



TEXAS DEPARTMENT OF LICENSING & REGULATION

P.O. Box 12157 • Austin, Texas 78711-2157

www.tdlr.texas.gov

TOW TRUCK COMPANY AND VSF COMPANY FORM INSTRUCTIONS

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. TYPE OF BUSINESS - Check whether your company is a tow truck company or vehicle storage facility company.
2. TOW TRUCK COMPANY CERTIFICATE NUMBER - Write the certificate number of the tow truck company as it appears on the tow truck company certificate issued by TDLR.
3. NAME OF TOW TRUCK COMPANY - Write the full name of the tow truck company.
4. DBA - Write all assumed names or DBAs used by this business.
5. CHECK THE BOX OF THE ITEMS YOU WISH TO CHANGE - Indicate what information related to your business you wish to change.
 - **Cancel Certificate of Registration** - Check this box if you want to cancel your certificate of registration for your tow truck or vehicle storage facility. There is no charge for this action. Original fees submitted for this registration is non-refundable.
 - **Change of Contact and Location Information** - Check this box if you want to update your contact phone number, email address, fax number, mailing address, and physical location of your business.
 - ◆ A vehicle storage facility business cannot change its physical location. If your company is a VSF, you must submit a new application with fees to change the physical location of your business.
 - **Change of Drug Testing Policy Information** - Check this box if you want to designate or change the drug testing policy of your business. You must submit a copy of the policy for approval. Once approved by TDLR, your record will be updated.
6. UPDATE MAILING ADDRESS - Write your new mailing address. This address is where TDLR can send you mail. A post office box can be used for this address.
7. UPDATE PHYSICAL ADDRESS - For a Tow Truck Company ONLY. Write your new physical address. This address cannot be a post office box.
8. UPDATE PHONE NUMBER - Write your new phone number, include the area code.
9. UPDATE FAX NUMBER - Write your new fax number, include the area code.
10. UPDATE EMAIL ADDRESS - Write your new email address. Please provide your email address so the department may email license information and required notices to you. Your email address is confidential pursuant to the Texas Public Information Act, and the department will not share it with the public.
11. UPDATE DRUG POLICY - If you choose the approved drug consortium option or that you are using your own drug testing policy, submit a copy of the policy for approval. Your drug testing policy will be updated once approved by TDLR.
12. SIGNATURE OF OWNER/REPRESENTATIVE - After carefully reading the statement, the authorized person must sign, provide a title, printed name, and date the form.

SEND YOUR COMPLETED APPLICATION AND REQUIRED DOCUMENTS TO:

Texas Department of Licensing and Regulation
P.O. Box 12157
Austin, TX 78711-2157

Documents submitted with your application will not be returned. Keep a copy of your completed application, all attachments, and your check or money order. Do not send cash.

For additional information and questions, please visit the Texas Department of Licensing & Regulation website at <https://www.tdlr.texas.gov> or reach Customer Service via webform where you can submit your request for assistance and include attachments needed at <https://www.tdlr.texas.gov/help> or (800) 803-9202 [in state only], (512) 463-6599, Relay Texas-TDD: (800) 735-2989 or Fax: (512) 463-9468. Customer Service Representatives are available Monday through Friday 7:00 a.m. until 6:00 p.m. Central Time (excluding holidays).



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TOW TRUCK COMPANY AND VSF COMPANY UPDATE FORM

DO NOT WRITE ABOVE THIS LINE

1. Type of Business: Tow Truck Company Vehicle Storage Facility

2. Company Certificate Number:

3. Name of Company:

4. DBA:

5. Check the box of items you wish to change:

Cancel Certificate of Registration (no charge/original fees are non-refundable)

Change of Contact and Location Information

Change of Drug Testing Policy Information

6. Update 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. Update Physical Location: (Tow Truck Company ONLY. VSF company must submit a new application) (A PO box is not allowed for this address)

Number, Street Name, Suite Number

City

State

Zip Code

8. Update Phone Number:

() Phone Number
Area Code Phone Number

9. Update Fax Number:

() Phone Number
Area Code Phone Number

10. Update Email Address:

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

11. Update Drug Testing Policy: Check one (if you are a member of a consortium or are using your own drug testing policy, you must attach a copy. Your license will not be approved unless your drug testing policy is approved)

I am using TDLR's Model Drug Testing Policy;

I am a member of a TDLR approved consortium (name of consortium: _____ consortium phone: _____); or

I am submitting a drug testing policy for TDLR approval.

12. SIGNATURE OF OWNER/REPRESENTATIVE

By signing and submitting this form, 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 and the Texas Vehicle Storage Facility Act; Texas Occupations Code, Chapter 2308 and Chapter 2303; Texas Administrative Code, Chapter 60; the Towing Administrative Rules, the Vehicle Storage Facility Administrative Rules, Texas Administrative Code, Chapter 86 and 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 of Owner or Authorized Representative

Printed Name

Title

Date Signed