

# Driver Education Provider- Initial Branch Application Training Guide

-Select link to [Online Licensing Services - TDLR \(texas.gov\)](https://www.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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LICENSING & REGULATION

Texas Department of Licensing and Regulation

[Contact Customer Service](#)

## Online Licensing Services

**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.”

-To view the available initial applications, view the “Apply for a New License” section.

**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 - Primary #C3497 <Choose Application> **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 I LLC  
License Number: #C3497  
License Type: Driver Education Provider - Primary

**License Information** Show Details

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

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**Note:** You must have an approved Driver Education Provider In-person Primary location license prior to qualifying for this application.

A Branch location is a licensed in-person driver education provider that has the same ownership and name as a licensed primary in-person driver education provider but has a different physical address from the primary provider.

-The first dropdown is “Choose Program.” You will choose “Driver Education and Safety.”

-The second dropdown is “Choose Application,” and you will choose “Branch: Initial Application.”

After you choose the program and application, you will click “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 - Primary #C3497 <Choose Application> [Select](#)  
Driving Safety Provider #CP1000 <Choose Application> [Select](#)
- Apply for a New License**  
What are you applying for?  
Driver Education and Safety  
Driver Education Provider - Branch: Initial Application [Select](#)
- Additional Activities**  
Add Licenses To Registration [Select](#)

**License Information** [Show Details](#)  
Name: TDLR Agency Driving School I LLC  
License Number: #C3497  
License Type: Driver Education Provider - Primary

**License Information** [Show Details](#)  
Name: TDLR Agency Driving School I LLC  
License Number: #CP1000  
License Type: Driving Safety Provider

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-You are now in the “**Branch: Initial Application Introduction**” screen. Please carefully read the instructions prior to proceeding.

-Once you have read the instructions, select “**Next.**”

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**Introduction**

- Function Suitability
- Name and Organizational Details
- Contact Information
- Website URL
- Bond Information
- Motor Vehicle Requirement
- Documentation Certification
- Related Licenses Listing
- Attachments
- Application Summary

**Driver Education Provider - Branch: Initial Application - Introduction**

The purpose of this application is to apply for a new branch for an existing Driver Education Provider - Primary. Each entity requesting to obtain a Driving Education School license shall provide an application for approval that shall be in compliance with 16 TAC Chapter 84 and Title 5, Education Code, Chapter 1001 and all TDLR established guidelines and criteria for a driver training school.

An application is not considered complete and will not be processed until all sections of the application have been completed and all documents have been received. Applications are processed in the order received. Our division cannot specify the length of time it will take to approve a school application. During the review process, you will be notified in writing of any discrepancies/requirements not met.

Press "Next" to continue.

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

**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.

**Next** **Cancel**

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-You are now in the “**Function Suitability**” screen. You will need to answer both questions. If you answer “**No**” to all questions, you have confirmed that you are in the correct application and may proceed.

-If you answer “**Yes**” to at least one question, please cancel this application and return to the quick start menu to find the appropriate application that applies to your needs.

-Once you have answered all the questions, select “**Next.**”

The screenshot shows the TDLR website interface. The header includes the TDLR logo and the text "TEXAS DEPARTMENT OF LICENSING & REGULATION". Below the header, it says "Logged in as AGENCY, TDLR" and "Update Profile | Logoff". The main content area is titled "Driver Education Provider - Branch: Initial Application - Function Suitability". It contains instructions: "Answer the questions and press 'Next'. Press 'Previous' to return to the previous section. Press 'Cancel' to cancel this application and return to the main menu." Below the instructions is a table with two questions and radio button options for "Yes" and "No". The second question, "Are attempting to change the location of an existing branch?", is highlighted in yellow. At the bottom right of the table, there are three buttons: "Previous", "Next" (highlighted with a red box), and "Cancel".

Question	Answer
Are you attempting to renew an existing license/registration/permit?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are attempting to change the location of an existing branch?	<input type="radio"/> Yes <input checked="" type="radio"/> No

-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.


