

Driver Education Provider- Initial In-Person 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.

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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.

License Information
No License Information Available

Apply for a New License

What are you applying for?

<Choose Program>

<Choose Application>

Additional Activities

Add Licenses To Registration

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

-The second dropdown is “**Choose Application**” For the Driver Education Provider license type, you will have two options (Excluding: Exempt Entities and Job Corp). You will choose “**Initial In-Person Driver Education Provider**”.

After you choose the program and application, you will click “**Select**”.

The screenshot shows the TDLR website interface. At the top left is the TDLR logo. The main header reads "TEXAS DEPARTMENT OF LICENSING & REGULATION". On the right, it says "Logged in as AGENCY, TDLR" with links for "Update Profile" and "Logoff". Below the header is a "Quick Start Menu" section. It contains instructions: "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." To the right of this text is a "License Information" box showing "No License Information Available". Under the "Apply for a New License" section, there are two dropdown menus. The first is set to "Driver Education and Safety" and the second is set to "Driver Education Provider - Primary: Initial In-Person Driver Education Provider". A red box highlights the "Select" button next to the second dropdown. Below this, under "Additional Activities", there is an "Add Licenses To Registration" button with a "Select" button next to it.

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Please keep in mind: If you also want to add the Online endorsement to your provider license, you will do so in a separate transaction after initial license approval.

(If you intend to only offer the Online endorsement, please see the training guide titled “**Driver Education Provider- Initial Online Only Application Training Guide**”.

-You are now in the “**Driver Education Provider In-Person Application Introduction**” screen. Please carefully read the instructions prior to proceeding.

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

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Introduction

Driver Education Provider - Primary: Initial In-Person Driver Education Provider - Introduction

Welcome to the Texas Department of Licensing and Regulation online application for new Driver Education Provider - Primary. This application is *not* for Driving Safety Provider licensure.

The following must be submitted along with this application and approved prior to a license being issued:

- \$500.00 Primary Provider Application Fee (Non-refundable fee)
- Original [Bond](#) or Alternate Form of Security (See [Education Code 1001.209](#))
- Instructor Roster - List the full name and TDLR Driver Education instructor license number of each driver education instructor employed at the provider
- Assumed Name Registration (must provide registration documents from the Secretary of State)

If you have assumed control of a Driver Education Provider business, you must attach the legal document that confirms the change in ownership.

When your application is approved, you will receive an email with instructions on how to schedule your inspection.

Please review the driver education provider [laws and rules](#).

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 www.tdlr.texas.gov for more information on Privacy Notification.

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

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-You are now in the “**Function Suitability**” screen. You will need to answer all three 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 of the question, select “**Next**”.

The screenshot shows the TDLR website interface. At the top, there is a header with 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 - Primary: Initial In-Person Driver Education Provider - 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 three questions and their corresponding radio button options for 'Yes' and 'No'. The 'Next' button is highlighted with a red box.

Question	Answer
Are you attempting to renew an existing license/registration/permit?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are you applying for a Driving Safety Provider license?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are you applying for a provider license that only offers online driver education courses?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Navigation buttons: Previous, Next, Cancel

-In the “**Application Questions**” screen, you will need to answer the question “**Have you assumed control of a Driver Education Provider business?**”

-If you have not assumed control of an established Driver Education Provider business, you will answer “**No**”.

-You would only answer “**Yes**” to this question if you assumed control of a Driver Education Provider business in the event of a “**Change of Ownership**”. Please view [Chapter §84.2.6](#) for the definition of Change of Ownership.

-Once you indicated your answer, select “**Next**”.

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Driver Education Provider - Primary: Initial In-Person Driver Education Provider - Application Questions

Answer the questions 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.

Have you assumed control of a Driver Education Provider business?

No

Previous **Next** Cancel

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-In the “Name and Organization Details” Screen, you will need to complete all required fields.

