

Driver Education Provider- Order Certificates Training Guide

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

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

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

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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”.

-Under the “Manage your license Information” section use the drop-down menu and choose “Order Certificates”.

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

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

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

Complete Certificate Upload
Driver Education Provider - Primary #C3497 Upload File of Completed Certificates [Select](#)

Manage your License Information
Driver Education Provider - Primary #C3497 Order Certificates [Select](#)

Apply for a New License
What are you applying for?
<Choose Program> [Select](#)
<Choose Application> [Select](#)

Additional Activities
Add Licenses To Registration [Select](#)

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-You are now in the “**Order Certificates Introduction**” screen. Please carefully read the instructions prior to proceeding.

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

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Driver Education Provider - Primary C3497

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Introduction

- Name and Organizational Details
- Contact Information**
- Certificate Order
- Application Summary

Order Certificates - Introduction

Welcome to the Texas Department of Licensing and Regulation online application for Driver Education Provider certificate orders. This application is for providers ordering certificates that will be issued to students upon course completion.

The following are application requirements prior to certificates being issued:

- Current School License
- Shipping Address
- Fee (\$1 per certificate)

Please keep in mind, you must first receive TDLR approval prior to ordering electronic certificate numbers. (Please see the "Request Electronic Specifications" application.

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

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

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

Next **Cancel**

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

Under “Tax Number Type” you have the option to choose “**Federal Employer Identification Number (FEIN)**” or “**Social Security Number (SSN)**”. The Tax Number Type must be 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: ⓘ	Federal Employer Identification Number (FEIN)
* Confirm Tax Number:	Social Security Number (SSN)

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

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

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Introduction
Name and Organizational Details
Contact Information
Certificate Order
Application Summary

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

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

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

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***Useful information:**

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

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

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

-In the “**Contact Information**” screen, you will have the opportunity to add a “**Shipping Address**” that you would like to have the paper certificates mailed to. Select “**Add**”.

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Driver Education Provider - Primary C3497

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Order Certificates - Contact Information

Shipping Address - Enter the shipping address that you would like the certificates mailed to. P.O. Box or Out-of-state shipments are not available. Orders will be delivered using a parcel delivery company and overnight deliveries are not available. At the time of delivery, someone must be at the shipping address provided on the order form to sign for the certificates.


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.

Add Another Contact

Contact Type:

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-Once you have completed your “Shipping Address” select “Next”.



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- Introduction
- Name and Organizational Details
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Order Certificates - Contact Information

Shipping Address - Enter the shipping address that you would like the certificates mailed to. P.O. Box or Out-of-state shipments are not available. Orders will be delivered using a parcel delivery company and overnight deliveries are not available. At the time of delivery, someone must be at the shipping address provided on the order form to sign for the certificates.

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.

Shipping Address

[Delete](#)

Street Number:

* Street Name:

Address (cont'd):

* Zip Code:

* City:

* State:

County:

* Country:

Phone Number: 999-999-9999

Extension:

* E-mail:

Title:

* First Name:

Second Name:

* Last Name:

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

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Note: If you do not fill out this screen, your paper certificates will be mailed to the “Mailing Address” on file.

-Your digital certificate numbers will be sent via email. (If applicable)

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

-Once completed, select “Ok”.

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.

Please select an option for each address type.

Shipping 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

Extension:

E-mail:

-In the “**Certificate Order**” screen, you will enter the “**Certificate Type, Quantity of Certificates** and the **Delivery Method.**”

-Within the “**Certificate Type**” drop-down menu, you will only be able to order the certificates for which the course(s) you are approved. By default, all Driver Education providers are eligible to order paper certificates. If the intention is to order digital certificates, if approved, the “**Certificate Type**” selection should be digital.

-Enter the “**Quantity of Certificates**” that you would like to order.

Order Certificates - Certificate Order

This screen allows you to identify the certificate type and quantity for your order.
Press "Previous" to return to the previous transaction screen.
Press "Next" to advance to the next transaction screen.
Press "Cancel" to cancel this transaction and go to the main menu.

* Certificate Type: ▼

* **Quantity of Certificates:**

* Delivery Method:

-Enter the “**Delivery Method**” for this order.

