in force governing conversion of new motor vehicles by applicant.

☐ **M. BROCHURES AND PRODUCT SPECIFICATIONS** - Brochures or photographs depicting your product(s), with a description of the product specifications.

☐ **N. REPRESENTATIVE APPLICATION** - A New Motor Vehicle Representative License application for each person who qualifies as a representative of the applicant (see attached application). "Representative means a person who: (A) is or acts as an agent or employee for a manufacturer, distributor, or converter; and (B) performs any duty in this state relating to promoting the distribution or sale of new motor vehicles or contacts dealers in this state on behalf of a manufacturer, distributor, or converter." A separate license is required for each representative.

ALL APPLICANTS MUST COMPLETE THE FOLLOWING:

Applicant or authorized agent hereby certifies under penalty of perjury 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 swears they are not at this time delinquent in any court-ordered obligation to pay child support.

Date: _____

_____
Applicant

_____
Authorized Signature

_____
Title

STATE OF _____ , COUNTY OF _____

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

_____
Notary Public

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.

Who can I call for help?

(512) 465-3000
Toll-Free (888) 368-4689

Texas Department *of* Motor Vehicles

Application for New e-Tags Account

WHO SHOULD SUBMIT THIS FORM
Include this form with your new license application. If you have an application in process, complete this form to sign up for a NEW e-Tags account and provide your work item number.

The e-Tag system is designed to make it easy for you to process dealer tags and provide retail purchasers with temporary registration tags throughout the state. **Texas law requires dealers to issue one temporary buyer's tag to a person who buys a vehicle.** The temporary tag is issued by the state, through a web-based program called e-Tag. In order to access and use the e-Tag system, you must have internet access.

To establish an e-Tags account, you must designate a system administrator who will be the contact between TxDMV and your dealership. The administrator will also be responsible for providing other employees with the rights and privileges to use the e-Tags functions. You may limit this authority to the system administrator or expand it to additional employees. You may also assign one person to be the system administrator for multiple dealer licenses.

Using the table below, identify the designated system administer for your dealership and return this form to TxDMV. Upon approval of your license, your designated system administrator will receive an email with a User ID and a separate email with a password, both of which will be necessary to access the e-Tag database.

BUSINESS NAME: _____

CONTACT FIRST NAME: _____

CONTACT MIDDLE INITIAL: _____

CONTACT LAST NAME: _____

CONTACT PHONE NUMBER: _____

EMAIL ADDRESS: _____

FORM SUBMISSION	**THIS FORM MUST ACCOMPANY AN APPLICATION OR CONTAIN A WORK ITEM NUMBER**
By Mail:	Texas Department of Motor Vehicles Motor Vehicle Division P. O. Box 2293 Austin, TX 78768-2293
Via Fax:	(512) 302-2328
Via Email:	MVD-scancenter@TxDMV.gov
FOR ASSISTANCE with this form, please call toll free 1-888-368-4689.	

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.

Who can I call for help?