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 9 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=""/>
* Confirm Tax Number:	<input type="text" value=""/>

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

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.*

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Driver Education Provider - Primary: Initial In-Person Driver Education Provider - 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:

Doing Business As Name:

* Tax Number Type: Federal Employer Identification Number (FEIN) ▾

* Tax Number:

* Confirm Tax Number:

* Select Organization Type:

- 501c3 (Tax Exempt)
- Associates
- City Health Department
- Corporation
- County Health Department
- DBA
- Fire Dept / EMS
- Government
- Hospital
- Hospital Authority
- Hospital District
- LLC
- LLP
- LP
- LTD
- Partnership
- Partnership Unincorporated
- Sole Owner/Proprietorship
- Unincorporated Association
- University / College

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

***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 need to complete all required fields.

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

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Main Address - Enter the main address of the business. This address may be different or the same as the physical address of the classroom.

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.
Select an address type and press "Add" to add a new address.

Main Address

Street Number:

* Street Name:

Address (cont'd):

* Zip Code:

* City:

* State:

County:

* Country:

* Phone Number: 999-999-9999

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:

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:

Fax Number:

Position Title:

Title:

* First Name:

Middle Name:

* Last Name:

Add Another Contact

Contact Type:

-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.

If Copy Button is available, press "Copy" to copy a previously entered address.

Please select an option for each address type.

Main 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

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

* Phone Number: 999-999-9999 999-999-9999

-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

Copy From:

Street Number: 920

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

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

The screenshot shows the 'Website URL' section of the application. The left sidebar contains a list of menu items: Introduction, Function Suitability, Application Questions, Name and Organizational Details, Contact Information, Website URL (selected), Ownership Information, Bond Information, Motor Vehicle Requirement, Documentation Certification, Select Attributes, Related Licenses Listing, Attachments, and Application Summary. The main content area is titled 'Driver Education Provider - Primary: Initial In-Person Driver Education Provider - Website URL'. It contains instructions: '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.', and 'If Save Button is available. Press "Save" to save the information and return to the summary.'. Below the instructions is an 'Add Website URL' button with an 'Add' sub-button, which is highlighted by a red arrow. At the bottom right of the main content area are 'Previous', 'Next', and 'Cancel' buttons.

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

The screenshot shows the 'Website URL' section of the application. The left sidebar is identical to the previous screenshot. The main content area is titled 'Driver Education Provider - Primary: Initial In-Person Driver Education Provider - Website URL'. It contains the same instructions as the previous screenshot. Below the instructions is a 'Website URL' section with the text 'Please identify the web address of the driver education provider's primary location.' and a form field containing 'www.tdlr.texas.gov' with a 'Remove' button. At the bottom right of the main content area are 'Previous', 'Next', and 'Cancel' buttons, with the 'Next' button highlighted by a red box.

-In the “**Ownership Information**” screen, you will enter all owners associated with this business.

Under “**Type of Owner**” you may choose “**Individual**” or “**Organization**”

Driver Education Provider - Primary: Initial In-Person Driver Education Provider - Ownership 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 Owner **Add**

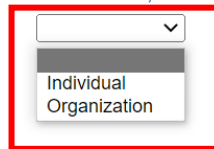
Owner

For initial applications, enter the required name and contact information of individuals or organizations that have ownership in the business.

For post-application processes, update address information, Ownership Percentage or End Date if changes have occurred.

* Type of Owner:

Tax Number: 



A dropdown menu is shown with a downward arrow icon. The menu is open, displaying two options: "Individual" and "Organization". The entire dropdown menu is enclosed in a red rectangular box.

-If there are multiple owners, you will need to “Add Owner”.

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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 Owner [Add](#)

Owner

For initial applications, enter the required name and contact information of individuals or organizations that have ownership in the business.
For post-application processes, update address information, Ownership Percentage or End Date if changes have occurred.

