



BOOTING COMPANY 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. BUSINESS NAME - Write the full name of your business to be registered (40 character maximum).
2. DOING BUSINESS AS (DBA) NAME - 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's 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 scenario: John Smith sets up a painting business. Rather than operate under his own name, John instead chooses to name his business: "John Smith Painting". This name is considered an assumed name and John will need to register it with the appropriate local government agency.

Do I need a DBA name? A DBA is needed in the following scenarios:

- **Sole Proprietors or Partnerships** – If you wish to start a business under anything other than your real name, you'll need to register a DBA so that you can do business as another name.
- **Existing Corporations or LLCs** – If your business is already set up and you want to do business under a name other than your existing corporation or LLC name, you will need to register a DBA.

3. TYPE OF OWNERSHIP - Check the box that shows how your business is organized.
4. FEDERAL ID NUMBER - Write the federal ID number that is used by your business. Information about Federal or Employer ID numbers can be found at: www.irs.gov/businesses.
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. A post office box can be used.
7. PHYSICAL LOCATION - Write the physical address of your business. 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. BUSINESS FAX NUMBER - Write a fax number, including the area code, where you can receive faxes.
10. POINT OF CONTACT - Write the name, title, email address, and phone number of a person we can contact about this booting business. 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. LEGAL AGENT - Write the name, phone number, and address for the legal agent if this tow company is not located in Texas.
12. INSURANCE - Attach a Certificate of Insurance approved by the Texas Department of Insurance. The certificate of insurance must document that this company has:
 - a general liability insurance policy on a broad form with a combined single limit for bodily injury and property damage for each occurrence of at least \$500,000; and
 - an aggregate limit for all occurrences for each policy year of at least \$500,000; and
 - an automobile liability insurance policy covering the applicant and the applicant's employees for vehicles owned, hired or otherwise used in the applicant's business, with a combined single limit for each occurrence of at least \$500,000.
13. SIGNATURE AND DATE - Carefully read the statement of applicant before signing and dating the application.

Appendix A must be completed and submitted with the application and fee.

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.



TEXAS DEPARTMENT OF LICENSING AND REGULATION
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 www.tdlr.texas.gov • cstowing@tdlr.texas.gov

BOOTING COMPANY 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.

APPLICATION FEE: \$250 (FEE IS NON-REFUNDABLE)

1. Business Name: (as it will appear on your license, 40 character limit)

2. Doing Business As (DBA) Name:

3. Type of Ownership:

Sole Proprietorship Corporation Limited Partnership
 Limited Liability Company Limited Liability Partnership General Partnership

4. Federal ID Number: (if a Corporation)	5. Social Security Number: (if a Sole Proprietor OR if no Federal ID, provide the SSN of the owner)
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	(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. Business Phone Number:	9. Business FAX Number:
(_____) _____ Area Code Phone Number	(_____) _____ Area Code Phone Number

10. Point of Contact: (Print name)

Name: _____ **Title:** _____

Email Address: _____ **Phone Number:** (_____) _____
(Ex: Johndoe@aol.com) See instruction sheet for disclosure information Area Code Phone Number

11. Legal Agent: (Only required if company is not located in Texas)

Name: _____

Phone Number: (_____) _____
Area Code Phone Number

Mailing Address: _____
Number, Street Name, Suite Number City State Zip Code

12. INSURANCE

The Texas Towing and Booting Act 2308.1556(b) and the Vehicle Booting and Immobilization Administrative Rules 89.40 require that this company submit proof of and maintain:

- a general liability insurance policy on a broad form with a combined single limit for bodily injury and property damage for each occurrence of at least \$500,000; and
- an aggregate limit for all occurrences for each policy year of at least \$500,000; and
- an automobile liability insurance policy covering the applicant and the applicant’s employees for vehicles owned, hired, or otherwise used in the applicant’s business, with a combined single limit for each occurrence of at least \$500,000.

The booting company’s insurance policy must be kept in full force and effect so long as the booting company is operating. The Department may revoke a booting company license if the insurance has been canceled and a replacement policy has not been filed prior to the cancellation date.

Is a Certificate of Insurance approved by the Texas Department of Insurance attached? Yes No

13. STATEMENT OF APPLICANT

By signing and submitting this application, I certify that information submitted on this and any attached forms are true and correct. I further certify that I will comply with all applicable provisions of the Texas Towing and Booting Act; Texas Occupations Code, Chapter 2308; Texas Administrative Code, Chapter 60; the Vehicle Booting and Immobilization Administrative Rules, Texas Administrative Code, Chapter 89; 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
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Title	Date Signed
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