

Driver Education Provider- Initial Online Only 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.**”

TDLR
TEXAS DEPARTMENT OF
LICENSING & REGULATION

Texas Department of Licensing and Regulation

Online Licensing Services [Contact Customer Service](#)

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

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

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

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

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

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

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

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

TDLR
TEXAS DEPARTMENT OF LICENSING & REGULATION

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

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> ▾ **Select**

Additional Activities
Add Licenses To Registration **Select**

[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.
Last Updated Jan 01, 2017

- The first dropdown is “**Choose Program.**” You will choose “**Driver Education and Safety.**”
- The second dropdown is “**Choose Application**” You will choose “**Initial Online Only Driver Education Provider.**”
- After you choose the program and application, you will click “**Select.**”

The screenshot shows a web form for applying for a new license. It features a section titled "Apply for a New License" with a sub-question "What are you applying for?". Below this, there are two dropdown menus. The first dropdown is set to "Driver Education and Safety" and the second is set to "Driver Education Provider - Primary: Initial Online Only Driver Education Provider". A blue "Select" button is positioned to the right of the second dropdown and is highlighted with a red rectangular border. Below these options, there is another section titled "Additional Activities" with a button labeled "Add Licenses To Registration" and a "Select" button.

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

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

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

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

TDLR
TEXAS DEPARTMENT OF LICENSING & REGULATION

TEXAS DEPARTMENT OF LICENSING & REGULATION

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

Introduction

[Function Suitability](#)

[Application Questions](#)

[Name and Organizational Details](#)

[Contact Information](#)

Website URL

Owner Information

Bond Information

Documentation Certification

[Related Licenses Listing](#)

Select Attributes

Attachments

Application Summary

Driver Education Provider - Primary: Initial Online Only Driver Education Provider - Introduction

Welcome to the Texas Department of Licensing and Regulation online application for new Online Only 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)
- Registered agent if the provider is located outside of Texas

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

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](#)

[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.

Last Updated Jan 01, 2017

-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.**”

Introduction

Function Suitability

Application Questions

Name and Organizational Details

Contact Information

Website URL

Owner Information

Bond Information

Documentation Certification

Related Licenses Listing

Select Attributes

Attachments

Application Summary

Driver Education Provider - Primary: Initial Online Only Driver Education Provider - Function Suitability

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.

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 provider license that only offers in-person driver education courses?	<input type="radio"/> Yes <input checked="" type="radio"/> No

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.**”

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

Driver Education Provider - Primary: Initial Online Only 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 have assumed control of a Driver Education Provider business? [No] [Next] [Cancel]

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.
Last Updated Jan 01, 2017

-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 nine digits without hyphens.

* Organization Name:	<input type="text" value="TDLR Agency Driving School LLC"/>
Doing Business As Name:	<input type="text" value="TDLR Agency Driving School"/>
* Tax Number Type:	Federal Employer Identification Number (FEIN) ▼
* Tax Number:	<input type="text" value=""/>
* 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. *

***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, Provider Mailing Address, Contact Person and Physical Address.**

TDLR
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
Owner Information
Bond Information
Documentation Certification
[Related Licenses Listing](#)
Select Attributes
Attachments
Application Summary

Driver Education Provider - Primary: Initial Online Only Driver Education Provider - Contact Information

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: [Zip Lookup](#)

* City:

* State:

County:

* Country:

* Phone Number: 999-999-9999

Extension:

* E-mail:

Note: After you enter your 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: [Copy](#)

Street Number:

* Street Name:

Address (cont'd):

* Zip Code:

* City:

* State:

County:

* Country:

* Phone Number: 999-999-9999

Extension:

* E-mail:

Fax Number:

Position Title:

Title:

* First Name:

Second Name:

* Last Name:

Add Another Contact

Contact Type: [Add](#)

If the Physical Address is not located in Texas, you must identify the name and address of your Registered Agent within the State of Texas.

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

Note: If your Physical Address is not located within Texas, you must identify the name and address of your Registered Agent within the State of Texas.

Add Another Contact

Contact Type: [Add](#)

If your Physical Address is not located in Texas, you must identify the name and address of your Registered Agent within the State of Texas.

-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

-Once completed, select “Ok.”

Street Number: 920

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.”

