


Driver Education Provider- Renewal Application Training Guide

-Select link to [Online Licensing Services - TDLR \(texas.gov\)](https://www.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.**”

**Texas Department of Licensing and Regulation**


Online Licensing Services

[Contact Customer Service](#)




Renew Your License

Please [login](#) with your existing user ID and password, or [register as a new user](#).




Apply for a New License

Please [login](#) with your existing user ID and password, or [register as a new user](#).




Search the License Database

Begin your [license search](#) here to verify that a person or business has a current license.




Change Your Address

Please [login](#) with your existing user ID and password, or [register as a new user](#).



Pay Fees

Please [login](#) with your existing user ID and password, or [register as a new user](#).



Login or Register

Username:

Password:

[Register as a New User](#)
[Forgot User ID?](#)
[Forgot Password](#)

Sign In

-This will bring you to the “Quick Start Menu.”

-To open your renewal application, view the “It’s time to Renew!” section.

- Look for the provider license number for which you need to complete the renewal and choose “Select.”

TDLR
TEXAS DEPARTMENT OF LICENSING & REGULATION

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Quick Start Menu

To start choose an option and you will return to this Quick Start menu after you have finished. If no licenses display under the options, and you are licensed, select 'Add Licenses to Registration' to add your license(s) to your registration.

License Information [Show Details](#)

Name: TDLR Agency Driving School LLC
License Number: #C3497
License Type: Driver Education Provider - Primary

- Complete Certificate Upload**
Driver Education Provider - Primary #C3497 Upload File of Completed Certificates [Select](#)
- It is time to Renew!**
Driver Education Provider - Primary #C3497 Renew Driver Education Provider License [Select](#)
- Manage your License Information**
Driver Education Provider - Primary #C3497 <Choose Application> [Select](#)
- Apply for a New License**
What are you applying for?
<Choose Program> [Select](#)
<Choose Application> [Select](#)
- View Application Status**
Driver Education and Safety - Renew Driver Education Provider License Status: Open [Details](#)
- Additional Activities**
Add Licenses To Registration [Select](#)

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-You are now in the “**Driver Education Provider Renewal Application Introduction**” screen. Please carefully read the instructions prior to proceeding.

-Once you have read the instructions, select “**Next.**”

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Driver Education Provider - Primary C3497

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Introduction

Renew Driver Education Provider License - Introduction

To renew your Driver Education Provider license, complete this application and attach the requested documentation.

The following must be submitted along with this application, and approved prior to a license being issued:

- \$100.00 On-time Renewal Fee (subject to late penalty)
- Original [Bond](#), Continuation Agreement or Alternate Form of Security (See [Education Code 1001.209](#))

Please review the driver education provider [laws and rules](#).

Press "Next" to continue.

Press "Cancel" to cancel this application and return to the main menu.

PRIVACY NOTIFICATION: With few exceptions, you have the right to request and be informed about information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. See [www.tdlr.texas.gov](#) for more information on Privacy Notification.

[Next](#) [Cancel](#)

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-In the “**Name and Organization Details**” screen, for your first renewal, you complete all required fields in this screen. For any additional application thereafter, you may only view this information.

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.

* Organization Name:

Doing Business As Name:

* Tax Number Type:

* Tax Number:

* Confirm Tax Number:

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.**”

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Renew Driver Education Provider License - Name and Organizational Details

Please enter your organizational details and press "Next" to continue.
Press "Previous" to return to the previous section.
Press "Cancel" to cancel this application and return to the main menu.

Organization Name: TDLR Agency Driving School LLC
Doing Business As Name: TDLR Agency Driving School
Tax Number Type: Federal Employer Identification Number (FEIN)
Tax Number: *****
Entity Type: LLC

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***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

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 provide, or tax-supported educational establishment in this state, unless specifically approved in writing by the department. Please view [Chapter 84.80](#) for the rule that explains Name and Advertising

-In the “**Contact Information**” screen, you will have the opportunity to update your **Mailing Address** and **Primary Contact**.

