TEXAS DEPARTMENT OF LICENSING & REGULATION
P.O. Box 12157 • Austin, Texas 78711-2157
www.tdlr.texas.gov

INSTRUCTIONS FOR DEPARTMENT- APPROVED THIRD-PARTY INTERNET WEBSITE FOR VSF NOTIFICATIONS APPLICATION

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. Attachments must be submitted on separate pieces of single-sided, 8½" x 11" paper.

KEEP A COPY OF YOUR COMPLETED APPLICATION AND ALL ATTACHMENTS.

1. **LEGAL BUSINESS NAME** – Enter the full legal name of your business entity as registered with the appropriate state or federal authority.

2. **WEBSITE URL** – Provide the complete website address for your business (e.g., https://www.example.com).

3. **BUSINESS PHONE NUMBER** – Provide a telephone number, including the area code, where your business can be reached during normal operating hours.

4. **BUSINESS FAX NUMBER** – Provide a fax number, including the area code, where your business can receive documents. If unavailable, leave this field blank.

5. **BUSINESS EMAIL ADDRESS** – Provide a valid email address for your business. By submitting this email, you authorize official communications to be sent electronically. You may revoke this authorization in writing at any time. The email address will remain confidential except as permitted or required by law.

6. **MAILING ADDRESS** – Provide 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 BUSINESS ADDRESS** – Provide the physical location of your business. This must be a street address and cannot be a post office box.

8. **POINT OF CONTACT NAME & TITLE** – Provide the full name and official title of the individual responsible for business communications. This person will serve as the primary point of contact.

9. **POINT OF CONTACT PHONE NUMBER** – Provide a direct phone number, including the area code, for the contact person listed above

10. **POINT OF CONTACT EMAIL ADDRESS** – Provide a direct email address for the contact person listed above.

11. **OWNERSHIP** – Indicate whether the Point of Contact or any owner of this business has a conflict of interest related to owning or operating a Vehicle Storage Facility (VSF).

12. **RETENTION POLICY FOR NOTICE-RELATED RECORDS** – Indicate the minimum number of years your business retains all records related to notices. Describe how these records are stored, who has access, and how they can be produced upon request. Include the method by which TDLR may access these records for inspection or audit purposes.

13. **VEHICLE SEARCH AVAILABILITY PERIOD** – Indicate how long a vehicle remains searchable in the online database after being entered.

14. **VEHICLE INFORMATION DISPLAYED ONLINE** – Specify the types of information provided about a vehicle on the public-facing website. This may include license plate number, VIN, year, make, model, color, tow date and time, storage facility contact details, and reason for tow.

15. **SIGNATURE AND DATE** - Carefully read the statement of applicant before signing and dating the application.

SEND YOUR COMPLETED APPLICATION AND REQUIRED DOCUMENTS TO: towing@tdlr.texas.gov

For additional information and questions, please visit the TDLR website or reach Compliance at towing@tdlr.texas.gov

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APPLICATION FOR DEPARTMENT- APPROVED THIRD-PARTY INTERNET WEBSITE FOR VSF NOTIFICATIONS

1. **Legal Business Name:**

2. **Website URL:**

3. **Business Phone Number:**

4. Business Fax Number:

5. **Business Email Address:**

6. **Mailing Address:** (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. **Point of Contact Name & Title**

9. **Point of Contact Phone Number:**

10. **Point of Contact Email Address:**

11. **Do you own or have an ownership interest in a VSF company in Texas?   Yes   No**

If yes, please indicate what percentage of ownership:

12. Required Retention Policy for Notice-related Records

Required retention policy for all notice-related records (Required minimum two years from the date of the release or disposal of the vehicle for application approval)

- **Front-end access for users: Yes   No**
- **Back-end access for audit: Yes   No**

Are all records stored electronically?   Yes   No

System has the capability for the Department be granted access for inspection and investigative purposes?   Yes   No

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13. How long is a vehicle searchable for?

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14. What information about a vehicle or vehicle ownership will be displayed or accessible on the website?

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By signing and submitting this application, I affirm that all information provided herein and in any attached documentation is true, accurate, and complete to the best of my knowledge. I further affirm compliance with all applicable current and future state, federal, and local laws and regulations, including but not limited to the Texas Towing and Booting Act and Vehicle Storage Facility Act; Texas Occupations Code, Chapters 2308 and 2303; 16 Texas Administrative Code, Chapter 60; the Towing Administrative Rules, Chapter 86; and the Vehicle Storage Facility Administrative Rules, Chapter 85. I acknowledge that approval of this application may be denied, suspended, or revoked in the event of fraud, misrepresentation, or failure to comply with any notice or requirement. I certify that there are no conflicts of interest related to any towing company or vehicle storage facility associated with this application. I further understand that failure to provide required or updated information may result in removal from TDLR- approved publicly accessible third-party notification system.

_____   _____
Print Name   Date Signed

_____
Signature