

Driver Education Provider- Add Instructor Training Guide

-Select link to [Online Licensing Services - TDLR \(texas.gov\)](#) to log into your Online Services account.

***If you have not created an Online Licensing Services account, please review the training guide titled “How to Complete Online Licensing Services registration.”**

-Enter your “Username and password” and select “Sign-In.”

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Online Licensing Services [Contact Customer Service](#)

Renew Your License
Please [login](#) with your existing user ID and password, or [register as a new user](#).

Apply for a New License
Please [login](#) with your existing user ID and password, or [register as a new user](#).

Search the License Database
Begin your [license search](#) here to verify that a person or business has a current license.

Change Your Address
Please [login](#) with your existing user ID and password, or [register as a new user](#).

Pay Fees
Please [login](#) with your existing user ID and password, or [register as a new user](#).

Login or Register
Username:
Password:
[Register as a New User](#)
[Forgot User ID?](#)
[Forgot Password](#)

-This will bring you to the “Quick Start Menu.”

-Under the “Manage your license Information” section use the drop-down menu and choose “Update Licensed Instructors.”

- Once you selected your application, choose “Select.”

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Quick Start Menu

To start choose an option and you will return to this Quick Start menu after you have finished. If no licenses display under the options, and you are licensed, select 'Add Licenses to Registration' to add your license(s) to your registration.

- Complete Certificate Upload**
 - Driver Education Provider - Primary #C3497 Upload File of Completed Certificates [Select](#)
- Manage your License Information**
 - Driver Education Provider - Branch #C3497 <Choose Application> [Select](#)
 - Driver Education Provider - Primary #C3497** Update Licensed Instructors [Select](#)
 - Driving Safety Provider #CP1000 <Choose Application> [Select](#)
- Apply for a New License**

What are you applying for?

<Choose Program> [Select](#)

<Choose Application> [Select](#)
- Additional Activities**
 - Add Licenses To Registration [Select](#)

License Information [Show Details](#)

Name: TDLR Agency Driving School LLC
License Number: #C3497
License Type: Driver Education Provider - Branch

License Information [Show Details](#)

Name: TDLR Agency Driving School LLC
License Number: #C3497
License Type: Driver Education Provider - Primary

License Information [Show Details](#)

Name: TDLR Agency Driving School LLC
License Number: #CP1000
License Type: Driving Safety Provider

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-You are now in the “Update Licensed Instructors” screen.

Note: Any instructor added must have a valid TDLR instructor license. You must have at least one instructor on your roster.

-Select “Next.”

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Driver Education Provider - Primary C3497

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Update Licensed Instructors - Introduction

PLEASE NOTE: To avoid delays in processing your application, you must submit all required documents while you are logged in during this session.

Follow the instructions on each screen to complete your application. Your information will not be saved until you complete the application and submit your information.

Press "Next" to continue.
Press "Cancel" to cancel this application and return to the main menu.

PRIVACY NOTIFICATION With few exceptions, you have the right to request and be informed about information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. See <http://www.tdlr.texas.gov> for more information on Privacy Notification. (Reference: Government Code, Section 522.021, 522.023, 559.003 and 559.004)

[Next](#) [Cancel](#)

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-In the “**Name and Organization Details**” screen, for your first Online Services transaction, you must complete all required fields in this screen. For any additional application thereafter, you may only view this information.

Under “Tax Number Type” you have the option to choose “**Federal Employer Identification Number (FEIN)**” or “**Social Security Number (SSN)**.” The Tax Number Type must be nine digits without hyphens.

* Organization Name:	<input type="text" value="TDLR Agency Driving School LLC"/>
Doing Business As Name:	<input type="text" value="TDLR Agency Driving School"/>
* Tax Number Type:	Federal Employer Identification Number (FEIN) ▾
* Tax Number: ⓘ	<input type="text" value="Federal Employer Identification Number (FEIN)"/>
* Confirm Tax Number:	<input type="text" value="Social Security Number (SSN)"/>

Please keep in mind: If you are not sure how to fill out this screen, please review next page that provides useful information regarding Types of Ownership and Doing Business as Names. *

-Once you have completed this screen, select “**Next.**”

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Update Licensed Instructors - Name and Organizational Details
Please enter your organizational details and press "Next" to continue.
Press "Previous" to return to the previous section.
Press "Cancel" to cancel this application and return to the main menu.