-If you are changing the physical address of the business, you must first submit and pay for this renewal transaction, then submit a "Request Change of Location" transaction.



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Press "Previous" to return to previous page.

Press "Next" to go to next page.

Press "Cancel" to Cancel application and go back to Quick Start Menu.

If Return to Summary Button is available, press "Return to Summary" to return to the summary.

If Delete Button is available, press "Delete" to delete the address.

If Copy Button is available, press "Copy" to copy a previously entered address.

Press "Zip Lookup" after entering the zip code to populate the U.S. city, state and county.

Select an address type and press "Add" to add a new address.

Mailing Address

Copy From:

Copy

Street Number:

920

* Street Name:

Colorado St

Address (cont'd):

* Zip Code:

78701-2332

* City:

AUSTIN

* State:

Texas

County:

TRAVIS

* Country:

United States

* Phone Number:

999-999-9999

999-999-9999

Extension:

* E-mail:

EE.Pleasedonotreply@tdlr.texas.gov

Fax Number:

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-Once you have verified your address select “Next.”

Primary Contact

Copy From:

Copy

Street Number:

920

* Street Name:

Colorado St

Address (cont'd):

* Zip Code:

78701-2332

* City:

AUSTIN

* State:

Texas

County:

TRAVIS

* Country:

United States

* Phone Number:

999-999-9999

999-999-9999

Extension:

* E-mail:

EE.Pleasedonotreply@tdlr.texas.gov

Fax Number:

Position Title:

Title:

* First Name:

TDLR

Second Name:

* Last Name:

AGENCY

Add Another Contact

Contact Type:

Add

If you are changing the physical address of the school, you must first submit and pay for this renewal transaction, then submit a "Request Change of Location" transaction.

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Cancel

-In the “**Website URL**” screen you have the option to “**Add Website URL.**”

-If you have entered or do not have a website to enter, you will select “**Next.**”

The screenshot displays the TDLR website interface for renewing a Driver Education Provider License. The header includes the TDLR logo and the text 'TEXAS DEPARTMENT OF LICENSING & REGULATION'. Below the header, it shows the user is logged in as 'AGENCY, TDLR' and provides links for 'Update Profile' and 'Logoff'. The main content area is titled 'Renew Driver Education Provider License - Website URL' and contains instructions: 'Press "Previous" to return to previous page.', 'Press "Next" to go to next page.', 'Press "Cancel" to Cancel application and go back to Quick Start Menu.', 'If Return to Summary Button is available. Press "Return to Summary" to return to the summary.', and 'If Save Button is available. Press "Save" to save the information and return to the summary.' The 'Website URL' section prompts the user to 'Please identify the web address of the driver education provider's primary location.' and shows a text input field with 'www.tdlr.texas.gov' entered. At the bottom right of the form, there are three buttons: 'Previous', 'Next' (highlighted with a red box), and 'Cancel'. The footer contains a disclaimer from the Department of Licensing and Regulation, a statement about the website's security, and the date 'Last Updated Jan 01, 2017'.

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Driver Education Provider - Primary C3497

Logged in as **AGENCY, TDLR**
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Press "Previous" to return to previous page.
Press "Next" to go to next page.
Press "Cancel" to Cancel application and go back to Quick Start Menu.
If Return to Summary Button is available. Press "Return to Summary" to return to the summary.
If Save Button is available. Press "Save" to save the information and return to the summary.

Website URL
Please identify the web address of the driver education provider's primary location.

* Website URL:


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-In the “**Existing Ownership**” screen, you will enter all owners associated with this business. This will include a **FEIN** or **SSN** for each owner entered.

Note: As a first-time user for this application, the “**Tax Number**” and “**Tax Number Type**” are required fields for all owners listed.

-Once you have completed this screen select “**Next.**”

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Press "Previous" to return to previous page.

