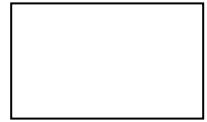


Motor Vehicle Division
PO Box 13044
Austin, TX 78711-3044
TOLL-FREE (877) 366-8887 • (512) 416-4800



APPLICATION TO AMEND CONVERTER LICENSE

LICENSE NO: _____

1. INFORMATION AS IT CURRENTLY APPEARS ON YOUR LICENSE:

A. BUSINESS NAME: _____

B. ASSUMED NAME/DBA: _____

C. PHYSICAL ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

D. MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

2. TELEPHONE NUMBER: _____ FAX: _____

3. E-MAIL ADDRESS: _____

4. CONTACT NAME AND TELEPHONE NUMBER: _____

5. NEW INFORMATION (CHECK ALL THAT APPLY):

A. NEW BUSINESS NAME OR ASSUMED NAME/DBA: (FILL IN THE BLANK)

B. NEW PHYSICAL ADDRESS: (FILL IN THE BLANK)

C. OWNERSHIP OR MANAGEMENT CHANGE

D. CONVERSION FROM ONE ENTITY TO ANOTHER

E. ADDITION OF CONVERSION PACKAGE

F. ADDITION OF NEW MOTOR VEHICLES TO BE CONVERTED

G. ADDITION OF DEALERS

H. OTHER (SPECIFY ON A SEPARATE SHEET)

6. ATTACH ALL REQUIRED DOCUMENTATION FOR THE CHANGE YOU ARE MAKING (DETAILED REQUIREMENTS ARE ON THE BACK OF THIS SHEET).

7. AMENDMENT FEE IS \$25.00, PAYABLE TO TEXAS DEPARTMENT OF TRANSPORTATION. INCLUDE YOUR NAME OR DBA ON THE CHECK /MONEY ORDER. COMPLETE ATTACHED FORM IF PAYING BY CREDIT CARD. IF PAYING BY CREDIT CARD AN ADDITIONAL FEE OF \$1.00 WILL BE ADDED.

8. MAIL THIS FORM AND ALL ATTACHMENTS TO:

PAYING BY CHECK/MONEY ORDER:
MOTOR VEHICLE DIVISION
PO BOX 13044
AUSTIN TX 78711-3044

PAYING BY CREDIT CARD:
MOTOR VEHICLE DIVISION
PO BOX 2293
AUSTIN TX 78768-2293

REMEMBER: MISSING, INCOMPLETE, OR INACCURATE INFORMATION WILL DELAY PROCESSING OF YOUR AMENDMENT.

\$25.00 RA

REQUIRED ATTACHMENTS

BUSINESS NAME/DBA: _____

BUSINESS NAME OR ASSUMED NAME/DBA CHANGE:

- Assumed name certificate (from the Secretary of State for corporations, LPs, LLPs & LLCs, from the county for individuals and general partnerships).
- Amended corporate papers from the Secretary of State if your corporate name has changed.

OWNERSHIP OR MANAGEMENT CHANGE:

- Complete the attached ownership and management information form (form LF601). The form must be signed by an individual authorized to act for the licensee and notarized.

CONVERSION FROM ONE ENTITY TO ANOTHER:

- Attach a copy of the certificate of conversion issued by the Secretary of State.
- New certificate for the entity (corporation, LP, LLP, or LLC).
- Documentation issued by the appropriate Secretary of State stating that the entity change was a result of a conversion.
- Complete the attached ownership and management information form (form LF601). The form must be signed by an individual authorized to act for the licensee and notarized.

ADDITION OF CONVERSION PACKAGE:

- Attach a list of the names by which applicant identifies the new conversion package(s) installed on new motor vehicles.
- For each new conversion package, provide a detailed description of the modifications performed by applicant on new motor vehicles.
- A copy of each warranty agreement currently in force governing conversion of new motor vehicles by applicant.
- Brochures or photographs depicting your new product(s), with a description of the product specifications.

ADDITION OF NEW MOTOR VEHICLES TO BE CONVERTED:

- Attach a list of each new motor vehicle line-make applicant will be converting.
- For each new line-make converted by applicant, attach a list of any franchised dealers in Texas to whom applicant sells or otherwise markets its converted new motor vehicles. INCLUDE NAME, BUSINESS ADDRESS, GENERAL DISTINGUISHING NUMBER (P-NUMBER), AND FRANCHISE LICENSE NUMBER OF EACH DEALER. **This is required of all applicants.**

ADDITION OF DEALERS:

- For each line-make converted by applicant, attach a list of any new franchised dealers in Texas to whom applicant sells or otherwise markets its converted new motor vehicles. INCLUDE NAME, BUSINESS ADDRESS, GENERAL DISTINGUISHING NUMBER (P-NUMBER), AND FRANCHISE LICENSE NUMBER OF EACH DEALER. **This is required of all applicants.**

The applicant or an authorized agent hereby certifies under penalty of perjury that statements made above and on attachments hereto and documents submitted herewith are true and correct, and that all documents attached hereto or submitted herewith are complete and submitted in their entirety and are accurately represented. Applicant swears they are not at this time delinquent in any court-ordered obligation to pay child support.

Date: _____

Signature – Applicant or Authorized Officer

Title

STATE OF _____

COUNTY OF _____

Subscribed and sworn before me this _____ day of _____, 20_____.

Notary Public

Privacy Statement

The Texas Department of Transportation maintains the information collected through this form. With few exceptions, you are entitled on request to be informed about the information that we collect about you. Under Sections 552.023 of the Texas Government Code, you also are entitled to receive and review the information. Under Section 559.004 of the Government Code, you are also entitled to have us correct information about you that is incorrect. For inquiries call 512-416-4800.