**-This information needs to be the same as your Primary Location.**

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:	<input type="text" value="Federal Employer Identification Number (FEIN) v"/>
• 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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<p>Introduction</p> <p>Function Suitability</p> <p>Name and Organizational Details</p> <p><b>Contact Information</b></p> <p>Website URL</p> <p>Bond Information</p> <p>Motor Vehicle Requirement</p> <p>Documentation Certification</p> <p><b>Related Licenses Listing</b></p> <p>Attachments</p> <p>Application Summary</p>	<p>Driver Education Provider - Branch: Initial Application - Name and Organizational Details</p> <p>Please enter your organizational details and press "Next" to continue.</p> <p>Press "Previous" to return to the previous section.</p> <p>Press "Cancel" to cancel this application and return to the main menu.</p> <hr/> <p>Organization Name: TDLR Agency Driving School LLC</p> <p>Tax Number Type: Federal Employer Identification Number (FEIN)</p> <p>Tax Number: ? *****</p> <p>Entity Type: LLC</p> <div style="text-align: right; margin-top: 20px;"> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/> </div>
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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](http://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 need to complete all required fields.

The required address types include: **Mailing Address, Contact Person and Physical Address.**

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Driver Education Provider - Branch: Initial Application - Contact Information

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**School Mailing Address** - Enter the school's mailing address, phone number, and email address. This address is where the Department will mail all correspondence and may be a post office box.

**Contact Person** - Provider the individual(s) identified as the point person for the Provider license. Provide the contact person's name, telephone number, and email address. Email addresses are a part of the key information required to transact business with TDLR. You email address is confidential pursuant to the Texas Public Information Act and will not be shared with the public.

**Physical Address** - The physical address of the school. This address is the actual business location of the school and where permanent records must be kept for auditing and inspection purposes. A post office box is not acceptable for the physical address.

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.

**Mailing Address**

Street Number:

\* Street Name:

Address (cont'd):

\* Zip Code:  [Zip Lookup](#)

\* City:

\* State:

\* County:

\* Country:

\* Phone Number:

Extension:

\* E-mail:

**Please note:** After you enter you first address, you may use the “**Copy**” button if the same address needs to be entered for different address types.

**Mailing Address**

Copy From:  [Copy](#)

Street Number:



-After you have completed the address page, 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:

\* Position Title:

Title:

\* First Name:

Second Name:

\* Last Name:

-The addresses entered will then be validated against the United States Postal Service (USPS) database. If the address suggested is correct, choose “Select” for each.

Please select an option for each address type.

**Mailing Address**  
Similar mailing addresses found. Select from list of validated mailing addresses

AddrLine1	City	State	Zip	
920 Colorado St	AUSTIN	TX	78701-2332	<input checked="" type="radio"/> Select <input type="radio"/> Keep Original

**Physical Address**  
Similar mailing addresses found. Select from list of validated mailing addresses

AddrLine1	City	State	Zip	
920 Colorado St	AUSTIN	TX	78701-2332	<input checked="" type="radio"/> Select <input type="radio"/> Keep Original

**Primary Contact**  
Similar mailing addresses found. Select from list of validated mailing addresses

AddrLine1	City	State	Zip	
920 Colorado St	AUSTIN	TX	78701-2332	<input checked="" type="radio"/> Select <input type="radio"/> Keep Original

-Once completed, select “Ok.”

920 Colorado St AUSTIN TX 78701-2332  Select  
 Keep Original

**Physical Address**  
Similar mailing addresses found. Select from list of validated mailing addresses

AddrLine1	City	State	Zip	
920 Colorado St	AUSTIN	TX	78701-2332	<input checked="" type="radio"/> Select <input type="radio"/> Keep Original

**Primary Contact**  
Similar mailing addresses found. Select from list of validated mailing addresses

AddrLine1	City	State	Zip	
920 Colorado St	AUSTIN	TX	78701-2332	<input checked="" type="radio"/> Select <input type="radio"/> Keep Original

**OK** **Cancel**

-In the “Website URL” screen you have the option to “Add Website URL.”

-If your business has a website, you will select “Add.”

-If you do or do not have a website to enter, you will select “Next.”

-In the “**Bond Information**” screen, you will provide the information from your Original Bond.