Press "Next" to go to next page.

Press "Cancel" to Cancel application and go back to Quick Start Menu.

If Return to Summary Button is available. Press "Return to Summary" to return to the summary.

If Save Button is available. Press "Save" to save the information and return to the summary.

Add Owner

Add

Owner

For initial applications, enter the required name and contact information of individuals or organizations that have ownership in the business.

For post-application processes, update address information, Ownership Percentage or End Date if changes have occurred.

* Type of Owner:

Organization

Organization/Business Name:

TDLR Agency Driving School LLC

Tax Number:

777777777

Tax Number Type:

☒ FEIN ☐ SSN

* Address Line 1:

920 Colorado St

Address Line 2:

* City:

Austin

State:

Texas

* ZIP Code:

78701

* Phone Number:

999-999-9999

* Email Address:

EE.Pleasedonotreply@tdlr.texas.gov

* Ownership Percentage:

100

* Start Date:

05/25/2023

(mm/dd/yyyy)

End Date:

(mm/dd/yyyy)

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-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.**”

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Press "Next" to go to next page.
Press "Cancel" to Cancel application and go back to Quick Start Menu.
If Return to Summary Button is available. Press "Return to Summary" to return to the summary.
If Save Button is available. Press "Save" to save the information and return to the summary.

Motor Vehicle Requirement

Confirm the following statement:

All school motor vehicles and vehicles for students with physical disabilities that are used to demonstrate or practice driving lessons are covered by an insurance company authorized to do business in Texas with a continuous liability business insurance policy in the amount specified in Transportation Code Chapter 601, and include coverage for uninsured or under insured motorists. 16 TAC §84.42.

* ☒ Yes ☐ No

Note: [16 TAC §84.42](#)

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-In the “**Related Licenses Listing**” screen, you will add all Driver Education Instructors that will be on your staff roster. You must have at least one instructor on your roster.

-Select “**Add**” if you have any instructors to add to your roster.

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Renew Driver Education Provider License - Related Licenses Listing

Press "Add" to add a related license. If "Add" button is not enabled (gray), adding a related license is not possible for this license type.
Press "Delete Relation" to delete a related license. If "Delete Relation" hyperlink is not available, deleting a related license is not possible for this transaction.
Press "Previous" to return to the previous section.
Press "Next" when finished viewing/adding/changing the related licenses.
Press "Cancel" to cancel this application and return to the main menu.

Related Licenses

Relation Name: DEP - Instructor List (Required: Y)
Your Role: Driver Education Provider
Other Party Role: Driver Education Instructor
INSTRUCTOR, TDLR
Driver Education Instructor - [REDACTED]
Current - 2024-05-24

[Delete Relation](#)

[Previous](#) [Next](#) [Add](#) [Cancel](#)

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-Next to “**License Number**” you will enter the TDLR issued instructor number.

-Select “**Save.**”

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Renew Driver Education Provider License - Related Party - Add

Select a Type of Relationship and enter the related license information. Press "Save" to save your entry.
Press "Cancel" to return to the previous screen without saving your entry.

Type of Relationship: DEP - Instructor List [I am the: Driver Education Provider] (Required) ▼

Other Party Role: Driver Education Instructor


License Type: Driver Education Instructor ▼

License Number: [REDACTED]

[Save](#) [Cancel](#)

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-Once you have added all instructors, you will select “**Next.**”

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Press "Add" to add a related license. If "Add" button is not enabled (gray), adding a related license is not possible for this license type.

Press "Delete Relation" to delete a related license. If "Delete Relation" hyperlink is not available, deleting a related license is not possible for this transaction.

Press "Previous" to return to the previous section.

Press "Next" when finished viewing/adding/changing the related licenses.

Press "Cancel" to cancel this application and return to the main menu.