Introduction Driver Education Provider - Primary: Initial Online Only Driver Education Provider - Website URL
Function Suitability Press "Previous" to return to previous page.
Application Questions Press "Next" to go to next page.
Name and Organizational Details Press "Cancel" to Cancel application and go back to Quick Start Menu.
Contact Information If Return to Summary Button is available. Press "Return to Summary" to return to the summary.
Website URL If Save Button is available. Press "Save" to save the information and return to the summary.
Owner Information Add Website URL **Add**
Bond Information
Documentation Certification
Related Licenses Listing
Select Attributes
Attachments
Application Summary

Previous Next Cancel

[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.

Last Updated Jan 01, 2017

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

Introduction Driver Education Provider - Primary: Initial Online Only Driver Education Provider - Website URL
Function Suitability Press "Previous" to return to previous page.
Application Questions Press "Next" to go to next page.
Name and Organizational Details Press "Cancel" to Cancel application and go back to Quick Start Menu.
Contact Information If Return to Summary Button is available. Press "Return to Summary" to return to the summary.
Website URL If Save Button is available. Press "Save" to save the information and return to the summary.
Owner Information
Bond Information
Documentation Certification
Related Licenses Listing
Select Attributes
Attachments
Application Summary

Website URL
Please identify the web address of the driver education provider's primary location.
Website URL: Remove

Previous **Next** Cancel

[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.

Last Updated Jan 01, 2017

-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 Online Only Driver Education Provider - Owner 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**

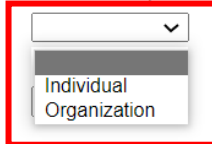
Owner

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 for "Type of Owner" is shown, with a red box highlighting the menu. The menu is open, showing two options: "Individual" and "Organization".

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

TDLR
TEXAS DEPARTMENT OF LICENSING & REGULATION

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

Introduction
Function Suitability
Application Questions
Name and Organizational Details
Contact Information
Website URL

Owner Information
Bond Information
Documentation Certification
Related Licenses Listing
Select Attributes
Attachments
Application Summary

Driver Education Provider - Primary: Initial Online Only Driver Education Provider - Owner 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: Organization

Organization/Business Name: TDLR Agency Driving School LLC

Tax Number: 77777777

Tax Number Type: FEIN SSN

* Address Line 1: 920

Address Line 2: Colorado St

* City: Austin

State: Texas

* ZIP Code: 78701

* Phone Number: 999-999-9999

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

* Ownership Percentage: 100

* Start Date: 05/23/2023 (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.”

TDLR
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

Owner Information
Bond Information
Documentation Certification
Related Licenses Listing
Select Attributes
Attachments
Application Summary

Driver Education Provider - Primary: Initial Online Only Driver Education Provider - Owner 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:

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](#)

-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.**”

TDLR
TEXAS DEPARTMENT OF LICENSING & REGULATION

TEXAS DEPARTMENT OF LICENSING & REGULATION

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

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

Driver Education Provider - Primary: Initial Online Only Driver Education Provider - 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 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:

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

[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.
Last Updated Jan 01, 2017

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

**TEXAS DEPARTMENT OF LICENSING & REGULATION**

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

- Introduction
- Function Suitability
- Application Questions
- Documentation Certification**
- Name and Organizational Details
- Contact Information
- Website URL
- Owner Information
- Bond Information

Driver Education Provider - Primary: Initial Online Only Driver Education Provider - 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 Certifications for Online Only

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 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

Driver Education Provider- Initial Online Only Application Training Guide

17

-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](#)

-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, a navigation bar indicates the user is logged in as 'AGENCY, TDLR' and provides links for 'Update Profile' and 'Logoff'. The main content area is divided into a left sidebar with navigation tabs and a main content pane. The sidebar tabs include: Introduction, Function Suitability, Application Questions, Name and Organizational Details, Contact Information, Website URL, Owner Information, Bond Information, Documentation Certification, Related Licenses Listing (selected), Select Attributes, Attachments, and Application Summary. The main content pane displays instructions for adding and managing related licenses. At the bottom of this pane, there is a 'Related Licenses' section with a table that is currently empty. To the right of the table are four buttons: 'Previous', 'Next', 'Add', and 'Cancel'. The 'Add' button is highlighted with a red rectangular box.

Introduction Driver Education Provider - Primary: Initial Online Only Driver Education Provider - Related Licenses Listing

Function Suitability 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.

Application Questions 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.

Name and Organizational Details Press "Previous" to return to the previous section.

Contact Information Press "Next" when finished viewing/adding/changing the related licenses.