* Type of Owner:

Organization/Business Name:

Tax Number:

Tax Number Type: FEIN SSN

* Address Line 1:

Address Line 2:

* City:

State:

* ZIP Code:

* Phone Number:

* Email Address:

* Ownership Percentage:

* Start Date: (mm/dd/yyyy)


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

Note: As a first-time user for this application, the “Tax Number” and “Tax Number Type” are required fields for all owners listed.

Useful information:

TYPE OF OWNERSHIP – You can find a description of the various types of business structures at www.sos.state.tx.us/corp/businessstructure.shtml If the business is a sole proprietorship or partnership, write your name, social security number, date of birth, mailing address and other requested information in the space provided. This information is required.

-Once you have entered the ownership information select “Next”.

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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 Owner [Add](#)

Owner

For initial applications, enter the required name and contact information of individuals or organizations that have ownership in the business.

For post-application processes, update address information, Ownership Percentage or End Date if changes have occurred.

* Type of Owner:

Organization/Business Name:

Tax Number:

Tax Number Type: FEIN SSN

* Address Line 1:

Address Line 2:

* City:

State:

* ZIP Code:

* Phone Number:

* Email Address:

* Ownership Percentage:

* Start Date: (mm/dd/yyyy)

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-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 \$10,000.00.

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

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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 Information [Add](#)

Bond Information

Provide information from your Original Bond or Alternate Form of Security below. The original document must be submitted with this application. Click [here](#) for the bond template. The minimum amount for the security device is \$10,000.00

- Type of Security Device:
- Bond Number:
- Security Device Effective Date: (mm/dd/yyyy)
- Security Device Expiration Date: (mm/dd/yyyy)
- Amount of Security Device:
- Bond Issuer:

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

Note: Providers are required to 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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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

Confirm the following statement:

All school motor vehicles and vehicles for students with physical disabilities that are used to demonstrate or practice driving lessons are covered by an insurance 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 underinsured motorists. 16 TAC §84.42.


* Yes No

Note: [16 TAC §84.42](#)

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



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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 placing a check mark in each applicable box below, I certify that the required documentation will be maintained and made available to the Department. I certify that I am providing accurate information and will comply with all applicable provisions of the Texas Occupations Code, Chapter 51, Texas Administrative Code, Title 16, Chapter 84; and the Texas Education Code, Title 5, Chapter 1001. I understand that providing false information on this application may result in revocation of the license or approval I am requesting and the imposition of administrative penalties.

Minor/Adult Curriculum

Curriculum and Instructional materials meet all 16 Texas Administrative Code (TAC) Chapter 84 and Title 5, Education Code (TEC), Chapter 1001 and include all required topics and minimum time requirements outlined in the Program of Organized Instruction. Yes No

Minor/Adult In-Car Curriculum

Curriculum meets requirements of TAC §84.500 and Program of Organized Instruction. Yes No

Minor/Adult Enrollment Contract

Enrollment contract is created and maintained in accordance with TAC §84.82 of the Driver Education & 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

Make-up policy is in accordance with TAC §84.46(f) of the Driver Education & Safety Administrative Rules for policy requirements. Yes No

Notice of Public Interest and Participation

Notice is in accordance with TAC §84.84 Yes No

Texas Driver Handbook

I confirm that I will make the driver handbook available to students enrolled in the course. Yes No

Refund Policy

Refund policy is 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,” submit this curriculum with the application.) Yes No

Schools may develop their own curriculum that meets 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](#)

-On the “Select Attributes” screen, select which course(s) your business will offer.

-Once completed, select “Next”.

TDLR TEXAS DEPARTMENT OF LICENSING & REGULATION

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Driver Education Provider - Primary: Initial In-Person Driver Education Provider - Select Attributes

Listed below are the license attributes you may add or delete.
Please select/de-select the desired attribute 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.
If Return to Summary Button is available. Press "Return to Summary" to return to the summary.

