Driver Education Provider- Initial Branch Application Training Guide

- Select link to Online Licensing Services - TDLR (texas.gov) to log into your Online Services account.

*If you have not created an Online Licensing Services account, please review the training guide titled “How to Complete Online Licensing Services registration.”

- Enter your “Username and password” and select “Sign-In.”
-This will bring you to the “Quick Start Menu.”

-To view the available initial applications, view the “Apply for a New License” section.

*Note:* You must have an approved Driver Education Provider In-person Primary location license prior to qualifying for this application.

A Branch location is a licensed in-person driver education provider that has the same ownership and name as a licensed primary in-person driver education provider but has a different physical address from the primary provider.
- The first dropdown is “Choose Program.” You will choose “Driver Education and Safety.”
- The second dropdown is “Choose Application,” and you will choose “Branch: Initial Application.”

After you choose the program and application, you will click “Select.”
-You are now in the “Branch: Initial Application Introduction” screen. Please carefully read the instructions prior to proceeding.

-Once you have read the instructions, select “Next.”
-You are now in the “Function Suitability” screen. You will need to answer both questions. If you answer “No” to all questions, you have confirmed that you are in the correct application and may proceed.

-If you answer “Yes” to at least one question, please cancel this application and return to the quick start menu to find the appropriate application that applies to your needs.

-Once you have answered all the questions, select “Next.”
-In the “Name and Organization Details” screen, for your first Online Services transaction, you must complete all required fields in this screen. For any additional application thereafter, you may only view this information.

**This information needs to be the same as your Primary Location.**

Under “Tax Number Type” you have the option to choose “Federal Employer Identification Number (FEIN)” or “Social Security Number (SSN).” The Tax Number Type must be nine digits without hyphens.

Please keep in mind: If you are not sure how to fill out this screen, please review next page that provides useful information regarding Types of Ownership and Doing Business as Names. *

-Once you have completed this screen, select “Next.”
*Useful information:

**TYPE OF OWNERSHIP** – Choose the option that indicates how your business is organized. You can find a description of the various types of business structures at [www.sos.state.tx.us/corp/businessstructure.shtml](http://www.sos.state.tx.us/corp/businessstructure.shtml)

**DBA – DOING BUSINESS AS NAME (if applicable)** – Write the full DBA name for your business. What is a “Doing Business As” name? A fictitious name (or assumed name, trade name or DBA name) is a business name that is different from your personal name, the names of your partners or the officially registered name of your LLC or corporation. It is important to note that when you form a business, the legal name of the business defaults to the name of the person or entity that owns the business, unless you choose to rename it and register it as a DBA name. For example, consider this that John Smith sets up a painting business. Rather than operate under his own name, John Smith, he chooses to name his business “John Smith Painting.” This name is considered an assumed name and John will need to register the name with the appropriate local government agency. Do I need a DBA name? A DBA name is needed in the following scenarios: • Sole Proprietors or Partnerships: If you wish to start a business under any name other than your legal name, you will need to register the DBA to do business as another name. • Existing Corporations or LLCs: If your business is already set up and registered to do business under a name other than the existing corporation or LLC name, the DBA name will need to be registered.

**NAME AND ADVERTISING** - A licensed driver training provider must not conduct business or advertise under a name that is not distinguishable from a name used by any other licensed driver training provider, or tax-supported educational establishment in this state, unless specifically approved in writing by the department. Please view [Chapter 84.80](http://Chapter%2084.80) for the rule that explains Name and Advertising
- In the “Contact Information” screen, you will need to complete all required fields.

The required address types include: Mailing Address, Contact Person and Physical Address.

Please note: After you enter you first address, you may use the “Copy” button if the same address needs to be entered for different address types.
-After you have completed the address page, select “Next.”
The addresses entered will then be validated against the United States Postal Service (USPS) database. If the address suggested is correct, choose “Select” for each.

- Once completed, select “Ok.”
- In the “Website URL” screen you have the option to “Add Website URL.”
- If your business has a website, you will select “Add.”

- If you do or do not have a website to enter, you will select “Next.”
- In the “Bond Information” screen, you will provide the information from your Original Bond.