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

Owner Information Related Licenses

Bond Information Previous Next Add Cancel

Documentation Certification

Related Licenses Listing

Select Attributes

Attachments

Application Summary

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.
Last Updated Jan 01, 2017

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

-Select “**Save.**”

TDLR TEXAS DEPARTMENT OF LICENSING & REGULATION

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

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

Driver Education Provider - Primary: Initial Online Only 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](#)

[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.

Last Updated Jan 01, 2017

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

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

TDLR TEXAS DEPARTMENT OF LICENSING & REGULATION

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

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

Driver Education Provider - Primary: Initial Online Only 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 [Delete Relation](#)
INSTRUCTOR, TDLR
Driver Education Instructor - [Redacted]
Current - 2024-05-24

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

[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.

Last Updated Jan 01, 2017

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


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
- Owner Information
- Bond Information
- Documentation Certification
- Related Licenses Listing
- Select Attributes**
- Attachments
- Application Summary

Driver Education Provider - Primary: Initial Online Only 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:	Online Course Type	Current License Attribute(s)	Request To Add	
Attributes:		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Minor & Adult (14 and Older) Course: Alternative Method of Instruction/Online
		<input type="checkbox"/>	<input type="checkbox"/>	Online Exclusively for Adults

Previous
Next
Cancel

[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.

Last Updated Jan 01, 2017

-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

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

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

Driver Education Provider - Primary: Initial Online Only 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.

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.
Last Updated Jan 01, 2017

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

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

TDLR
TEXAS DEPARTMENT OF LICENSING & REGULATION

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

Driver Education Provider - Primary: Initial Online Only 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](#))
 - 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.
2. 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.

File Name:
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](#)

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.
Last Updated Jan 01, 2017

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



TEXAS DEPARTMENT OF LICENSING & REGULATION

Logged in as AGENCY, TDLR

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

- Introduction
- Function Suitability
- Application Questions
- Name and Organizational Details
- Contact Information
- Website URL
- Owner Information
- Bond Information
- Documentation Certification
- Related Licenses Listing
- Select Attributes
- Attachments
- Application Summary

Driver Education Provider - Primary: Initial Online Only 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-Assumed Name.pdf	View Remove
Sample Document-Bond.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](#)

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.

Last Updated Jan 01, 2017

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

TDLR
TEXAS DEPARTMENT OF LICENSING & REGULATION

TEXAS DEPARTMENT OF LICENSING & REGULATION

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

Introduction
Driver Education Provider - Primary: Initial Online Only Driver Education Provider - 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: Online Only Driver Education Provider
Application Date: 05/27/2023

Application Questions
Have you have assumed control of a Driver Education Provider business? No [Edit](#)

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

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

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

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

Related Licenses [Edit](#)
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 Number: [REDACTED]
Lic Status: Current Lic Expiry: [REDACTED]

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

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

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

TDLR
TEXAS DEPARTMENT OF LICENSING & REGULATION

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

Introduction Driver Education Provider - Primary: Initial Online Only Driver Education Provider - Attestation

Function Suitability Press "Previous" to return to the previous section.

Application Questions Press "Submit" to continue.