Attribute Type:	In-Person Course Type	Current License Attribute(s)	Request To Add	
* Attributes:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Exclusively for Adults Course (18 to under 25): 6-hour In Person Classroom
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Minor and Adult (14 and Older) Course: In Person Classroom

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

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

-Select “Add”

The screenshot shows the TDLR website interface. At the top, the TDLR logo and the text 'TEXAS DEPARTMENT OF LICENSING & REGULATION' are visible. Below this, it says 'Logged in as AGENCY, TDLR' and 'Update Profile | Logoff'. The main content area is divided into a left sidebar with navigation links and a main content area. The sidebar links include: Introduction, Function Suitability, Application Questions, Name and Organizational Details, Contact Information, Website URL, Ownership Information, Bond Information, Motor Vehicle Requirement, Documentation Certification, Select Attributes, Related Licenses Listing (selected), Attachments, and Application Summary. The main content area has a title 'Driver Education Provider - Primary: Initial In-Person Driver Education Provider - Related Licenses Listing' and instructions: '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.', and 'Press "Cancel" to cancel this application and return to the main menu.'. Below these instructions is a section titled 'Related Licenses' which is currently empty. At the bottom right of this section are four buttons: 'Previous', 'Next' (highlighted with a red box), 'Add', and 'Cancel'. At the bottom of the page, there is a footer with the text: 'Department of Licensing and Regulation', 'The Texas Department of Licensing and Regulation certifies that it maintains the information for the license verification function of this website, performs daily updates to the information, and considers the website to be a secure, primary source for license verification.', and 'Last Updated Jan 01, 2017'.

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

-Select “**Save**”

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

Driver Education Provider - Primary: Initial In-Person Driver Education Provider - 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: [REDACTED]

Save Cancel

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-If you have more instructors to add, you will select “**Add**”.

-Once you have added all instructors, you will select “**Next**”.

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

Driver Education Provider - Primary: Initial In-Person Driver Education Provider - 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 INSTRUCTOR, TDLR Driver Education Instructor - [REDACTED] Current - 2024-05-24

Delete Relation

Previous Next Add Cancel

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

Note: Please carefully read the required documents instructions. The application will not be approved if the documents listed are not attached and submitted.

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

TDLR
TEXAS DEPARTMENT OF LICENSING & REGULATION

TEXAS DEPARTMENT OF LICENSING & REGULATION

Logged in as AGENCY, TDLR
[Update Profile](#) | [Logout](#)

Introduction
Function Suitability
Application Questions
Name and Organizational Details
Contact Information
Website URL
Ownership Information
Bond Information
Motor Vehicle Requirement
Documentation Certification
Select Attributes
Related Licenses Listing

Attachments

Application Summary

Driver Education Provider - Primary: Initial In-Person Driver Education Provider - Attachments

Along with this application, the following **must** be submitted and approved prior to a license being issued:

1. Original Course Provider [Bond](#) or Alternate Form of Security (See [Texas Education Code §1001.209](#))
 - o The bond must be in the amount of \$10,000.00 for primary locations.
 - o The information on the bond must match the information of the school license:
 - exact school name;
 - legal ownership name; and
 - physical school address.
 - o The bond must be payable to Texas Department of Licensing and Regulation.
 - o The bond must be completed by a company authorized to do business in this state; with all applicable signatures included.
2. Assumed Name Registration
 - o If you have assumed control of a Driver Education Provider business, you must attach the legal document that confirms the change in ownership.

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 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.



TEXAS DEPARTMENT OF LICENSING & REGULATION

Logged in as AGENCY, TDLR
[Update Profile](#) | [Logoff](#)

Driver Education Provider - Primary: Initial In-Person Driver Education Provider - Attachments

Along with this application, the following **must** be submitted and approved prior to a license being issued:

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 - o The bond must be in the amount of \$10,000.00 for primary locations.
 - o The information on the bond must match the information of the school license:
 - exact school name;
 - legal ownership name; and
 - physical school address.
 - o The bond must be payable to Texas Department of Licensing and Regulation.
 - o The bond must be completed by a company authorized to do business in this state; with all applicable signatures included.
2. Assumed Name Registration
 - o If you have assumed control of a Driver Education Provider business, you must attach the legal document that confirms the change in ownership.