Related Licenses

Relation Name: DEP - Instructor List (Required: Y)

Your Role: Driver Education Provider

Other Party Role: Driver Education Instructor

INSTRUCTOR, TDLR

Driver Education Instructor - 09998

Current - 2024-05-24

[Delete Relation](#)

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-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 requirements.

-In order to add an attachment, you will select “**Choose File.**”



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Along with this application, the following *must* be submitted and approved prior to a license being issued:

- [Original Bond](#), [Surety Bond Continuation](#) or Alternate Form of Security (See [Education Code 1001.209](#))
 - The bond must be in the amount of \$10,000.00 for primary locations.
 - The bond must be issued for a period corresponding to the term of the license. Example: License date range May 22, 2022, through May 22, 2023, then bond dates must be May 22, 2022, through May 22, 2023.
 - The information on the bond must match the information of the school license:
 - exact school name;
 - legal ownership name; and
 - physical school address.
 - The bond must be payable to Texas Department of Licensing and Regulation.
 - The bond must be completed by a company authorized to do business in this state; with all applicable signatures.

Locate a file with the "Choose File" button and press "Attach" or "Remove" as is required.

Press "Next" when there are no more files to attach.

Press "Previous" to return to the previous screen.

Press "Cancel" to cancel application and return to the main menu.

File Name:

Choose File

No file chosen

Notes:

To upload a document, use the "Choose File" button to locate the document on your computer. Once you find the document(s) you want to add, press "Attach" for each one.

For applications requiring an official transcript from your university or college, please use cs.transcript@tdlr.texas.gov when ordering from your university's transcript ordering service provider.

Press "Next" when you have no more documents to attach.

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-Once you chose your file, you must select “[Attach.](#)”

Important: If you do not attach the document, it will not save to your application.



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 - physical school address.
 - The bond must be payable to Texas Department of Licensing and Regulation.
 - The bond must be completed by a company authorized to do business in this state; with all applicable signatures.

Locate a file with the "Choose File" button and press "Attach" or "Remove" as is required.

Press "Next" when there are no more files to attach.

Press "Previous" to return to the previous screen.

Press "Cancel" to cancel this application and return to the main menu.

File Name:

Choose File

Sample Document-Bond.pdf

Notes:

To upload a document, use the "Choose File" button to locate the document on your computer. Once you find the document(s) you want to add, press "Attach" for each one.

For applications requiring an official transcript from your university or college, please use transcript@tdlr.texas.gov when ordering from your university's transcript ordering service provider.

Press "Next" when you have no more documents to attach.

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-Verify that your documents are attached and select “Next.”



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 - exact school name;
 - legal ownership name; and
 - physical school address.
 - The bond must be payable to Texas Department of Licensing and Regulation.
 - The bond must be completed by a company authorized to do business in this state; with all applicable signatures.

Locate a file with the "Choose File" button and press "Attach" or "Remove" as is required.

Press "Next" when there are no more files to attach.

Press "Previous" to return to the previous screen.

Press "Cancel" to cancel this application and return to the main menu.

Files Uploaded

Sample Document-Bond.pdf

ViewRemove

Total Size of Attached Files:126020

File Name:

Choose FileNo file chosen

Notes:

To upload a document, use the "Choose File" button to locate the document on your computer. Once you find the document(s) you want to add, press "Attach" for each one.

For applications requiring an official transcript from your university or college, please use cs.transcript@tdlr.texas.gov when ordering from your university's transcript ordering service provider.

Press "Next" when you have no more documents to attach.

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-On the “**Application Summary**” screen, review the data you entered and verify that it is correct.

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Review the data and press "Submit" to submit this application.
Press "Previous" to return to the previous section.
Press "Cancel" to cancel this application and return to the main menu.

