



Texas Department *of* Motor Vehicles

HELPING TEXANS GO. HELPING TEXAS GROW.

eLICENSING

Release for Notes

Release 24.3.1

10/21/2024

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Table 1: Revision Table

Version	Date	Description	Author
1.0	10/15/2024	Revised document	B. Kruse

About the Release

These Release Notes contain information about new features, enhancements, and reported issues resolved in this release of eLICENSING.

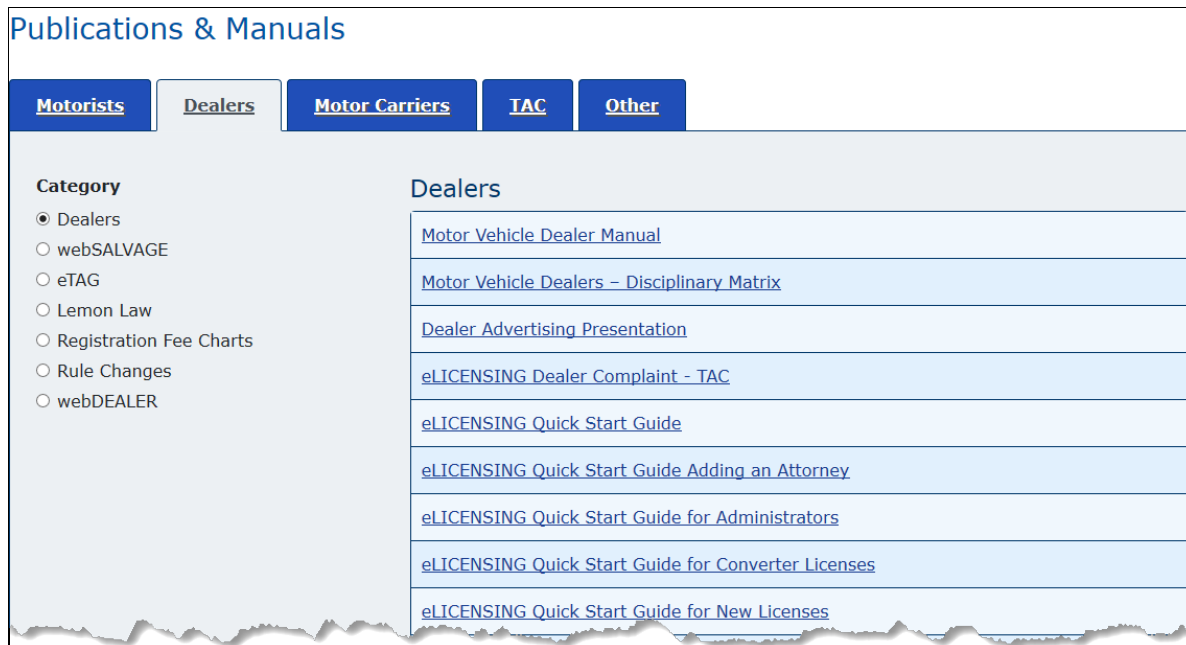
eLICENSING Overview

eLICENSING is an online self-service hub for all motor vehicle dealers, salvage dealers, and industry licensees operating in Texas. Dealers and licensee can access licensing information, submit license applications and payments, and track the progress of submitted applications. Members of the public as well as tax assessor-collectors may use eLICENSING to file complaints against dealers.



Getting Help

The documentation for eLICENSING is on the Texas Department of Motor Vehicles web site: <https://www.txdmv.gov>. Open the **About Us** menu, choose **Publications**, open the **Dealers** tab, and select **Dealers**.



Publications & Manuals

Motorists | **Dealers** | Motor Carriers | TAC | Other

Category

- Dealers
- webSALVAGE
- eTAG
- Lemon Law
- Registration Fee Charts
- Rule Changes
- webDEALER

Dealers

- [Motor Vehicle Dealer Manual](#)
- [Motor Vehicle Dealers – Disciplinary Matrix](#)
- [Dealer Advertising Presentation](#)
- [eLICENSING Dealer Complaint - TAC](#)
- [eLICENSING Quick Start Guide](#)
- [eLICENSING Quick Start Guide Adding an Attorney](#)
- [eLICENSING Quick Start Guide for Administrators](#)
- [eLICENSING Quick Start Guide for Converter Licenses](#)
- [eLICENSING Quick Start Guide for New Licenses](#)

The eLICENSING documentation is also available:

For Dealers: <https://www.txdmv.gov/dealers/licensing/elicensing-resources>

For Tax Assessors/Collectors: Go to www.txdmv.gov/tax-assessor-collectors, open the **Resources** tab, select **Publications & Manuals | Dealers | Dealers**.

