Celia Israel
Tax Assessor-Collector

Application for Travis County Motor Vehicle Title Service License

Pursuant to the Texas Administrative Code: individuals wishing to complete an application to register as a Motor Vehicle Title Service can apply in-person or by mail at the Travis County Tax Office: 2433 Ridgepoint Dr., Austin, TX 78754. If applying by mail, include the following in the address block: "Attn: Tax Assessor-Collector – Motor Vehicle" in the address.

Complete this printable form online, or write legibly in blue or black ink, within the lines provided. This form WILL NOT be accepted and the application fee will be forfeited if it is illegible, altered, or incomplete.

You are required by law to notify the Tax Office immediately of any changes that would interfere with your Motor Vehicle Title Service License.

☐ **New Application**	☐ **Renewal Application**
Are you a US citizen? ☐ YES ☐ NO	If NO, are you a legal resident? ☐ YES ☐ NO
If you are a non-legal resident, what is your USCIS or DHS number?	

Owner's Legal Name ***(First, Middle, Last)***			
Home Address ***(Street (no PO Box), City, State, ZIP, County)***			
Phone	**Alternate Phone**	**Email**	
Date of Birth	**Social Security Number**	**Government Issued Photo ID Number**	**Expiration Date**

Business Name ***(as listed on DBA or Secretary of State documents)***			
Type of Business	☐ DBA	☐ Partnership	☐ Limited Partnership
	☐ Limited Liability Partnership	☐ Corporation	☐ Limited Liability Corporation

Business Location #1 *(physical address from which the applicant will conduct business)*
Business Location #2 *(physical address from which the applicant will conduct business)*

If additional business locations, attach additional pages

Business Mailing Address ***(Physical or PO Box)***	
Business Phone	**Alternate Phone**
Federal Tax ID Number	**State Sales Tax Number**

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Background Questionnaire

1. Have you ever applied for a Motor Vehicle Title Service License?	☐ **NO** ☐ **YES**	If **YES**, list **YEAR** and **COUNTY:**
2. Have you ever applied for a Motor Vehicle Title Service Runner License?	☐ **NO** ☐ **YES**	If **YES**, list **YEAR** and **COUNTY:**
3. Have you ever had a Motor Vehicle Service License or Runner's License revoked or suspended?	☐ **NO** ☐ **YES**	If **YES**, list **YEAR** and **COUNTY:**
4. Have you ever been denied a Motor Vehicle Title Service License or Runner's License?	☐ **NO** ☐ **YES**	If **YES**, list **YEAR** and **COUNTY:**
5. 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 of moral turpitude?	☐ **NO** ☐ **YES**	If **YES**, list **YEAR** and **COUNTY:**
6. Have you ever been finally convicted for any felony offense or any offense involving moral turpitude?	☐ **NO** ☐ **YES**	If **YES**, list **YEAR** and **COUNTY:**
7. Do you currently owe any county taxes, fines, or fees? *If yes, you may not be eligible to conduct business with Travis County until cleared.*	☐ **NO** ☐ **YES**	If **YES**, list **YEAR** and **COUNTY:**

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

WARNING: Falsifying information on any required statement or government document is a criminal offense and is punishable by fine and/or imprisonment.

_____
Applicant's Printed Name

_____ _____
Applicant's Signature Date

Submit the following documents with your application to the Travis County Tax Assessor-Collector's office:

- **Copy of valid US government issued photo ID**
- **Copy of Social Security Card (provide USCIS or DHS documents as required by your Social Security Card)**
- **Background check disclosures completed and signed**
- **A photo of the building(s) where business is physically located (business name must be evident on the outside of the building)**
- **Articles of Incorporation listing all officers or Assumed Name Certificate (DBA)**
- **Proof of federal tax ID number**
- **Proof of state sales tax number**
- **Statement on company letterhead listing all owners, document preparers and runners – must state that they are employees of the company and authorized to conduct business on behalf of the company and signed by owner**
- **Fee**

travistitleservices@traviscountytx.gov