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.

Attachments

Application Summary

File Name: Sample Doc...ent-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 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 have been attached and select “Next”.



TEXAS DEPARTMENT OF LICENSING & REGULATION

Logged in as AGENCY, TDLR

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

Driver Education Provider - Primary: Initial In-Person Driver Education Provider - Attachments

Along with this application, the following **must** be submitted and approved prior to a license being issued:

- Original Course Provider [Bond](#) or Alternate Form of Security (See [Texas Education Code §1001.209](#))
 - The bond must be in the amount of \$10,000.00 for primary locations.
 - The information on the bond must match the information of the school license:
 - exact school name;
 - legal ownership name; and
 - 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 this state; with all applicable signatures included.
- Assumed Name Registration
 - If you have assumed control of a Driver Education Provider business, you must attach the legal document that confirms the change in ownership.

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	
Sample Document-Bond.pdf	View Remove
Sample Document-Assumed Name.pdf	View Remove

Total Size of Attached Files: 250881

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 when ordering from your university's transcript ordering service provider.

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

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

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

The screenshot shows the TDLR application summary page. The header includes the TDLR logo and the text "TEXAS DEPARTMENT OF LICENSING & REGULATION". The user is logged in as "AGENCY, TDLR" and can click "Update Profile" or "Logout". The main content area is titled "Driver Education Provider - Primary: Initial In-Person Driver Education Provider - Application Summary" and contains instructions to review data and press "Submit", "Previous", or "Cancel". A left sidebar lists various sections: Introduction, Function Suitability, Application Questions, Name and Organizational Details, Contact Information, Website URL, Ownership Information, Bond Information, Motor Vehicle Requirement, Documentation Certification, Select Attributes, Related Licenses Listing, Attachments, and Application Summary. The main content area displays several sections with data and "Edit" buttons:

- Application**: License Type: Driver Education Provider - Primary; Application Date: 05/25/2023
- Application Questions**: Have you assumed control of a Driver Education Provider business? No
- Organization Detail**: Organization Name: TDLR Agency Driving School LLC; Doing Business Tax Number: TDLR Agency Driving School; As Name: TDLR Agency Driving School; Type: FEIN; Tax Number: *****; Entity Type: LLC
- General Addresses**: Main Address: 920 Colorado St, AUSTIN, Texas, TRAVIS

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

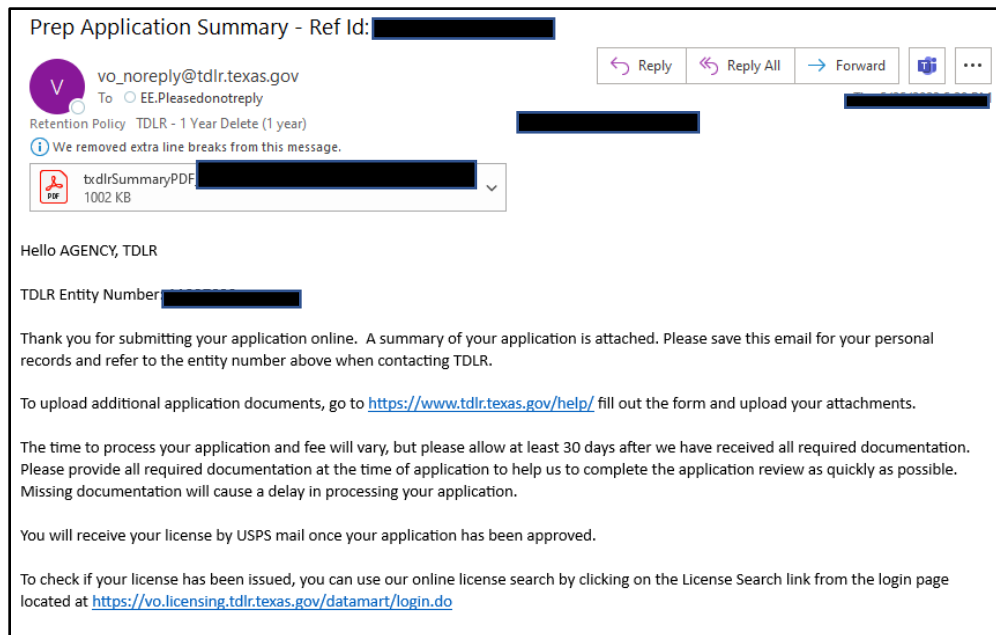
This screenshot shows the bottom portion of the application summary page. It features three sections with data and "Edit" buttons:

