



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 - 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. Provide the name of the Tow Truck Company.
2. Provide the Tow Company Certificate Number.
3. Check this box if you want to cancel the tow company certificate of registration. (no charge/original fees are non-refundable)
4. Check this box if you need to be reminded of your PIN, to have access to update you certification online at www.license.state.tx.us/tools/.
5. 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.
6. 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.
7. Check this box to change the Business Phone, Fax or Email Address used to contact the Tow Company.
8. 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/.
9. 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.
10. Check this box to change Corporate Officers and/or Titles.
11. Check this box to change the Legal Agent. The address listed must be a physical address in Texas.
12. Check this box to change the Drug Testing Information.
13. Check this box to change the Amount of Liability Insurance. 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. Proof of proper insurance must be filed online by your insurance company through the TOOLS program at www.license.state.tx.us/tools.
14. Check this box to Add Cargo Insurance. If you company performs Nonconsent Tows, you must have \$50,000 per vehicle of Cargo Insurance. Proof of proper insurance must be filed online by your insurance company through the TOOLS program at www.license.state.tx.us/tools/. **IF CARGO INSURANCE IS ADDED, ATTACH \$100 CHECK OR MONEY ORDER MADE PAYABLE TO TDLR.**
15. Sign and date the form.