**Application for Motor Vehicle Title Service License**

Pursuant of **Texas Administration Code: Title 43, Part 5 Chapter 95.1** Individuals wishing to complete an application to register as a new Motor Vehicle Title Service **MUST** apply in person at the Fort Bend County Richmond location: 1317 Eugene Heimann Circle Richmond Texas 77469.

**Please complete this printable form online or write legibly in blue or black Ink ONLY within the lines provided.**

**This form will NOT be accepted and the application fee will not be forfeited if it is illegible, altered or incomplete.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **New Application** | | |  | **Renewal Application** | | |
| Type of  Company | |  | Individual |  | Partnership |  | Limited Partnership |
|  | Limited Liability Partnership |  | Corporation |  | Limited Liability Corporation |

**Business Information**

|  |  |
| --- | --- |
| **Business Name (**as listed on DBA or Secretary of State documents): | |
| **Business Address #1** (physical address of each office from which the applicant will conduct business)  Street: City: State: Zip Code: | |
| **Business Address #2** (physical address of each office from which the applicant will conduct business)  Street: City: State: Zip Code: | |
| **Mailing Address** (If different from above)  Street: City: State: Zip Code: | |
| **Business Phone:** **Alt. Phone:** | **Business Email Address:** |
| **Federal Tax I.D. Number** | **State Sales Tax Number**: |

**Applicant Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Legal Name** (first, middle, last) | | | |
| **Applicant Residential Address:**  Street: City: State: Zip Code: County | | | |
| **Applicant Phone:** | **Alt. Phone:** | **Applicant Email Address:** | |
| **Date of Birth** (mm-dd-yy) | **Social Security Number** | **Valid Texas DL or ID Number** | **Expiration Date** |

**Please list below each individual and entity holding ownership in the business** (attach additional pages if necessary)

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Legal Name** (first, middle, last) | | | |
| **Applicant Residential Address:**  Street: City: State: Zip Code: County | | | |
| **Applicant Phone:** | **Alt. Phone:** | **Applicant Email Address:** | |
| **Date of Birth** (mm-dd-yy) | **Social Security Number** | **Valid Texas DL or ID Number** | **Expiration Date** |

**Application for Motor Vehicle Title Service License**

Pursuant of **Texas Administration Code: Title 43, Part 11 Chapter 301.1** Individuals wishing to complete an application to register as a new Motor Vehicle Title Service **MUST** apply in person at the Fort Bend County Richmond location: 1317 Eugene Heimann Circle Richmond Texas 77469.

**Please complete this printable form online or write legibly in blue or black Ink ONLY within the lines provided.**

**This form will NOT be accepted and the application fee will not be forfeited if it is illegible, altered or incomplete.**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Full Legal Name** (first, middle, last) | | | | | | | | | |
| Are you a United States Citizen? | **YES** |  | **NO** |  | If No, are you a legal resident? | **YES** |  | **NO** |  |
| If you are not a non-legal resident, what is your INS/DHS number? | | | |  | | | | | |

**Background Information**

*Each Individual holding ownership must answer background information separately.*

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Have you ever applied for motor Vehicle Title Service License? | **NO** | **YES** | If yes, list **YEAR** and **COUNTY** |
|  |
| 1. Have you ever applied for a Motor Vehicle Title Service Runner License? | **NO** | **YES** | If yes, list **YEAR** and **COUNTY** |
|  |
| 1. Have you ever had a Motor Vehicle Title Service License or Runner License revoked or suspended? | **NO** | **YES** | If yes, list **YEAR** and **COUNTY** |
|  |
| 1. Have you ever been denied a Motor Vehicle Title Service License or Runner License? | **NO** | **YES** | If yes, list **YEAR** and **COUNTY** |
|  |
| 1. Have you now or in the past 5 years been under court supervision through probation, parole, or deferred adjudication for any criminal offense or crime or moral turpitude? | **NO** | **YES** | If yes, list **YEAR** and **COUNTY** |
|  |
| 1. Have you ever been finally convicted for any felony offense or any offense involving moral turpitude? (offenses involving moral turpitude include, but not limited to fraud, theft, counterfeiting, and bribery) | **NO** | **YES** | If yes, list **YEAR** and **COUNTY** |
|  |
| 1. Do you currently owe any taxes, fines, or fees?   *If yes, you may not be eligible to conduct business with Fort Bend County until cleared.* | **NO** | **YES** | If yes, list **YEAR** and **COUNTY** |
|  |

**Banking Information**

|  |  |  |
| --- | --- | --- |
| **Bank Name:** | **Branch Location:** | **Account Number:** |

*I swear and affirm that all the information I provided in this application is true and accurate to the best of my knowledge. By signing this document. I willfully give permission for Fort Bend County and local law enforcement to conduct a criminal background check.*

**Applicant Signature**:­­­­­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Submit the following ORIGINAL documents with your application to the Fort Bend County Tax Assessor-Collector’s office:***

* Valid Texas Driver License or Texas Identification Card **(Names must Match**)
* Social Security Card (provide INS or DHA documents if your Social Security Card requires it.
* Photo of Building where business is physically located (business name as listed on DBA must be evident on the outside of building.)
* Assumed Name Certificate (DBA). If a corporation, also include current Secretary of State documents listing all officers.

***WARNING:***TEX. TRANSP. CODE 501.155 ***Falsified information on any required statement or government document is a criminal offense and is punishable by fine and/or imprisonment.***

Applications will not be accepted with any alterations or white out.