Application
License Type: Driver Education Provider - Primary
Application Date: 05/26/2023

Organization Detail:
Organization Name: TDLR Agency Driving School LLC
Doing Business As Name: TDLR Agency Driving School
Tax Number: *****
Entity Type: LLC
Type: FEIN

General Addresses
Mailing Address: 920 Colorado St
AUSTIN, Texas
TRAVIS
78701-2332
US
Phone Number: 999-999-9999
E-mail: EE.Pleasedonotreply@tdlr.texas.gov
Fax Number:

-Once you have verified your information select “**Submit.**”

Motor Vehicle Requirement
All school motor vehicles and vehicles for students with physical disabilities that are used to demonstrate or practice driving lessons are covered by an insurance company authorized to do business in Texas with a continuous liability business insurance policy in the amount specified in Transportation Code Chapter 601, and include coverage for uninsured or under insured motorists. 16 TAC §84.42.
Yes

Related Licenses
Relation Name: DEP - Instructor List (Required:Y)
Your Role: Driver Education Provider
Other Party Role: Driver Education Instructor
Other Party Name: INSTRUCTOR, TDLR
Lic Type: Instructor
Lic Status: Current
Lic Number: [REDACTED]
Lic Expiry: [REDACTED]

Attachments
File Name: Sample Document-Bond.pdf
Notes:

[Previous](#) [Submit](#) [Cancel](#)

-On the “**Attestation**” screen, answer “**Yes**” and select “**Submit**.”

TDLR
TEXAS DEPARTMENT OF
LICENSING & REGULATION

Driver Education Provider - Primary C3497

Logged in as AGENCY, TDLR
[Update Profile](#) | [Logoff](#)

Introduction
Name and Organizational Details
Contact Information
Website URL
Existing Ownership
Motor Vehicle Requirement
Related Licenses Listing
Attachments
Application Summary

Renew Driver Education Provider License - Attestation

Press "Previous" to return to the previous section.
Press "Submit" to continue.
Press "Cancel" to cancel this application and return to the main menu.

All documents must be attached during this session to avoid delays. Press "Previous" to add documents.

I certify that I have read and will comply with all applicable laws and rules related to the license for which I am applying. I further certify that all information I have provided is true and correct. I understand that providing false information may result in denial of the application and/or revocation of the license.

☒ Yes
☐ No

[Previous](#) [Submit](#) [Cancel](#)

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Last Updated Jan 01, 2017

After submission, you will receive a copy of your “**Application Summary**” in your Online Services account email.

Prep Application Summary - Ref Id: [REDACTED]

vo_noreply@tdlr.texas.gov
To: EE.Pleasedonotreply

Retention Policy TDLR - 1 Year Delete (1 year)

i We removed extra line breaks from this message.

tdlrSummaryPDF_[REDACTED].pdf
1001 KB

Hello AGENCY, TDLR

TDLR Entity Number: [REDACTED]

Thank you for submitting your application online. A summary of your application is attached. Please save this email for your personal records and refer to the entity number above when contacting TDLR.

To upload additional application documents, go to <https://www.tdlr.texas.gov/help/> fill out the form and upload your attachments.

-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

Fee and Summary Report

Your application data has been submitted. Click on "View PDF Summary Report" and print this report for your records.
You are required to pay the amount below for your application to be processed.
Press "Pay Now" to proceed to the fee payment page.

Fees	
Driver Education Provider - Primary Renewal Fee:	\$100.00
Driving Education Provider - Primary - Renewal Subscription Fee:	\$3.00
Total Amount Due:	\$103.00

[Pay Now](#) [View PDF Summary Report](#)

On the “**Online Application Payment**” screen, choose your payment method: Credit Card or Electronic Check.

-Once completed, select “**Next**.”

Online Application Payment

Select the applications you wish to pay for and press "Next" to continue
Press "Main Menu" to return to the main menu

Application Number	Description	License Number	License Type	Applicant Name	Fee
9	Renew Driver Education Provider License	C3497	Driver Education Provider - Primary	TDLR AGENCY DRIVING SCHOOL LLC	\$103.00 <input checked="" type="checkbox"/>


Payment Method

☒ Credit Card
☐ Electronic Check

[Next](#) [Show Fee Details](#) [Main Menu](#)

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-Verify that your payment is correct and select “Next.”

