



## TEXAS DEPARTMENT OF LICENSING AND REGULATION

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

1-800-299-1700 - FAX (512) 463-5984

[www.license.state.tx.us](http://www.license.state.tx.us) - [towing@license.state.tx.us](mailto: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 1-800-299-1700 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. Provide the name and title of all company owners, partners, or corporate officers. Attach additional sheets if necessary.
10. Provide the name, phone and address for legal agent. If company is located out of state you MUST provide the legal agent information.
11. Indicate if you belong to a drug-testing consortium by checking yes or no.
12. If you do belong to a drug-testing consortium please provide the name of person(s) operating the consortium.
13. Cargo Insurance - Indicate if you perform nonconsent tows by checking yes or no. If yes, you must maintain \$50,000 of Cargo insurance per vehicle. **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/](http://WWW.LICENSE.STATE.TX.US/TOOLS/).**
14. Liability Insurance - Indicate if you will maintain \$300,000 or \$500,000 liability insurance by checking the appropriate box. If gross weight, registered weight or gross weight rating of 26,000 pounds or less then \$300,000 in liability insurance is required. If gross weight, registered weight or gross weight rating over 26,000 pounds then \$500,000 in liability insurance is required. **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/](http://WWW.LICENSE.STATE.TX.US/TOOLS/).**
15. 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 - \$100
  - Liability Insurance Fee - \$100
  - Cargo Insurance Fee - \$100 (only required if you perform nonconsent tows)
  - Tow Truck(s) Fee - \$25 x # of tow trucks (total obtained from Attachment A)
16. 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 - Provide the make, unit number, year, and complete Vehicle Identification Number for each tow truck. Note the unit number is designated by you.
- D. Tow Truck Fee - Multiply \$25 by the total number of tow trucks. Enter this number on application under tow truck fees.  
Note: Tow Trucks can be registered for only one year.