The original document must be submitted with this application. Click [here](#) for the bond template. The minimum amount for the security device is \$5,000.00.

-Once completed, you will select “**Next.**”

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Driver Education Provider - Branch: Initial Application - Bond 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 Save Button is available. Press "Save" to save the information and return to the summary.

Add Bond or Alternative Method of Security **Add**

**Bond or Alternative Method of Security**

Original Bond or Alternative form of security:

- The Bond or Alternative form of security must meet all requirements set forth under Texas Education code 100.207 (a),(b).
- The bond must be \$5,000 for branch locations.
- The bond must be issued for a period corresponding to the term of the license.
- The information on the bond must match the information of the school license:
  - exact school name
  - legal ownership name
  - physical school address.
- The bond must be payable to Texas Department of Licensing and Regulation.
- The bond must be completed by a company authorized to do business in the state with all applicable signatures.

\* Type:

Bond Number:

\* Effective Date:  (mm/dd/yyyy)

\* Expiration Date:  (mm/dd/yyyy)

\* Bond Amount:

Bond Issuer:

**Previous** **Next** **Cancel**

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-In the “**Motor Vehicle Requirement**” screen, you must answer “**Yes.**”

**Note:** Providers must answer **Yes** to this attestation. The attestation is not stating that you must provide in-car instruction, but if you do decide to provide in-car instruction, then you are aware of the requirements.

Once completed, select “**Next.**”

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Driver Education Provider - Branch: Initial Application - Motor Vehicle Requirement

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 Save Button is available. Press "Save" to save the information and return to the summary.

**Motor Vehicle Requirement**

If you are a driver education provider and offer in-car instruction in a driver education school, the training shall be conducted in motor vehicles owned or leased by the owner of the driver education school in the name of the driver education school. If the student is disabled, the school may use a motor vehicle that is owned by the student or student's parent that is equipped with special vehicle controls. All school motor vehicles and vehicles for students with physical disabilities that are used to demonstrate or practice driving lessons shall:

1. be properly registered and inspected as required by the Texas Department of Motor Vehicles.
2. be equipped with dual control brake pedals so that there is a foot brake located within easy reach of the instructor that is capable of bringing the vehicle to a stop and otherwise be equipped in accordance with Texas motor vehicle laws.
3. be equipped with an extra inside rear-view mirror on the instructor's side and an outside rear-view mirror on both sides. The visor mirror shall not substitute for the instructor's inside rear-view mirror, and
4. be insured by a company authorized to do business in Texas with a continuous liability business insurance policy in the amount specified in Transportation Code Chapter 601 and include coverage for uninsured or under-insured motorists.


I attest to the Motor Vehicle Requirement stated above.  Yes  No

Previous **Next** Cancel

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-On the “Document Certification” screen, you must answer “Yes” to all statements.



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Driver Education Provider - Branch: Initial Application - Documentation Certification

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 Save Button is available. Press "Save" to save the information and return to the summary.

#### Documentation Certification

By selecting "Yes" for each applicable box below and by my subsequent electronic signature, I certify that the requirement documentation will be maintained and made available to the Department.

- Minor/Adult Curriculum - Curriculum and Instructional materials meet all Texas Driver Education and Traffic Safety
  - \* Administrative Rules and Laws and includes all required topics and minimum time requirements outlined in the Program of Organized Instruction.  Yes  No
- Minor/Adult In-Car Curriculum - Curriculum must meet requirements of 84.500 and Program of Organized Instruction.  Yes  No
- Minor/Adult Enrollment Contact - Create and maintain and enrollment contract in accordance with 84.82 of the Driver Education and Safety Administrative Rules. A sample outline to be used can be found on the TDLR website (form DE-005-1).
  - \*  Yes  No
- Make-up Policy - In accordance with 84.46(f) of the Driver Education and Safety Administrative Rules for policy requirements.
  - \*  Yes  No
- Notice of Public Interest and Participation - In accordance with 84.84
  - \*  Yes  No
- Copy of current Texas Driver Handbook or equivalent
  - \*  Yes  No
- Refund Policy: Refund policy must be in accordance with TEC 1001, Subchapter I, and TAC 84.200
  - \*  Yes  No

-You will then answer “Yes” or “No” to indicate if you have developed your own curriculum for Minor/Adult Courses.