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LICENSING & REGULATION

TEXAS DEPARTMENT OF LICENSING & REGULATION

Driver Education Provider - Primary C3497

Logged in as AGENCY, TDLR

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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.

Application Number	Description	License Number	License Type	Applicant Name	Fee
9	Renew Driver Education Provider License	C3497	Driver Education Provider - Primary	TDLR AGENCY DRIVING SCHOOL LLC	\$103.00
Total					\$103.00

Payment Method: Credit Card

Next


Cancel

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-Fill out all required fields and select “Next.”

TEXAS DEPARTMENT OF LICENSING & REGULATION

1 Payment Type

2 Customer Info

3 Payment

4 Submit Payment

Payment

Payment Type ✓

Credit/Debit Card

Customer Information

Country *

United States ✓

First Name *

TDLR ✓

Last Name *

AGENCY ✓

Address *

920 Colorado St ✓

Address 2

✓

City *

Austin ✓

State *

TX - Texas ✓

ZIP/Postal Code *

78701 ✓

Phone Number *

9999999999 ✓

Email *

EE.Pleasedonotreply@tdlr.texas.gov ✓

Next >

Payment Information

Cancel

Transaction Summary

TDLR Health Professional	\$103.00
Texas.gov Price	\$103.00


Need Help?

Please complete the Customer Information Section

Driver Education Provider- Renewal Application Training Guide

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-Fill out all required fields and select “Next.”

 TEXAS DEPARTMENT OF LICENSING & REGULATION

1 Payment Type

2 Customer Info

3 Payment

4 Submit Payment

Payment

Payment Type ✓

Credit/Debit Card

Customer Information ✓

Address

TDLR AGENCY
920 Colorado St
Austin, TX 78701

Phone Number

9999999999

Country

United States

Email Address

EE.Pleasedonotreply@tdlr.texas.gov

Edit

Payment Information

Credit Card Number * ?

✓

Credit Card Type

Complete all required fields [*]

MasterCard

VISA

DISCOVER

AMERICAN EXPRESS

Expiration Month *

✓

Expiration Year *

✓

Security Code * ?

Name on Credit Card *

TDLR Agency

✓

☒ Payment Address is the same as Customer Information *

Next >

Cancel

Transaction Summary

TDLR Health Professional	\$103.00
Texas.gov Price	\$103.00


Need Help?

You are paying by credit/debit card. Complete Customer Billing Information and enter Card Information. ***** Please ensure Payment Address ZIP code matches your card billing address ZIP code, or your payment will be declined. *****

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-Complete the “I’m not a robot” section and select “Submit Payment.”

TEXAS DEPARTMENT OF LICENSING & REGULATION

1 Payment Type

2 Customer Info

3 Payment

4 Submit Payment

Payment

Payment Type ✓

Credit/Debit Card

Customer Information ✓

Edit

AddressTDLR AGENCY
920 Colorado St
Austin, TX 78701

Phone Number0000000000

CountryUnited States

Email AddressEE.Pleasedonotreply@tdlr.texas.gov

Payment Information ✓


Edit

Credit Card[REDACTED]

Name on Credit CardTDLR Agency

Verification

✓ I'm not a robot


reCAPTCHA
Privacy - Terms

Cancel

Submit Payment

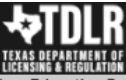
Transaction Summary

TDLR Health Professional	\$103.00
Texas.gov Price	\$103.00

Need Help?

Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Make Payment. You will receive a printable receipt at the end of your successful payment transaction.

-Once you see the “**Online Application Payment Success**” select “**Next**” to return to the quick start menu.



