



TEXAS DEPARTMENT OF LICENSING AND REGULATION
PO Box 12157 • Austin, Texas 78711-2157
(800) 803-9202 • (512) 463-6599 • FAX (512) 463-5984
www.tdlr.texas.gov • cstowing@tdlr.texas.gov

TOWING OPERATOR AND VEHICLE STORAGE FACILITY EMPLOYEE LICENSE APPLICATION INSTRUCTIONS

The application must be completed and signed by the applicant. An application is not considered complete and will not be processed until all required items have been submitted. All information provided must be typed or printed in black ink. Attachments must be submitted on separate pieces of single-sided, 8½" x 11" paper. Use a paperclip to fasten all pages together, with the check or money order on top. **Do not use staples.**

DOCUMENTS SUBMITTED WITH YOUR APPLICATION WILL NOT BE RETURNED. KEEP A COPY OF YOUR COMPLETED APPLICATION, ALL ATTACHMENTS, AND YOUR CHECK OR MONEY ORDER.

1. CHOOSE A LICENSE TYPE - Place a check in the box for the license you are applying.
2. NAME - Write your legal name as it will appear on your license. (Last, First, Middle Name, Suffix) Examples of a suffix include Jr., Sr., and II. (Mr. is not a suffix.)
3. DATE OF BIRTH - Write your birthdate.
4. GENDER - Select whether you are male or female.
5. SOCIAL SECURITY NUMBER - Social Security number disclosure is required by Section 231.302(1) of the Texas Family Code in order to obtain a license. Your social security number is subject to disclosure to an agency authorized to assist in the collection of child support payments. For more information regarding child support payments, contact the Texas Attorney General at:
www.oag.state.tx.us/child/index or call (512) 460-6000 or (800) 252-8014.
6. MAILING ADDRESS - Write your current mailing address. This is the address where we will send you mail. This address can be a post office box. You can add the zip plus-4 to help the postal service deliver mail more efficiently and accurately.
7. PHYSICAL LOCATION - Write the physical location of your residence. Do not use a post office box.
8. BUSINESS PHONE NUMBER - Write a telephone number, including the area code, where we can reach you during the day or where we can leave you a message.
9. FAX NUMBER - Write a fax number, including the area code, where you can receive faxes.
10. EMAIL ADDRESS - Write your email address. By providing my email address I authorize TDLR to send licensing communications and required notices to me by electronic mail. I understand that I may revoke this authorization in writing and that I must update my email address or I will not receive these notices. I understand that the email address I have provided in this application will remain confidential except as permitted or required by law.
11. DRIVER'S LICENSE - Write your driver license number in the space provided. Your driver license must be valid and issued by a state in the United States.
12. CRIMINAL HISTORY - Indicate if you have ever been convicted of, or placed on deferred adjudication for, any misdemeanor or felony, other than a minor traffic violation. If YES, complete and attach a Criminal History Questionnaire for each offense. This form can be obtained from the TDLR website at www.tdlr.texas.gov/MISC/lic002.pdf
If you are worried your criminal history could prevent you from getting this license, Texas allows you to have your criminal history evaluated before submitting your application and non-refundable fees. To request a criminal history evaluation, submit a Criminal History Evaluation Letter, a completed Criminal History Questionnaire form for each crime you were convicted of, or placed on deferred adjudication for, and a \$25 fee. You can find more information on the process and download the necessary forms on the TDLR website at www.tdlr.texas.gov/crimHistoryEval.htm
13. DISCIPLINARY ACTION HISTORY - Indicate if you have ever had an occupational license, certification, or registration suspended, revoked, or denied in any state. If you have, complete and attach a Disciplinary Action Questionnaire for each disciplinary action. This form can be obtained from the TDLR website at www.tdlr.texas.gov/misc/DisciplinaryActionQuestionnaire.pdf
14. IF YOU ARE APPLYING FOR A TOWING OPERATOR LICENSE, YOU MUST CHOOSE ONE OF THE TYPES LISTED BELOW
- Check the box that indicates the type of towing operator license you are applying for.
15. SIGNATURE AND DATE - Carefully read the statement of applicant before signing and dating the application.

APPLICATION INFORMATION FOR MILITARY SERVICE MEMBERS, MILITARY VETERANS AND MILITARY SPOUSES

The Texas Department of Licensing and Regulation recognizes the contributions of our active duty military service members, their spouses, and veterans. If you want to use one of the licensing options available to military service members, military veterans and military spouses, please complete the **Military Service Member, Military Veteran or Military Spouse Supplemental Application (TDLR form MIL001)** and attach it with your license application. The form is located on the TDLR website at: <http://www.tdlr.texas.gov/misc/militarysupplemental.pdf>.