-Once complete, you will select “Next.”

**Independent Curriculum**

Please indicate if your school will develop its own curriculum for Minor/Adult Courses.

\* Independent curriculum has been developed by the school. If "Yes", please submit this curriculum with the application.  Yes  No

Schools may develop their own curriculum that meet all Texas Driver Education and Traffic Safety Administrative Rules (16 Texas Administrative Code, Chapter 84) and Laws (Texas Education Code CHAPTER 1001) and includes all required topics and minimum time requirements outlined in the Program of Organized Instruction.

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

-In the “**Related Licenses Listing**” screen, you will enter the Driver Education Primary License for which the branch will be associated.

-Select “Add.”

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Driver Education Provider - Branch: Initial Application - Related Licenses Listing

Press "Add" to add the TDLR Driver Education Provider Primary license number for which this branch will be associated with.

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

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

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-Next to “**License number**” you will enter your Driver Education Primary License number for which the branch will be associated.

-Select “**Save.**”

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**Introduction** Driver Education Provider - Branch: Initial Application - Related Party - Add

**Function Suitability** Select a Type of Relationship and enter the related license information. Press "Save" to save your entry.

**Name and Organizational Details** Press "Cancel" to return to the previous screen without saving your entry.

**Contact Information** \* Type of Relationship: DEP - Branch Provider [I am the: Driver Education Provider - Branch] (Required) ▼

**Website URL** Other Party Role: Driver Education Provider - Primary

**Bond Information** \* License Type: Driver Education Provider - Primary ▼

**Motor Vehicle Requirement** \* License Number: [REDACTED]

**Documentation Certification**

**Related Licenses Listing** [Save](#) [Cancel](#)

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-Verify that you have the correct Provider License attached and then select “**Next.**”

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**Introduction** Driver Education Provider - Branch: Initial Application - Related Licenses Listing

**Function Suitability** Press "Add" to add the TDLR Driver Education Provider Primary license number for which this branch will be associated with.

**Name and Organizational Details** 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.

**Contact Information** Press "Previous" to return to the previous section.

**Website URL** Press "Next" when finished viewing/adding/changing the related licenses.

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

**Motor Vehicle Requirement** Related Licenses

**Documentation Certification** Relation Name: DEP - Branch Provider (Required: Y )

**Related Licenses Listing** Your Role: Driver Education Provider - Branch

Other Party Role: Driver Education Provider - Primary [Delete Relation](#)

TDLR Agency Driving School LLC  
Driver Education Provider - Primary - [REDACTED]  
Current - 2025-05-25

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

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**Note:** The instructor roster can only be update through the Primary Provider's license. Branch locations do not have this capability.

Manage your License Information

Driver Education Provider - Branch #	<Choose Application>	Select
Driver Education Provider - Primary #C3497	Update Licensed Instructors	Select
Driving Safety Provider #CP1000	<Choose Application>	Select

-In the “Attachments” screen, you will attach all required documents.

**Note:** Please carefully read the bond requirements. The application will not be approved if the bond does not meet these requirements listed.

-In order to add an attachment, you will select “Choose File.”

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Driver Education Provider - Branch: Initial Application - Attachments

You must attach a copy of your bond or alternative method of security for coverage of \$5,000. Locate a file with the "Choose File" button and press "Attach" or "Remove" as is required. Press "Next" when there are no more files to attach. Press "Previous" to return to the previous screen. Press "Cancel" to cancel this application and return to the main menu.

File Name:  No file chosen

Notes:

To upload a document, use the "Choose File" button to locate the document on your computer. Once you find the document(s) you want to add, press "Attach" for each one.

For applications requiring an official transcript from your university or college, please use [cs.transcript@tdlr.texas.gov](mailto:cs.transcript@tdlr.texas.gov) when ordering from your university's transcript ordering service provider.

Press "Next" when you have no more documents to attach.

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-Once you chose your file, you must select “Attach.”