TEXAS DEPARTMENT OF LICENSING & REGULATION

Driver Education Provider - Primary C3497

Logged in as AGENCY, TDLR

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Online Application Payment Success

Press "Next" to return to the Main Menu.
Press "View PDF Summary" and print this page for your records using the print function of your browser.

Thank you. Your online payment was processed successfully. Please print this page or record the authorization and trace numbers for future reference.

Amount Paid: \$103.00


Authorization Number: [REDACTED]

Trace Number: [REDACTED]

[Next](#) [View PDF Online Payment Summary Report](#) 

-You will receive a “**Payment Receipt Confirmation**” in your online services account email box.


Texas.gov TDLR Health Receipt



noreply@tdlr.texas.gov

To [REDACTED]


Retention Policy TDLR - 1 Year Delete (1 year)

 If there are problems with how this message is displayed, click here to view it in a web browser.

← Reply

↶ Reply All

→ Forward



...

Payment Receipt Confirmation

Your payment was successfully processed. You may print this receipt page for your records by selecting Print. To complete the transaction, you MUST click Continue to return to the TDLR web site.

Transaction Summary

Description	Amount
TDLR Health Professional	\$103.00
Texas.gov Price	\$103.00

Customer Information

Customer Name TDLR AGENCY

Local Reference ID [REDACTED]

Receipt Date [REDACTED]

Receipt Time [REDACTED]

Payment Information

Payment Type Credit Card

Credit Card Type VISA

Credit Card Number [REDACTED]

Order ID [REDACTED]

Billing Name [REDACTED]

Note: The Education and Examination Division has received your renewal 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 before we can approve your renewal.

-Back on the “**Quick Start Menu**” you can check “**View Application Status.**”

TDLR
TEXAS DEPARTMENT OF LICENSING & REGULATION

Logged in as **AGENCY, TDLR**
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Quick Start Menu
To start choose an option and you will return to this Quick Start menu after you have finished. If no licenses display under the options, and you are licensed, select 'Add Licenses to Registration' to add your license(s) to your registration.

License Information [Show Details](#)
Name: TDLR Agency Driving School LLC
License Number: #C3497
License Type: Driver Education Provider - Primary

Complete Certificate Upload
Driver Education Provider - Primary #C3497 Upload File of Completed Certificates [Select](#)

It is time to Renew!
Driver Education Provider - Primary #C3497 Renew Driver Education Provider License [Select](#)

Manage your License Information
Driver Education Provider - Primary #C3497 <Choose Application> [Select](#)

Apply for a New License
What are you applying for?
<Choose Program> [Select](#)
<Choose Application> [Select](#)

View Application Status
Driver Education and Safety - Renew Driver Education Provider License Status: Open [Details](#)

Additional Activities
Add Licenses To Registration [Select](#)

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-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.

Submission Date	05/26/2023
Application Name	Renew Driver Education Provider License
Status	Open
Deficiencies	
Notes	

[Submit Document\(s\)](#) [Done](#)

-Once we approve your application, you will no longer see the “**It’s Time to renew!**” and “**View Application Status**” sections. Your renewal has now been completed.

-Your updated license will be placed in the mail.



TEXAS DEPARTMENT OF LICENSING & REGULATION

Logged in as **AGENCY, TDLR**
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Quick Start Menu
To start choose an option and you will return to this Quick Start menu after you have finished. If no licenses display under the options, and you are licensed, select 'Add Licenses to Registration' to add your license(s) to your registration.

Complete Certificate Upload
Driver Education Provider - Primary #C3497
Upload File of Completed Certificates [Select](#)

Manage your License Information
Driver Education Provider - Primary #C3497
<Choose Application> [Select](#)

Apply for a New License
What are you applying for?
<Choose Program> [Select](#)
<Choose Application> [Select](#)

Additional Activities
Add Licenses To Registration [Select](#)

License Information [Show Details](#)
Name: TDLR Agency Driving School LLC
License Number: #C3497
License Type: Driver Education Provider - Primary

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