If you have additional questions about qualifications, training or experience requirements relating to occupation licensing for military service members, military veterans or military spouses please go to the TDLR Military Information web page at: <http://www.tdlr.texas.gov/military.htm>.

State law prohibits renewing a license more than once after a licensee has defaulted on a student loan guaranteed by the **Texas Guaranteed Student Loan Corporation (TGSLC)** unless the licensee has entered into a repayment agreement with TGSLC. YOU SHOULD CONTACT TGSLC BEFORE FILING THIS APPLICATION if you have defaulted on a student loan. An application or renewal may be rejected if this agency has received information from TGSLC that the applicant has defaulted on a student loan. The Texas Guaranteed Student Loan Corporation can be contacted at: **Texas Guaranteed ATTN: Collections, PO Box 83100, Round Rock, TX 78683-3100, Telephone: (800) 222-6297, <http://www.tgslc.org> or email: cust.assist@tgslc.org.**



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TOWING OPERATOR AND VEHICLE STORAGE FACILITY EMPLOYEE LICENSE APPLICATION

DO NOT WRITE ABOVE THIS LINE

YOU MUST MEET ALL REQUIREMENTS WITHIN 12 MONTHS OF THE FILING DATE, OR THE APPLICATION WILL BE TERMINATED.

TOW TRUCK OPERATOR APPLICATION FEE: \$100
VEHICLE STORAGE EMPLOYEE APPLICATION FEE: \$75
(FEE IS NON-REFUNDABLE)

1. Choose a License Type:

- TOW OPERATOR** (a separate license is not required to work as a VSF employee)
- Vehicle Storage Facility Employee Only**

2. Name:

_____ Last _____ First _____ Middle Name _____ Suffix (JR, SR, III)

3. Date of Birth:

____ - ____ - ____
 Month Day Year

4. Gender:

- Male** **Female**

5. Social Security Number:

(See instruction sheet for disclosure information) _____

6. Mailing Address: (USED TO RECEIVE MAIL FROM TDLR) (A PO box is allowed for this address)

Number, Street Name, Suite Number/Apartment Number

City State Zip Code

7. Physical Location: (A PO box is not allowed for this address)

Number, Street Name, Suite Number/Apartment Number

City State Zip Code

8. Phone Number:

(____) _____
 Area Code Phone Number

9. FAX Number:

(____) _____
 Area Code Phone Number

10. Email Address:

 (Ex: johndoe@aol.com) See instruction sheet for disclosure information

11. Driver License:

 (Must be a valid driver's license issued by a state in the United States.) (STATE)

12. Have you ever been convicted of, or placed on deferred adjudication for, any misdemeanor or felony, other than a minor traffic violation? If YES, complete and attach a Criminal History Questionnaire for each offense. **Yes** **No**

See instruction sheet for more information

13. Have you ever had an occupational license, certification or registration suspended, revoked, or denied in any state? If YES, attach a Disciplinary Action Questionnaire to this application for each action. (This does not include your driver license.) **Yes** **No**

14. If you are applying for a towing operator license you must choose one of the types listed below.

- An Incident Management (IM) Towing Operator may perform incident management tows, private property tows, and consent tows.
- A Private Property (PP) Towing Operator may perform private property and consent tows.
- A Consent Towing (CT) Operator may only perform consent tows.
- Note that IM and PP Towing Operators are required to be certified by the National Drivers Certification Program of the Towing and Recovery Association of America or another certification program approved by the Department. To view a list of approved certification programs, go to www.tdlr.texas.gov/towing/towing.htm#certification

CHECK ONLY ONE (If no type is checked, this application will be entered as an incident management towing operator application.)

Incident Management Towing Operator Private Property Towing Operator Consent Towing Operator

15. STATEMENT OF APPLICANT

By signing and submitting this application, I certify that information submitted on this and any attached forms is true and correct. I further certify that I will comply with all applicable provisions of the Texas Towing Act; Texas Occupations Code, Chapter 2303 and Chapter 2308; Texas Administrative Code, Chapter 60; the Towing Administrative Rules, Texas Administrative Code, Chapter 86; and the Vehicle Storage Administrative Rules, Texas Administrative Code, Chapter 85. I understand that providing false information on this application may result in revocation and/or denial of the license I am requesting and the imposition of administrative penalties and sanctions.

Signature

Date Signed