**Important: If you do not attach the document, it will not save to your application.**

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Introduction  
Function Suitability  
Name and Organizational Details  
Contact Information  
Website URL  
Bond Information  
Motor Vehicle Requirement  
Documentation Certification  
Related Licenses Listing  
Attachments  
Application Summary

Driver Education Provider - Branch: Initial Application - Attachments

You must attach a copy of your bond or alternative method of security for coverage of \$5,000.  
Locate a file with the "Choose File" button and press "Attach" or "Remove" as is required.  
Press "Next" when there are no more files to attach.  
Press "Previous" to return to the previous screen.  
Press "Cancel" to cancel this application and return to the main menu.

File Name:  Sample Document-Bond.pdf

Notes:


To upload a document, use the "Choose File" button to locate the document on your computer. Once you find the document(s) you want to add, press "Attach" for each one.

For applications requiring an official transcript from your university or college, please use [transcript@tdlr.texas.gov](mailto:transcript@tdlr.texas.gov) when ordering from your university's transcript ordering service provider.

Press "Next" when you have no more documents to attach.

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-Verify that your documents are attached and select “Next.”



# TEXAS DEPARTMENT OF LICENSING & REGULATION

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## Driver Education Provider - Branch: Initial Application - Attachments

**You must attach a copy of your bond or alternative method of security for coverage of \$5,000.**

Locate a file with the "Choose File" button and press "Attach" or "Remove" as is required.  
Press "Next" when there are no more files to attach.  
Press "Previous" to return to the previous screen.  
Press "Cancel" to cancel this application and return to the main menu.

Files Uploaded	
<a href="#">Sample Document-Bond.pdf</a>	<a href="#">View</a> <a href="#">Remove</a>

Total Size of Attached Files: 126020

**Attachments**

File Name:  No file chosen

Notes:

**To upload a document, use the "Choose File" button to locate the document on your computer. Once you find the document(s) you want to add, press "Attach" for each one.**

For applications requiring an official transcript from your university or college, please use [cs.transcript@tdlr.texas.gov](mailto:cs.transcript@tdlr.texas.gov) when ordering from your university's transcript ordering service provider.

**Press "Next" when you have no more documents to attach.**

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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**  
Driver Education Provider - Branch: Initial Application - 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 - Branch  
Application Date: 05/27/2023

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

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

**Application Summary**

-Once you have verified your information select “**Submit.**”

**Independent Curriculum**  
Independent curriculum has been developed by the school. If "Yes", please submit this curriculum with the application. [Edit](#)  
No

**Related Licenses**  
Relation Name: DEP - Branch Provider (Required:Y) [Edit](#)  
Your Role: Driver Education Provider - Branch  
Other Party Role: Driver Education Provider - Primary  
Other Party Name: TDLR Agency Driving School LLC  
Driver Education  
Lic Type: Provider - Primary Lic Number: [REDACTED]  
Lic Status: Current Lic Expiry: [REDACTED]

**Attachments**  
File Name: Sample Document-Bond.pdf [Edit](#)  
Notes:

[Previous](#) [Submit](#) [Cancel](#)

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

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

-You will now see the “**Fee and Summary Report**” screen.

\*Fees shown in illustration may not reflect the fee you are required to pay.

-Select “**Pay Now**” to continue to the payment screen.

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### Fee and Summary Report

Your application data has been submitted. Click on "View PDF Summary Report" and print this report for your records.  
You are required to pay the amount below for your application to be processed.  
Press "Pay Now" to proceed to the fee payment page.

Fees	
Driver Education Provider - Branch Application Fee:	\$500.00
Driver Education Provider - Branch - Subscription Fee:	\$15.00
<b>Total Amount Due:</b>	<b>\$515.00</b>

[Pay Now](#) [View PDF Summary Report](#)

On the “**Online Application Payment**” screen, choose your payment method: Credit Card or Electronic Check.

