



TEXAS DEPARTMENT OF LICENSING AND REGULATION

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

800-803-9202, 512-463-6599, FAX 512-463-5984

www.license.state.tx.us - towing@license.state.tx.us

TOW TRUCK COMPANY APPLICATION INSTRUCTIONS

This application must be completed to obtain a Tow Truck Company Certificate. To expedite processing time call 1-800-803-9202 to register online, using the TOOLS system.

1. Provide the name and any DBA(s) for the Tow Truck Company.
2. Provide the Tow Truck Company's Physical Address - This address must be the physical address of the business location and may not be a post office box.
3. Provide the Tow Truck Company's Mailing Address - This is the address to which the Department will send all correspondence and you may list a post office box.
4. Provide the business phone number.
5. Provide the business fax number.
6. Provide the social security number of the owner, if this company is a sole proprietor.
Section 231.302 of the Texas Family Code REQUIRES all applicants to disclose their Social Security Number (SSN) when filing an application. The SSN that is provided is confidential and is required to enforce Child Support orders. Failure to provide the SSN will prevent a license from being issued and could ultimately lead to termination of the application.
7. Provide the business email.
8. Check appropriate box to indicate the type of ownership. If you check other, please specify.
9. Check yes if this is a Unified Carrier Registered Company and if yes, then enter the USDOT # .
10. Provide the name and title of all company owners, partners, or corporate officers. Attach additional sheets if necessary.
11. Provide the name, phone and address for legal agent. If company is located out of state you MUST provide the legal agent information.
12. **INSURANCE—ALL INSURANCE FILINGS MUST BE SUBMITTED BY YOUR INSURANCE COMPANY THROUGH THE TEXAS OCCUPATIONS ONLINE LICENSING SYSTEM (TOOLS) AT WWW.LICENSE.STATE.TX.US/TOOLS/.**

Liability Insurance - Indicate if you will maintain \$300,000 or \$500,000 liability insurance by checking the appropriate box. If this tow company performs any incident management tows then \$500,000 in liability is required. If this tow company performs only private property tows or consent tows then \$300,000 in liability is required.

Cargo Insurance - \$50,000 per vehicle cargo insurance is required if tow company performs incident management tows and/or private property tows. Indicate if you will perform incident management or private property tows.

13. **Drug Testing Policy** - Check whether you are using the TDLR Model Drug Testing policy, you are a member of a TDLR approved drug consortium, or you are submitting a drug testing policy for TDLR approval. If you indicate that you are a member of a TDLR approved drug consortium or that you are submitting a drug testing policy for approval, TDLR must approve your drug testing policy before you can get an active license. Please attach a copy.
14. **Fees** - Enter all the fees that are attached to this form. Make one check are payable to the Texas Department of Licensing and Regulation. Mail fees and paperwork to TDLR, PO Box 12157, Austin, TX 78711.
Application Fee - \$350 Tow Truck(s) Fee - \$75 x # of tow trucks (total obtained from Attachment A)
15. Sign and date application.

Appendix A:

- A. Provide the name and any DBA(s) for the Tow Truck Company.
- B. Provide the Tow Truck Company's Physical Address - This address must be the physical address of the business location and may not be a post office box.
- C. **Tow Truck Information** - Designate if tow truck will be used to perform incident management (IM) tows, private property (PP) tows or consent tows (CT) by checking the appropriate box. Tow trucks designated to perform IM tows can perform PP tows and CT tows. Tow trucks designated to perform PP tows can also perform CT tows. Tow truck designated to perform CT tows may only perform CT tows. You must check one.
Verify whether the tow truck is equipped to tow light-duty (LD) vehicles or heavy duty (HD) vehicles according to manufacturer's guidelines by checking the appropriate box. You must check one.
Verify if the tow truck is a Car Hauler or not by entering Y for yes and N for no in the appropriate box. A Car Hauler is a tow truck that can haul 3 or more vehicles at one time.
- D. **Tow Truck Fee** - Multiply \$75 by the total number of tow trucks. Enter this number on application under tow truck fees.