The original document must be submitted with this application. Click here for the bond template. The minimum amount for the security device is $5,000.00.

- Once completed, you will select “Next.”
- In the “Motor Vehicle Requirement” screen, you must answer “Yes.”

**Note:** Providers must answer Yes to this attestation. The attestation is not stating that you must provide in-car instruction, but if you do decide to provide in-car instruction, then you are aware of the requirements.

**Once completed, select “Next.”**
-On the “Document Certification” screen, you must answer “Yes” to all statements.
- You will then answer “Yes” or “No” to indicate if you have developed your own curriculum for Minor/Adult Courses.

- Once complete, you will select “Next.”

-In the “Related Licenses Listing” screen, you will enter the Driver Education Primary License for which the branch will be associated.

- Select “Add.”
-Next to “License number” you will enter your Driver Education Primary License number for which the branch will be associated.

-Select “Save.”

-Verify that you have the correct Provider License attached and then select “Next.”
Note: The instructor roster can only be update through the Primary Provider's license. Branch locations do not have this capability.

-In the “Attachments” screen, you will attach all required documents.

Note: Please carefully read the bond requirements. The application will not be approved if the bond does not meet these requirements listed.

-In order to add an attachment, you will select “Choose File.”
-Once you chose your file, you must select “Attach.”

Important: If you do not attach the document, it will not save to your application.
- Verify that your documents are attached and select “Next.”
-On the **Application Summary** screen, review the data you entered and verify that it is correct.

-Once you have verified your information select **Submit.**
- On the “Attestation” screen, answer “Yes” and select “Submit.”

After submission, you will receive a copy of your “Application Summary” in your Online Services account email.
-You will now see the “Fee and Summary Report” screen.
*Fees shown in illustration may not reflect the fee you are required to pay.
-Select “Pay Now” to continue to the payment screen.

On the “Online Application Payment” screen, choose your payment method: Credit Card or Electronic Check.
-Once completed, select “Next.”
-Verify that your payment is correct and select “Next.”

![Payment Details](image)

**Confirm Payment Details**

If more than one payment method is listed, first select payment method and then press "Next" to pay for these applications. Press "Cancel" if you do not wish to continue with the payment.

<table>
<thead>
<tr>
<th>Application Number</th>
<th>Description</th>
<th>License Number</th>
<th>License Type</th>
<th>Applicant Name</th>
<th>Fee</th>
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<tbody>
<tr>
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<td>Driver Education Provider - Branch</td>
<td>TDLR AGENCY DRIVING SCHOOL LLC</td>
<td>$515.00</td>
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</tbody>
</table>

Payment Method: Credit Card

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**Department of Licensing and Regulation**

The Texas Department of Licensing and Regulation certifies that it maintains the information for the license verification function of this website, performs daily updates to the information, and considers the website to be a secure, primary source for license verification.

Last Updated Jan 01, 2017
-Fill out all required fields and select “Next.”
-Fill out all required fields and select “Next.”
-Complete the “I’m not a robot” section and select “Submit Payment.”
-Once you see the “Online Application Payment Success” select “Next” to return to the quick start menu.

-You will receive a “Payment Receipt Confirmation” in your online services account email box.
**Note:** The Education and Examination Division has received your school application. All applications are processed in the order received. Once an Accreditation Specialist is assigned to review your application, the Specialist will reach out to you to inform you of the status of your application.

Once the review begins, you may receive emails informing you of any deficiencies found during the review process. Please keep in mind all deficiencies must be resolved and an initial inspection must be performed by the Inspection Division prior to the operation of your school.

- Back on the “Quick Start Menu” you can check “View Application Status.”
Within the “Application details” screen, you will be able to see if there are any deficiencies on your application and you are able to submit additional documents. Select “Done” to leave this screen.

Once we approve your application for an initial inspection, you will receive an email to the email you entered under the “Mailing Address.”

The Education & Examination Division has approved your application and you are now eligible for inspection. Please review the attached document for instructions on how to schedule your inspection.
-When we receive notification of your passed inspection, we will then email you an approval letter and your license will be placed in the mail.

Example approval email:
Once approved, you will see your newly approved license in the top right-hand corner of the Quick Start menu under “License Information.”