Summary of Business Reported Issues

- LACE-10192 eLICENSING Application Question Changes
- LACE-10193 eLICENSING Attachment Changes

Business Reported Issues

LACE-10192 eLICENSING Application Question Changes

Due to recent Rule changes in Texas Administrative Code Chapters 215 & 221, application questions were updated in eLICENSING. Changes included the following:

- Updates to premises questions for GDN Wholesale Motor Vehicle Auction holders in relation to display space, interior office, & business sign requirements.
- Addition of the following question on GDN new & renewal applications:
 - “Do you engage in the business of repairing or servicing vehicles with catalytic converters?”
- Addition of the following question on Manufacturer & Distributor applications:
 - “Does the applicant confirm that they will comply with Texas Occupations Code Chapter 2301, Subchapter I and §2301.451-2301.476?”

LACE-10193 eLICENSING Attachment Changes

Due to recent Rule changes in Texas Administrative Code Chapters 215 & 221, attachments were updated in eLICENSING. Changes included the following:

- Updates to premises attachments for GDN Wholesale Motor Vehicle Auction holders in relation to display space, interior office, & business sign requirements.
- Updates to premises attachments for retail GDN dealers in relation to display space barrier requirements.
- Addition of the following attachment on Franchise, GDN, Salvage, & In-Transit renewal applications:
 - Proof of Identity - Copy of a current driver’s license, Texas identification card, Texas handgun license, passport, or U.S. Military Identification Card for each person listed on the application.

- Addition of the following attachment on Franchise new applications:
 - Please upload a clear copy of your Certificate of Occupancy and/or Certificate of Compliance if required to operate a motor vehicle business at your proposed location. If a Certificate of Occupancy and/or Certificate of Compliance is not required at your proposed location, please upload a written statement of explanation.

- Addition of the following attachment on In-Transit new applications:
 - Submit a completed, notarized copy of the [In-Transit Business Model Affidavit](#).

- Addition of the following attachment on In-Transit plate applications:
 - Submit a written statement explaining the business justification for the request to obtain additional plates. Your statement must include the following details:
 - a. The business justification for the request for additional plates, including the reason additional plates are necessary to the continuation of the business;
 - b. The number of vehicles currently being transported to a location in Texas;
 - c. The highest number of motor vehicles transported in the prior 12 months; and
 - d. The size and type of business operated.

- Addition of the following attachment on Manufacturer, Distributor, & Converter plate applications:
 - Submit a written statement explaining the business justification for the request to obtain additional plates. Your statement must include the following details:
 - a. The business justification for the request for additional plates, including the reason additional plates are necessary to the continuation of the business;
 - b. The number of vehicles assembled or modified in the prior year;
 - c. The highest number of motor vehicles in inventory in the prior 12 months;
 - d. The size and type of business operated; and
 - e. A description of how the business typically uses the license plates.

- Addition of the following attachment on Manufacturer new, renewal, & line-make amendment applications:
 - Provide a list of all authorized distributors under this license. If no authorized distributors exist, provide a statement of explanation.

- Addition of the following attachment on Manufacturer & Distributor new, renewal, & line-make amendment applications:
 - Dealer List and Service Only Dealer List - A list of each franchised dealer in Texas including the dealer's name and physical address, or if motor vehicle sales or offers to sell to Texas residents will solely be over the internet, a list of each out-of-state dealer or person authorized by the manufacturer or distributor to sell a new motor vehicle online to a Texas resident including the person's name, physical address, and license number issued by the state in which the person is located.

- Addition of the following attachment on Distributor new, renewal, & line-make amendment applications:
 - Submit one of the following:
 1. Executed Distribution Agreement;
 2. Excerpts from the executed Distribution Agreement containing at a minimum the following: the legal business name of each party, authorized signature of each party, distribution territory, effective date, end date, physical address, mailing address, and email address of each party, distributor responsibilities related to warranty and franchised dealer matters, the party or person responsible for providing warranty services, and list of motor vehicle line-makes and vehicle types to be included in the agreement; or
 3. [Evidence of Distribution Agreement form](#) completed by the manufacturer.