-Once completed, select “**Next.**”

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### Online Application Payment

Select the applications you wish to pay for and press "Next" to continue  
Press "Main Menu" to return to the main menu

Application Number	Description	License Number	License Type	Applicant Name	Fee
3	Driver Education Provider - Branch: Initial Application		Driver Education Provider - Branch	TDLR AGENCY DRIVING SCHOOL LLC	\$515.00 <input checked="" type="checkbox"/>

Payment Method  
 Credit Card  
 Electronic Check

[Next](#) [Show Fee Details](#) [Main Menu](#)

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-Verify that your payment is correct and select “Next.”



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### Confirm Payment Details

If more than one payment method is listed, first select payment method and then press "Next" to pay for these applications.  
Press "Cancel" if you do not wish to continue with the payment.

Application Number	Description	License Number	License Type	Applicant Name	Fee
3	Driver Education Provider - Branch: Initial Application		Driver Education Provider - Branch	TDLR AGENCY DRIVING SCHOOL LLC	\$515.00
Total					\$515.00

Payment Method:      Credit Card

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-Fill out all required fields and select “Next.”

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1 Payment Type 2 Customer Info 3 Payment 4 Submit Payment

### Payment

Payment Type ✓

**Credit/Debit Card**

Customer Information

Country \* Complete all required fields [ \* ]  
United States ✓

First Name \*  ✓ Last Name \*  ✓

Address \*  ✓

Address 2  ✓

City \*  ✓ State \*  ✓

ZIP/Postal Code \*  ✓

Phone Number \*  ✓

Email \*  ✓

**Next >**

Payment Information

Cancel

### Transaction Summary


TDLR Health Professional	\$515.00
Texas.gov Price	\$515.00

### Need Help?

Please complete the Customer Information Section



-Fill out all required fields and select “Next.”

TEXAS DEPARTMENT OF LICENSING & REGULATION

### Payment





Payment Type ✓

**Credit/Debit Card**

Customer Information ✓ Edit

Address: TDLR AGENCY, 920 Colorado St, Austin, TX 78701  
Phone Number: 999-999-9999  
Country: United States  
Email Address: EE.Pleasedonoreply@tdlr.texas.gov

Payment Information Complete all required fields [ \* ]

Credit Card Number \* ✓      Credit Card Type:    

Expiration Month \* ✓      Expiration Year \* ✓

Security Code \* ?

Name on Credit Card \* ✓: TDLR Agency

Payment Address is the same as Customer Information \*

Cancel      Next >


### Transaction Summary

TDLR Health Professional	\$515.00
Texas.gov Price	\$515.00

### Need Help?

You are paying by credit/debit card. Complete Customer Billing Information and enter Card Information. \*\*\*\*\* Please ensure Payment Address ZIP code matches your card billing address ZIP code, or your payment will be declined. \*\*\*\*\*

-Complete the “I’m not a robot” section and select “Submit Payment.”

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### Payment

Payment Type ✓

**Credit/Debit Card**

Customer Information ✓

[Edit](#)

**Address**  
TDLR AGENCY  
920  
Colorado St  
Austin, TX 78701

**Phone Number**  
000-000-0000

**Country**  
United States

**Email Address**  
EE.Pleasedonotreply@tdlr.texas.gov


Payment Information ✓

[Edit](#)

**Credit Card**  
[REDACTED]

**Name on Credit Card**  
TDLR Agency

Verification

✓ I'm not a robot  [Privacy - Terms](#)

[Cancel](#) [Submit Payment](#)

### Transaction Summary

TDLR Health Professional	\$515.00
<b>Texas.gov Price</b>	<b>\$515.00</b>

### Need Help?

Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Make Payment. You will receive a printable receipt at the end of your successful payment transaction.

-Once you see the “**Online Application Payment Success**” select “**Next**” to return to the quick start menu.

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**Online Application Payment Success**  
Press "Next" to return to the Main Menu.  
Press "View PDF Summary" and print this page for your records using the print function of your browser.

Thank you. Your online payment was processed successfully. Please print this page or record the authorization and trace numbers for future reference.

Amount Paid: \$515.00  
Authorization Number: [REDACTED]  
Trace Number: [REDACTED]

Application Number	Description	Applicant Name	Fee
3004-3	Driver Education Provider - Branch: Initial Application	TDLR Agency Driving School LLC	\$515.00

[Next](#) [View PDF Online Payment Summary Report](#)

-You will receive a “**Payment Receipt Confirmation**” in your online services account email box.