- Independent Curriculum**: Independent curriculum has been developed by the school. (If "Yes," submit this curriculum with the application.) No
- Related Licenses**: Relation Name: DEP - Instructor List (Required:Y); Your Role: Driver Education Provider; Other Party Role: Driver Education Instructor; Other Party Name: INSTRUCTOR, TDLR; Driver Education; Lic Type: Instructor; Lic Status: Current; Lic Number: [Redacted]; Lic Expiry: [Redacted]
- Attachments**: File Name: Sample Document-Bond.pdf; Notes: [Redacted]; File Name: Sample Document-Assumed Name.pdf; Notes: [Redacted]

At the bottom right, there are three buttons: "Previous", "Submit" (highlighted with a red box), and "Cancel".

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

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

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 - Primary - Application Fee:	\$500.00
Driver Education Provider - Primary - Subscription Fee:	\$15.00
Total Amount Due:	\$515.00

[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**”.

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
4	Driver Education Provider - Primary: Initial In-Person Driver Education Provider		Driver Education Provider - Primary	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”.

**TEXAS DEPARTMENT OF LICENSING & REGULATION**

Logged in as **AGENCY, TDLR**
[Update Profile](#) | [Logout](#)

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
4	Driver Education Provider - Primary: Initial In-Person Driver Education Provider		Driver Education Provider - Primary	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”.

TEXAS DEPARTMENT OF LICENSING & REGULATION

1 Payment Type2 Customer Info3 Payment4 Submit Payment

Payment

Payment Type ✓

Credit/Debit Card

Customer Information Complete all required fields [*]

Country *
 ✓

First Name * ✓ Last Name * ✓

Address *
 ✓

Address 2

City * ✓ State * ✓

ZIP/Postal Code *
 ✓

Phone Number *
 ✓

Email * ✓

Next >

Payment Information


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
9999999999

Country
United States

Email Address
EE.Pleasedonotreply@tdlr.texas.gov

Payment Information

Credit Card Number * ? ✓

Credit Card Type Complete all required fields [*]

Expiration Month * ✓

Expiration Year * ✓

Security Code * ?

Name on Credit Card * ✓
TDLR Agency

Payment Address is the same as Customer Information *

Next >

Cancel


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”.

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
9999999999

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 

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

Transaction Summary

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

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.

TDLR
TEXAS DEPARTMENT OF LICENSING & REGULATION

TEXAS DEPARTMENT OF LICENSING & REGULATION

Logged in as AGENCY, TDLR
[Update Profile](#) | [Logout](#)

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: QK9384
Trace Number: [REDACTED]

Application Number	Description	Applicant Name	Fee
3001-4	Driver Education Provider - Primary: Initial In-Person Driver Education Provider	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]