Organization Name:	TDLR Agency Driving School LLC
Doing Business As Name:	TDLR Agency Driving School
Tax Number Type:	Federal Employer Identification Number (FEIN)
Tax Number: ⓘ	*****
Entity Type:	LLC

[Previous](#) [Next](#) [Cancel](#)

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***Useful information:**

TYPE OF OWNERSHIP – Choose the option that indicates how your business is organized. You can find a description of the various types of business structures at www.sos.state.tx.us/corp/businessstructure.shtml

DBA – DOING BUSINESS AS NAME (if applicable) – Write the full DBA name for your business. What is a “Doing Business As” name? A fictitious name (or assumed name, trade name or DBA name) is a business name that is different from your personal name, the names of your partners or the officially registered name of your LLC or corporation. It is important to note that when you form a business, the legal name of the business defaults to the name of the person or entity that owns the business, unless you choose to rename it and register it as a DBA name. For example, consider this that John Smith sets up a painting business. Rather than operate under his own name, John Smith, he chooses to name his business “John Smith Painting.” This name is considered an assumed name and John will need to register the name with the appropriate local government agency. Do I need a DBA name? A DBA name is needed in the following scenarios: • Sole Proprietors or Partnerships: If you wish to start a business under any name other than your legal name, you will need to register the DBA to do business as another name. • Existing Corporations or LLCs: If your business is already set up and registered to do business under a name other than the existing corporation or LLC name, the DBA name will need to be registered.

NAME AND ADVERTISING – A licensed driver training provider must not conduct business or advertise under a name that is not distinguishable from a name used by any other licensed driver training provide, or tax-supported educational establishment in this state, unless specifically approved in writing by the department. Please view [Chapter 84.80](#) for the rule that explains Name and Advertising

-In the “**Contact Information**” screen, you will have the opportunity to update your **Mailing Address** and **Primary Contact**.



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Driver Education Provider - Primary C3497 Logged in as AGENCY, TDLR

[Update Profile](#) | [Logout](#)

- Introduction
- Name and Organizational Details
- Contact Information**
- Related Licenses Listing
- Application Summary

Update Licensed Instructors - Contact Information

Press "Previous" to return to previous page.
Press "Next" to go to next page.
Press "Cancel" to Cancel application and go back to Quick Start Menu.
If Return to Summary Button is available, press "Return to Summary" to return to the summary.
If Delete Button is available, press "Delete" to delete the address.
If Copy Button is available, press "Copy" to copy a previously entered address.
Press "Zip Lookup" after entering the zip code to populate the U.S. city, state and county.
Select an address type and press "Add" to add a new address.

Mailing Address

Copy From:	<input type="text"/>	<input type="button" value="Copy"/>
Street Number:	<input type="text" value="920"/>	
* Street Name:	<input type="text" value="Colorado St"/>	
Address (cont'd):	<input type="text"/>	
* Zip Code:	<input type="text" value="78701-2332"/>	
* City:	<input type="text" value="AUSTIN"/>	
* State:	<input type="text" value="Texas"/>	
* County:	<input type="text" value="TRAVIS"/>	
* Country:	<input type="text" value="United States"/>	
* Phone Number:	<input type="text" value="999-999-9999"/>	<input type="text" value="999-999-9999"/>
Extension:	<input type="text"/>	
* E-mail:	<input type="text" value="EE.Pleasedonotreply@tdlr.texas.gov"/>	
Fax Number:	<input type="text"/>	

-Once you have verified your address, select “Next.”

☒ Primary Contact

Copy From:

Street Number:

* Street Name:

Address (cont'd):

* Zip Code:

* City:

* State:

* County:

* Country:

* Phone Number: 999-999-9999

Extension:

* E-mail:

Fax Number:

Position Title:

Title:

* First Name:

Second Name:

* Last Name:

Add Another Contact

Contact Type:

-In the “**Related Licenses Listing**” screen, you will add all Driver Education Instructors that will be on your staff roster. You must have at least one instructor on your roster.

-Select “Add” if you have any instructors to add to your roster.

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Driver Education Provider - Primary C3497

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Update Licensed Instructors - Related Licenses Listing
Press "Add" to add a related license. If "Add" button is not enabled (gray), adding a related license is not possible for this license type.
Press "Delete Relation" to delete a related license. If "Delete Relation" hyperlink is not available, deleting a related license is not possible for this transaction.
Press "Previous" to return to the previous section.
Press "Next" when finished viewing/adding/changing the related licenses.
Press "Cancel" to cancel this application and return to the main menu.

Related Licenses

Relation Name: DEP - Instructor List (Required: Y)
Your Role: Driver Education Provider
Other Party Role: Driver Education Instructor [Delete Relation](#)
INSTRUCTOR, TDLR
Driver Education Instructor - ██████
Current - 2024-05-24

[Previous](#) [Next](#) **Add** [Cancel](#)

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-Next to “License number” you will enter the TDLR issued instructor number.

-Select “Save.”

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Update Licensed Instructors - Related Party - Add
Select a Type of Relationship and enter the related license information. Press "Save" to save your entry.
Press "Cancel" to return to the previous screen without saving your entry.