Texas.gov TDLR Health Receipt

noreply@tdlr.texas.gov  
To: [REDACTED]  
Retention Policy: TDLR - 1 Year Delete (1 year)  
[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

[Reply](#) [Reply All](#) [Forward](#)

**Payment Receipt Confirmation**  
Your payment was successfully processed. You may print this receipt page for your records by selecting Print. To complete the transaction, you MUST click Continue to return to the TDLR web site.

**Transaction Summary**

Description	Amount
TDLR Health Professional	\$515.00
Texas.gov Price	\$515.00

**Customer Information**  
Customer Name: TDLR AGENCY  
Local Reference ID: [REDACTED]  
Receipt Date: [REDACTED]  
Receipt Time: [REDACTED]

**Payment Information**  
Payment Type: Credit Card  
Credit Card Type: [REDACTED]  
Credit Card Number: [REDACTED]  
Order ID: [REDACTED]  
Billing Name: TDLR Agency

**Note:** The Education and Examination Division has received your school application. All applications are processed in the order received. Once an Accreditation Specialist is assigned to review your application, the Specialist will reach out to you to inform you of the status of your application.

Once the review begins, you may receive emails informing you of any deficiencies found during the review process. Please keep in mind all deficiencies must be resolved and an initial inspection must be performed by the Inspection Division prior to the operation of your school.

**-Back on the “Quick Start Menu” you can check “View Application Status.”**

**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 - Primary #C3497	<Choose Application>	Select
Driving Safety Provider #CP1000	<Choose Application>	Select

**Apply for a New License**

What are you applying for?

<Choose Program>

<Choose Application> Select

**View Application Status**

Driver Education and Safety - Driver Education Provider - Branch: Initial Application	Status: Open	Details
---	--------------	---------

**Additional Activities**

Add Licenses To Registration Select

**License Information** Show Details

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

**License Information** Show Details

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

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-Within the “**Application details**” screen, you will be able to see if there are any deficiencies on your application and you are able to submit additional documents.

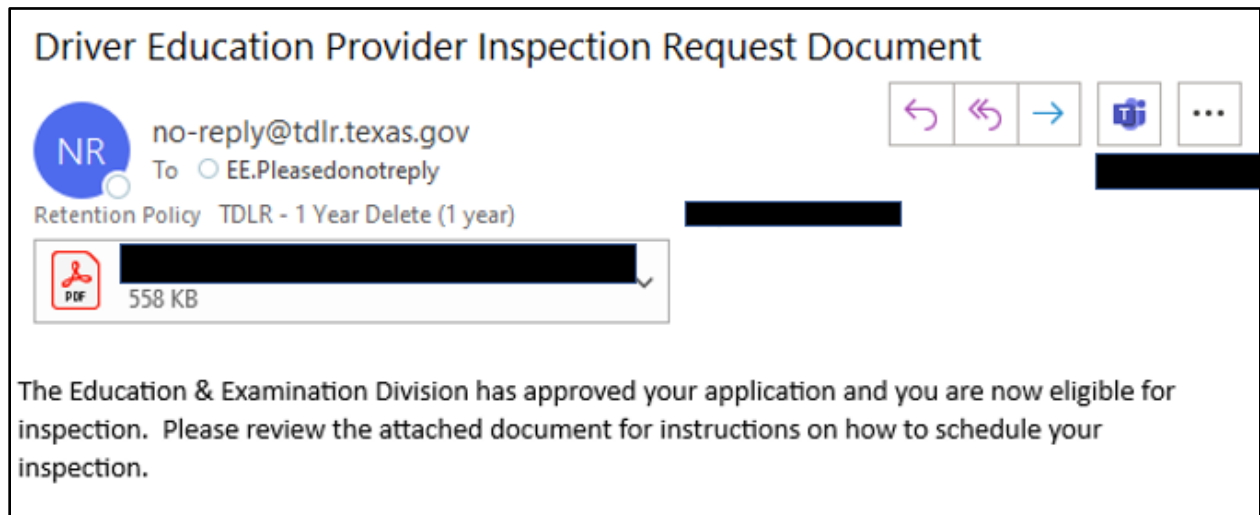
Select “**Done**” to leave this screen.

