



## TEXAS DEPARTMENT OF LICENSING AND REGULATION

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

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[www.license.state.tx.us](http://www.license.state.tx.us) - [towing@license.state.tx.us](mailto:towing@license.state.tx.us)

### VEHICLE STORAGE FACILITY UPDATE FORM INSTRUCTIONS

You may use the Vehicle Storage Facility Update Form to: Cancel a License; Reactivate a License; Corporate Conversion; Change of Address; Change in Storage Capacity; and Change or Addition to Corporate Officers OR FOR FASTER SERVICE, YOU MAY MAKE CHANGES ONLINE AT [www.license.state.tx.us/tools/](http://www.license.state.tx.us/tools/).

1. Provide the name and any DBA(s) for the Vehicle Storage Facility.
2. Provide the Vehicle Storage Facility'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 Vehicle Storage Facility'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. Identify company's operator/manager (if operated or managed by other than the owner), ownership, and corporate officer names and addresses, where applicable below. Attach additional sheet if necessary.
10. If the licensee, partner of the licensee, principal, officer, employee, or general manager in the licensee's business has ever been convicted of a felony or misdemeanor within three years preceding this application, for which the maximum punishment is confinement in jail or a fine exceeding \$500 answer this question YES and attach a completed Criminal History questionnaire. You may obtain a Criminal History questionnaire on the TDLR website shown above.
11. Check the appropriate box to indicate the storage capacity available at this Vehicle Storage Facility.
12. **Insurance Requirements:** Garage keepers insurance coverage shall be in the amount of not less than \$9,000 for injury to or destruction of property of others if the vehicle facility has space to store not more than 50 motor vehicles; \$18,000 if the facility has space to store 51-90 motor vehicles; and \$25,000 if the facility has space to store 100 or more motor vehicles. **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/) .**
13. Sign and date application.