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

Contact Information

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

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

Bond Information Yes
 No

Documentation Certification

Related Licenses Listing

Select Attributes

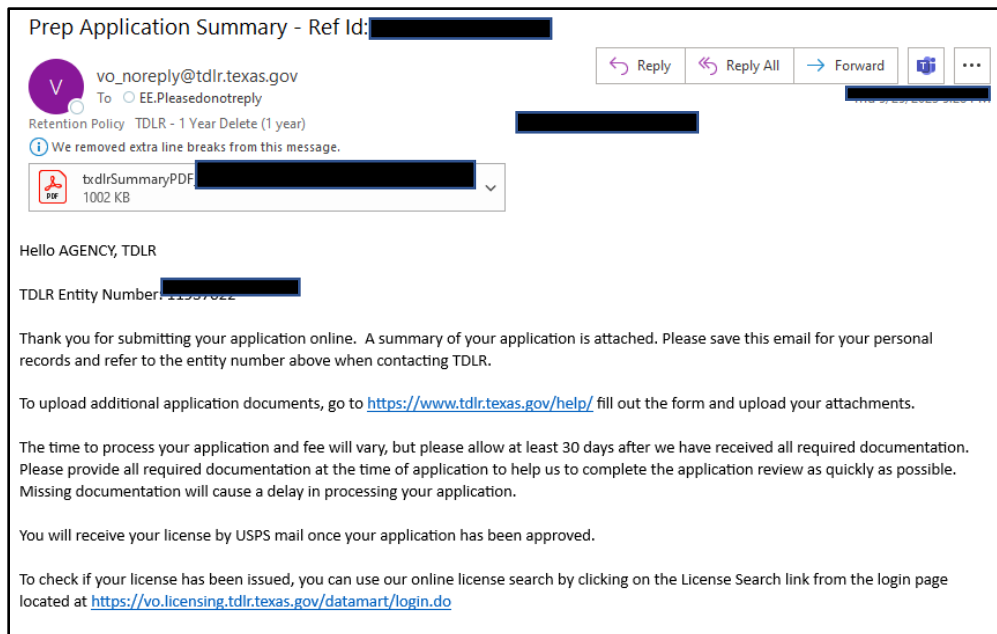
Attachments

Application Summary

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

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.
Last Updated Jan 01, 2017

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.

TDLR TEXAS DEPARTMENT OF LICENSING & REGULATION

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

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**.”

TDLR TEXAS DEPARTMENT OF LICENSING & REGULATION

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

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
131	Driver Education Provider - Primary: Initial Online Only 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](#)

[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.
Last Updated Jan 01, 2017

-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
131	Driver Education Provider - Primary: Initial Online Only Driver Education Provider		Driver Education Provider - Primary	TDLR AGENCY DRIVING SCHOOL LLC	\$515.00
Total					\$515.00

Payment Method: Credit Card

[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.
Last Updated: Jan 01, 2017

-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

Complete all required fields [*]

Credit Card Number * ? ✓

Credit Card Type
   

Expiration Month * ✓

Expiration Year * ✓

Security Code * ?

Name on Credit Card *
 ✓

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 ✓

Address
TDLR AGENCY
920 Colorado St
Austin, TX 78701

Country
United States

Phone Number
9999999999

Email Address
EE.Pleasedonotreply@tdlr.texas.gov

[Edit](#)


Payment Information ✓


Credit Card
[REDACTED]

Name on Credit Card
TDLR Agency

[Edit](#)

Verification


I'm not a robot


reCAPTCHA
Privacy - Terms

[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

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

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
3001-131	Driver Education Provider - Primary: Initial Online Only 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.](#)

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 prior to approval.

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

■ 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 - Primary: Initial Online Only Driver Education Provider	Status: Open	Details
--	--------------	-------------------------

-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.

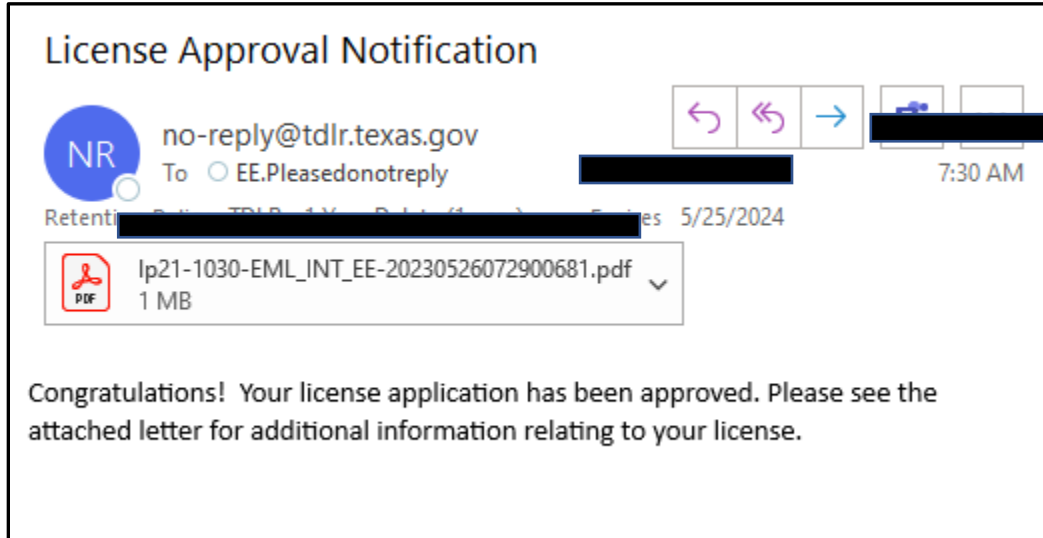
Submission Date	05/27/2023
Application Name	Driver Education Provider - Primary: Initial Online Only Driver Education Provider
Status	Open
Deficiencies	
Notes	

[Submit Document\(s\)](#) [Done](#)

-Once we approve your application, you will no longer see the “**View Application Status**” section.

-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.**”

