



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

VEHICLE STORAGE FACILITY UPDATE FORM

PURSUANT TO TEXAS OCCUPATIONS CODE, CHAPTER 2308

FOR FASTER SERVICE, THE FOLLOWING CHANGES (INCLUDING PIN REQUEST) CAN BE MADE ONLINE AT www.license.state.tx.us/tools/.

- Cancel License (No charge/Original Fees are non refundable)
Address Change (Mark through incorrect information above.)
Storage Capacity (May require an increase in insurance coverage.)
Corporation Officers (No charge)
Corporate Conversion Conversion approved by the Texas Secretary of State prior to submitting this application?
Name Change (No change in ownership. Proof of insurance reflecting the new name change must be filed by your insurance company through TOOLS.)
Drug Testing Policy (Follow instructions below. )

1. Name of Vehicle Storage Facility: DBA:

2. Physical Location: STREET ADDRESS MUST BE DESIGNATED BELOW. (A license will not be issued to a P.O. Box.)

Number, Street, Suite No., Apt. No. City State Zip

3. Mailing Address : (USED FOR ALL CORRESPONDENCE) (P.O. Box is allowed for this address.)

Number, Street, Suite No., Apt. No. City State Zip

4. Business Phone: ( ) - 5. Fax: ( ) -

6. SS # (required if Sole Proprietor): 7. Email Address:

8. Type of Ownership: Corporate Partnership Sole Proprietor Other

9. List each company officer, principal, partner or manager in the space below. Provide their title, name, address, date of birth, gender, and % of ownership. Attach additional sheet (s) if necessary.

Table with 6 columns: Title, Name, Address (Street, City, State, Zip Code), % Ownership, Date of Birth, Gender M/F

Have any of the individuals listed above or on an attached sheet been convicted of a felony or misdemeanor for which the maximum punishment is confinement in jail or a fine exceeding \$500?
No Yes If yes, attach a criminal history questionnaire for each person with a history. You can view and print a criminal history questionnaire at www.license.state.tx.us/towing/towforms.htm.

10. Storage Capacity (Check one): 50 vehicles or fewer 51-99 vehicles 100 vehicles or more

You must maintain insurance for this facility that meets the following requirements: Not less than \$9,000 per claim if you have space to store not more than 50 motor vehicles; Not less than \$18,000 per claim if you have space to store 51 to 99 motor vehicles; or Not less than \$25,000 per claim if you have space to store 100 or more motor vehicles.

ALL INSURANCE FILINGS MUST BE SUBMITTED BY YOUR INSURANCE COMPANY THROUGH TDLR'S TEXAS OCCUPATIONS ONLINE LICENSING SYSTEM (TOOLS) AT WWW.LICENSE.STATE.TX.US/TOOLS/ .

Drug Testing Policy (please 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. By signing and submitting this application, 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 Vehicle Storage Facility Act; Texas Occupations Code, Chapter 2303; TEX. ADMIN. CODE, Chapter 60; the Vehicle Storage Facility Administrative Rules , TEX. ADMIN. CODE, 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, Partner Officer or Authorized Agent Date Printed Name

Signature of Corporation Secretary Date Printed Name