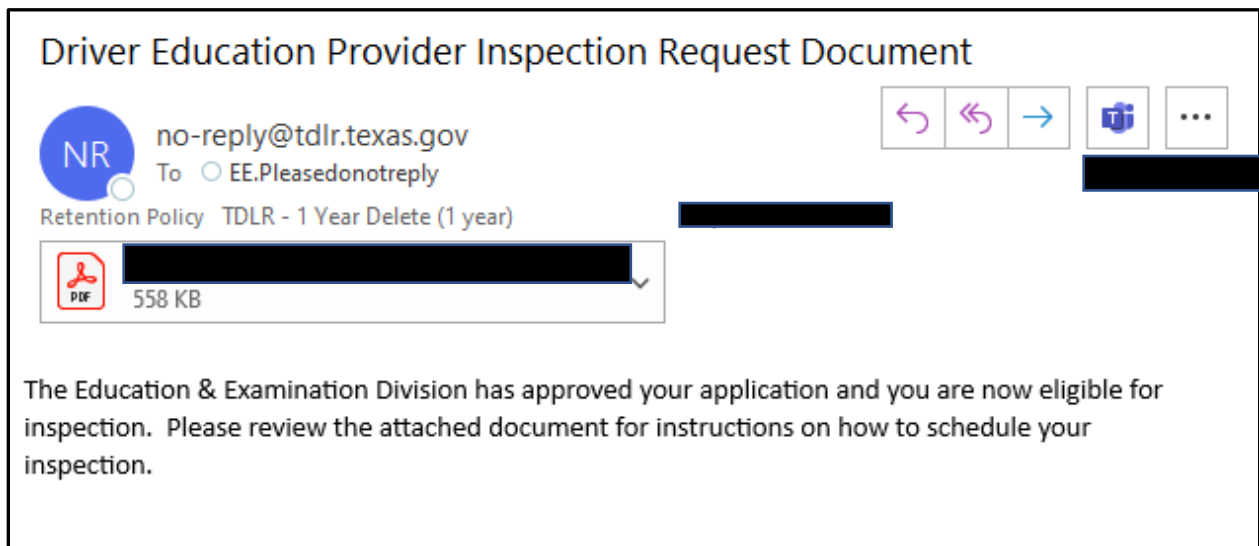
Payment Information
Payment Type Credit Card
Credit Card Type [REDACTED]
Credit Card Number [REDACTED]
Order ID [REDACTED]
Billing Name TDLR Agency

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.

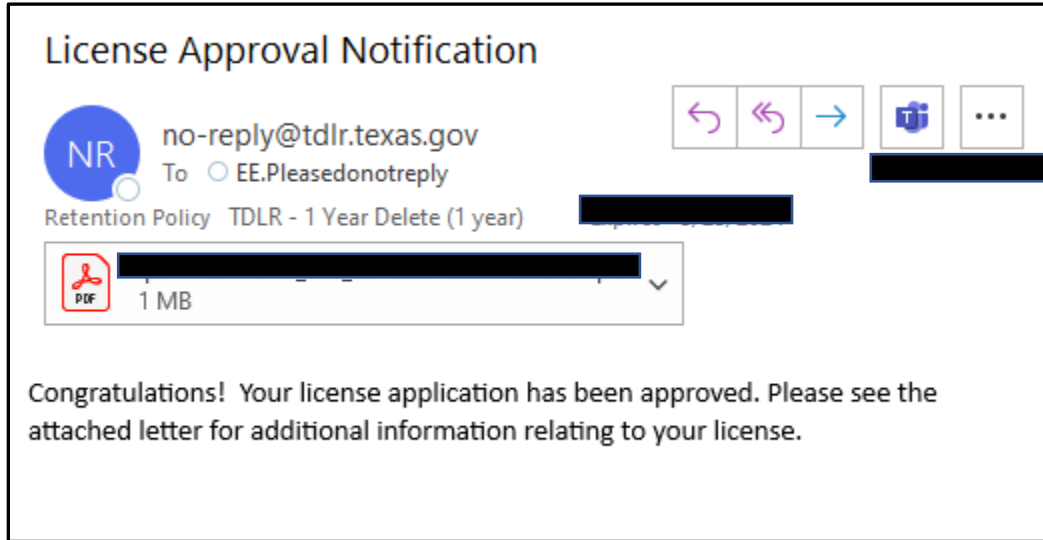
-Once we approve your application for an initial inspection, you will receive an email to the email you entered under the “Mailing Address”

Example inspection email:



-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**”.

