

MVD USE ONLY
DATE: _____
INIT: _____

**APPLICATION TO AMEND BUSINESS ENTITY**

**1. INFORMATION AS IT IS CURRENTLY:**

**A. BUSINESS NAME:**

**B. 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: (FILL IN THE BLANK)**

**B. OWNERSHIP OR MANAGEMENT CHANGE**

**C. CONVERSION FROM ONE ENTITY TO ANOTHER**

**6. LICENSE NUMBERS THAT THIS CHANGE WILL AFFECT: (CHECK ALL THAT APPLY)**

**FRANCHISE:**

**CONVERTER:**

**GDNS:**

**MANUFACTURER/DISTRIBUTOR:**

**LESSOR:**

**REPRESENTATIVE:**

**LEASE FACILITATOR:**

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

**8. 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.**

**9. 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: ADD \$1 nonrefundable**  
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:**

**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 an attached ownership and management information form for each license type that the applicant has. The license type is identified on each form in the top left corner. 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 an attached ownership and management information form for each license type that the applicant has. The license type is identified on each form in the top left corner. The form must be signed by an individual authorized to act for the licensee and notarized.

Applicant or authorized agent hereby certifies under penalty of perjury that statements made above and on attachments and documents submitted are true and correct, and that all documents submitted with this application are complete, 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.