



TEXAS DEPARTMENT OF LICENSING AND REGULATION

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

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

TOW TRUCK COMPANY UPDATE FORM INSTRUCTIONS

You may make changes to a current Tow Truck Certificate by completing TDLR Form 005, Tow Truck Company Update Form, **OR FOR FASTER SERVICE, YOU MAY MAKE CHANGES (INCLUDING PIN REQUEST) ONLINE AT WWW.LICENSE.STATE.TX.US/TOOLS/**.

1. You **MUST** enter the Tow Truck License number. TDLR may not be able to process your request for update(s) unless the license number is provided.
2. Provide the name of the Tow Truck Company. Check the box if you are changing the company name.
3. Provide the Tow Company DBA name. Check the box if you are adding or changing the company DBA name.
4. Check this box if you want to cancel the tow company certificate of registration. (no charge/original fees are non-refundable)
5. Check this box if you need to be reminded of your PIN, to have access to update your certification online at www.license.state.tx.us/tools/.
6. Check this box to change the tow company's Physical Address - This address must be the physical address of the location and may not be a post office box.
7. Check this box to change the tow company's Mailing Address - This is the address to which the Department will send all correspondence and you may list a post office box.
8. Check this box to change the Business Phone, Fax or Email Address used to contact the Tow Company.
9. Check this box to change the Tow Company Name. Proof of insurance reflecting the new name change must be filed by your insurance company online at www.license.state.tx.us/tools/.
10. Check this box if the tow company corporation is changing. Proof of insurance reflecting the new name change must be filed by your insurance company online at www.license.state.tx.us/tools/. All conversions must be approved by the Texas Secretary of State prior to submitting this application.
11. Check this box to change Corporate Officers and/or Titles.
12. Check this box to change the Legal Agent. The address listed must be a physical address in Texas.
13. Check this box to designate or change the Drug Testing Policy Information. If you choose the approved drug consortium option or that you are using your own drug testing policy, submit a copy for approval. You will not be able to update your record until approval is given by TDLR.
14. Check this box to change the Amount of Liability Insurance. 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. Proof of proper insurance must be filed online by your insurance company through the TOOLS program at www.license.state.tx.us/tools/.
15. Check this box to Add Cargo Insurance. \$50,000 per vehicle cargo insurance is required if tow company performs incident management tows and/or private property tows. Proof of proper insurance must be filed online by your insurance company through the TOOLS program at www.license.state.tx.us/tools/.
16. Sign and date the form.