**MOTOR VEHICLE TITLE SERVICE RUNNER REQUIREMENTS**

**Motor Vehicle Title Service Runner 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 FB-03 available at: <http://www.fortbendcountytx.gov>
  + Signed by each runner and witnessed by someone in the office.
* DPS Computerized Criminal History (CCH) Verification
  + Signed by each runner and witness by someone in the office.
* If working for more than one Motor Vehicle Title Service, attach form FB-03

for each additional company.

* Copy of valid Driver License and /or valid state issued Identification Card
* Copy of Social Security Card **Names must match**
* **$50.00 New Application Fee**
* $50.00 Renewal Application Fee
* If 1-90 days late, additional $25.00 late penalty fee will apply
* If more than 90 days late, additional $50.00 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.