* Type of Relationship: DEP - Instructor List [I am the: Driver Education Provider] (Required) ▼

Other Party Role: Driver Education Instructor

* License Type: Driver Education Instructor ▼

* License Number: ██████

[Save](#) [Cancel](#)

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-You will now see the newly added instructor. Once you have added all instructors, you will select “Next.”

Introduction	Update Licensed Instructors - Related Licenses Listing
Name and Organizational Details	Press "Add" to add a related license. If "Add" button is not enabled (gray), adding a related license is not possible for this license type.
Contact Information	Press "Delete Relation" to delete a related license. If "Delete Relation" hyperlink is not available, deleting a related license is not possible for this transaction.
Related Licenses Listing	Press "Previous" to return to the previous section.
Application Summary	Press "Next" when finished viewing/adding/changing the related licenses.
	Press "Cancel" to cancel this application and return to the main menu.
	Related Licenses
	Relation Name: DEP - Instructor List (Required: Y)
	Your Role: Driver Education Provider
	Other Party Role: Driver Education Instructor Delete Relation
	INSTRUCTOR, TDLR
	Driver Education Instructor - [REDACTED]
	Current - 2024-05-24
	Relation Name: DEP - Instructor List (Required: Y)
	Your Role: Driver Education Provider
	Other Party Role: Driver Education Instructor Delete Relation
	[REDACTED]
	Driver Education Instructor - [REDACTED]
	Current - 2023-08-18
	Previous Next Add Cancel

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-On the “**Application Summary**” screen, review the data you entered and verify that it is correct.



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- Introduction
- Name and Organizational Details
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- Application Summary

Update Licensed Instructors - Application Summary

Review the data and press "Submit" to submit this application.
Press "Previous" to return to the previous section.
Press "Cancel" to cancel this application and return to the main menu.

Application License Type: Driver Education Provider - Primary
Application Date: 05/27/2023

Organization Detail: Organization Name: TDLR Agency Driving School LLC [Edit](#)
 Doing Business Tax Number
 As Name: TDLR Agency Driving School Type: FEIN
 Tax Number: ***** Entity Type: LLC

General Addresses Mailing Address: 920 Colorado St [Edit](#)
 AUSTIN, Texas
 TRAVIS
 78701-2332
 US
 Phone Number: 999-999-9999
 E-mail: EE.Pleasedonotreply@tdlr.texas.gov
 Fax Number:

-Once you have verified your information, select "Submit."

E-mail: EE.Pleasedonotreply@tdlr.texas.gov

Fax Number:

Position Title:

Name: TDLR AGENCY

Related Licenses

Relation Name Your Role Other Party Role Other Party Name:	DEP - Instructor List (Required:Y) Driver Education Provider Driver Education Instructor INSTRUCTOR, TDLR Driver Education	Edit
Lic Type: Lic Status:	Instructor Current	Lic Number: Lic Expiry:
Relation Name Your Role Other Party Role Other Party Name:	DEP - Instructor List (Required:Y) Driver Education Provider Driver Education Instructor [REDACTED] Driver Education	
Lic Type: Lic Status:	Instructor Current	Lic Number: Lic Expiry:

Previous
Submit
Cancel

-On the “**Attestation**” screen, answer “**Yes**” and select “**Submit**.”

Introduction

Name and Organizational Details

Contact Information

Related Licenses Listing

Application Summary

Update Licensed Instructors - Attestation

Press "Previous" to return to the previous section.

Press "Submit" to continue.

Press "Cancel" to cancel this application and return to the main menu.

All documents must be attached during this session to avoid delays. Press "Previous" to add documents.

I certify that I have read and will comply with all applicable laws and rules related to the license for which I am applying. I further certify that all information I have provided is true and correct. I understand that providing false information may result in denial of the application and/or revocation of the license.

Yes

No

Previous **Submit** Cancel

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After submission, you will receive a copy of your “**Application Summary**” in you Online Services account email.

Prep Application Summary - Ref Id: [REDACTED]

vo_noreply@tdlr.texas.gov

To EE.Pleasedonotreply

Retention Policy TDLR - 1 Year Delete (1 year)

We removed extra line breaks from this message.

txdlrSummaryPDF_[REDACTED].pdf 1001 KB

Hello AGENCY, TDLR

TDLR Entity Number: [REDACTED]

Thank you for submitting your application online. A summary of your application is attached. Please save this email for your personal records and refer to the entity number above when contacting TDLR.

To upload additional application documents, go to <https://www.tdlr.texas.gov/help/> fill out the form and upload your attachments.

-You will now see the “**Fee and Summary Report**” screen, select “**Return**” to return to the quick start menu.

-Your instructors are now updated. This application is now complete.