The screenshot shows a web interface for application details. At the top, there is a dropdown menu for 'License Type' set to 'Driving'. Below this is a table with the following information:

Submission Date	05/27/2023
Application Name	Driver Education Provider - Branch: Initial Application
Status	Open
Deficiencies	
Notes	

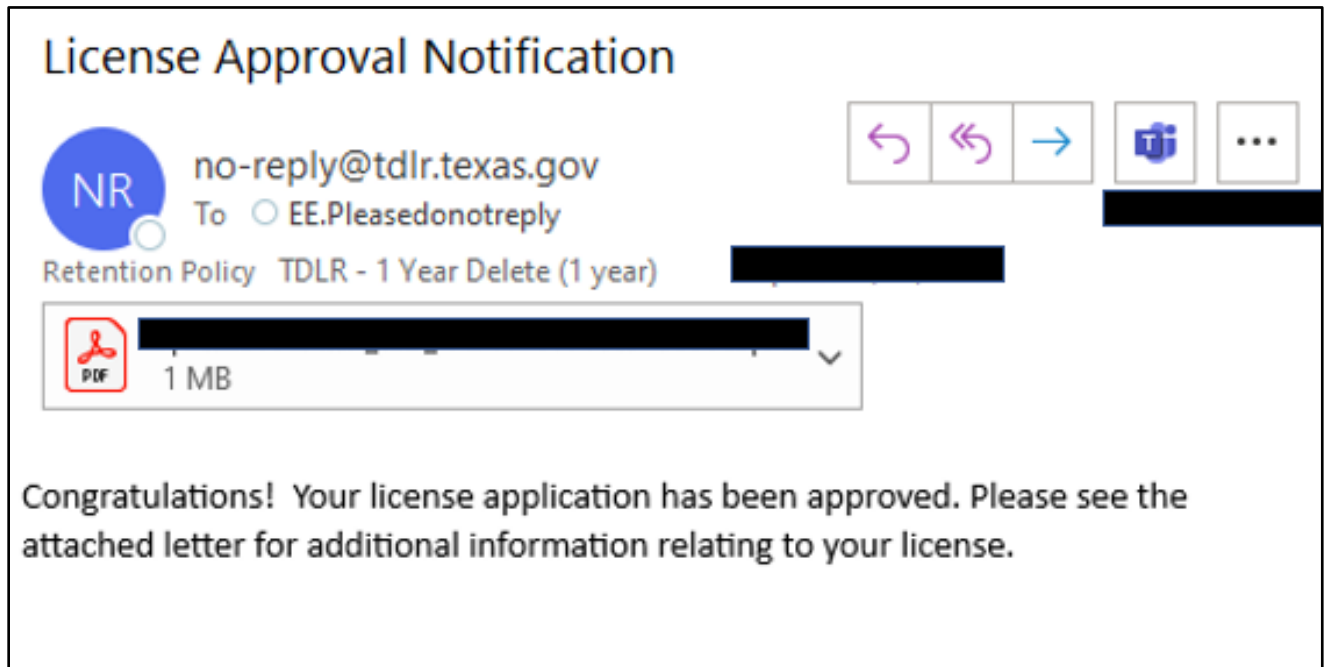
At the bottom right of the table area, there are two buttons: 'Submit Document(s)' and 'Done'.

-Once we approve your application for an initial inspection, you will receive an email to the email you entered under the “**Mailing Address.**”



**-When we receive notification of your passed inspection, we will then email you an approval letter and your license will be placed in the mail.**

**Example approval email:**



-Once approved, you will see your newly approved license in the top right-hand corner of the Quick Start menu under “**License Information.**”

**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 [REDACTED] <Choose Application> **Select**
  - Driver Education Provider - Primary #C3497 <Choose Application> **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 I LLC  
License Number: #C3497 A  
License Type: Driver Education Provider - Branch

**License Information** **Show Details**

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

**License Information** **Show Details**

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

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