**MOTOR VEHICLE TITLE SERVICE REQUIREMENTS**

**Motor Vehicle Title Service License Requirements for New and Renewal Applicants:**

Applications will not be accepted, and the fee forfeited if it is illegible, altered or incomplete.

* Form TS-1-R available at: <http://www.fortbendcountytx.gov>
* Form TS-pg. 2 available at: <http://www.fortbendcountytx.gov>
	+ Signed by each owner and witnessed by someone in the office.
* DPS Computerized Criminal History (CCH) Verification
	+ Signed by each owner and witness by someone in the office.
* Copy of DBA or complete Secretary of State document with certificate of formation listing **all** officers, agents, partnerships.
* Picture of building where business is physically located.
* Business name must be evident on the outside of building
* Copy of valid Driver License and /or valid state issued Identification Card
* Copy of Social Security Card Names must match
* Owners of Title Service Companies must apply as a Runner as well.
* **$200.00 New Application Fee**
* $100.00 Renewal Application Fee
* If 1-90 days late, additional $50.00 late penalty fee will apply
* If more than 90 days late, additional $100.00 late penalty fee will apply

**Acceptable forms of payment:** Cash, Cashier’s Check, Check or money order made payable to: Carmen P. Turner \*temporary checks not accepted\* \*No refunds\*

Send your completed application to:

Fort Bend County Tax office

1317 Eugene Heiman Circle

Richmond Texas 77469

When mailing your application, we strongly suggest utilizing a mail/delivery service with a form of tracking.