



**Bruce Elfant**  
**Tax Assessor-Collector**

## Application for Travis County Motor Vehicle Title Service Ancillary License Title Service Owners, Document Preparers, Runners

Pursuant to the Texas Administrative Code: individuals wishing to complete an application to register for a Motor Vehicle Title Service Ancillary License 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."

**Complete this form online and print, 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 pertain to your Motor Vehicle Title Service License.*

<input type="checkbox"/> New Application	<input type="checkbox"/> Renewal Application
<input type="checkbox"/> Owner	<input type="checkbox"/> Document Preparer
	<input type="checkbox"/> Runner
Are you a US citizen? <input type="checkbox"/> YES <input type="checkbox"/> NO	If NO, are you a legal resident? <input type="checkbox"/> YES <input type="checkbox"/> NO
If you are a non-legal resident, what is your USCIS or DHS number?	

### Applicant Information

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

### Title Service Authorization (to be completed by Title Service Owner)

<b>I certify that</b>		<b>is an employee of</b>	
<b>Email</b>		<b>Business Phone</b>	
<b>Name of Owner (printed)</b>	<b>Signature of Owner</b>	<b>Date</b>	



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**Background Questionnaire**

1. Have you ever applied for a Motor Vehicle Title Service License?	<input type="checkbox"/> NO <input type="checkbox"/> YES	If YES, list YEAR and COUNTY:
2. Have you ever applied for a Motor Vehicle Title Service Runner License?	<input type="checkbox"/> NO <input type="checkbox"/> YES	If YES, list YEAR and COUNTY:
3. Have you ever had a Motor Vehicle Service License or Runner's License revoked or suspended?	<input type="checkbox"/> NO <input type="checkbox"/> YES	If YES, list YEAR and COUNTY:
4. Have you ever been denied a Motor Vehicle Title Service License or Runner's License?	<input type="checkbox"/> NO <input type="checkbox"/> 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?	<input type="checkbox"/> NO <input type="checkbox"/> YES	If YES, list YEAR and COUNTY:
6. Have you ever been finally convicted for any felony offense or any offense involving moral turpitude?	<input type="checkbox"/> NO <input type="checkbox"/> YES	If YES, list YEAR and COUNTY:
7. Do you currently owe any county taxes, fines, or fees? <i>If yes, you may not be eligible to conduct business with Travis County until cleared.</i>	<input type="checkbox"/> NO <input type="checkbox"/> 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 with your license 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
- Fee