Email will be used for Digital Certificate Order.

Federal Express will be used for Paper Certificate Orders.

Order Certificates - Certificate Order

This screen allows you to identify the certificate type and quantity for your order.
Press "Previous" to return to the previous transaction screen.
Press "Next" to advance to the next transaction screen.
Press "Cancel" to cancel this transaction and go to the main menu.

* Certificate Type: ▼


* Quantity of Certificates:

* **Delivery Method:** ▼

EMAIL - Email
FEDEX - Federal Express

Note: You may only submit one certificate order per transaction,

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



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Introduction	Order Certificates - Certificate Order
Name and Organizational Details	This screen allows you to identify the certificate type and quantity for your order.
Contact Information	Press "Previous" to return to the previous transaction screen.
Certificate Order	Press "Next" to advance to the next transaction screen.
Application Summary	Press "Cancel" to cancel this transaction and go to the main menu.

* Certificate Type:	<input type="text" value="DE - DE-964 PAPER"/>
* Quantity of Certificates:	<input type="text" value="100"/>
* Delivery Method:	<input type="text" value="FEDEX - Federal Express"/>

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

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

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

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Introduction

Name and Organizational Details

Contact Information

Certificate Order

Application Summary

Order Certificates - Application Summary

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

Application	License Type: Driver Education Provider - Primary Application Date: 05/26/2023
Organization Detail:	Organization Name: TDLR Agency Driving School LLC Edit Doing Business As Name: TDLR Agency Driving School Tax Number: ***** Type: FEIN Entity Type: LLC
General Addresses	Shipping Address: 920 Colorado St AUSTIN, Texas 78701-2332 US Phone Number: 999-999-9999 E-mail: EE.Pleasedonotreply@tdlr.texas.gov Name: TDLR Agency Edit
Certificate Order	Certificate Type: DE - DE-964 PAPER Quantity of Certificates: 100 Delivery Method: FEDEX - Federal Express

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

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

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Order Certificates - Attestation

Press "Previous" to return to the previous section.
Press "Submit" to continue.
Press "Cancel" to cancel this application and return to the main menu.

Application Summary

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

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

Yes
 No

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

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

Prep Application Summary - Ref Id: [REDACTED]

vo_noreply@tdlr.texas.gov
To EE.Pleasedonotreply

Reply Reply All Forward

Retention Policy TDLR - 1 Year Delete (1 year)
We removed extra line breaks from this message.

txdlrSummaryPDF [REDACTED]
999 KB

Hello AGENCY, TDLR

TDLR Entity Number [REDACTED]

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

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

The time to process your application and fee will vary, but please allow at least 30 days after we have received all required documentation. Please provide all required documentation at the time of application to help us to complete the application review as quickly as possible. Missing documentation will cause a delay in processing your application.

You will receive your license by USPS mail once your application has been approved.

To check if your license has been issued, you can use our online license search by clicking on the License Search link from the login page located at <https://vo.licensing.tdlr.texas.gov/datamart/login.do>


-You will now see the “Fee and Summary Report” screen. Please note that all fees are non-refundable (TAC 84.300). TDLR will not refund the provider for ordering the wrong certificates.

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

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

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

-Once completed, select “Next”.

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

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Online Application Payment
Select the applications you wish to pay for and press "Next" to continue

Press "Main Menu" to return to the main menu


Application Number	Description	License Number	License Type	Applicant Name	Fee
121	Order Certificates	C3497	Driver Education Provider - Primary	TDLR AGENCY DRIVING SCHOOL LLC	\$100.00 <input checked="" type="checkbox"/>

Payment Method
 Credit Card
 Electronic Check

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

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

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

Application Number	Description	License Number	License Type	Applicant Name	Fee
121	Order Certificates	C3497	Driver Education Provider - Primary	TDLR AGENCY DRIVING SCHOOL LLC	\$100.00
Total					\$100.00

Payment Method: Credit Card

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

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

1 Payment Type 2 Customer Info 3 Payment 4 Submit Payment

Payment

Payment Type ✓

Credit/Debit Card

Customer Information

Country *

United States ✓

First Name *

TDLR ✓

Last Name *

Agency ✓

Address *

920 Colorado St ✓

Address 2

✓

City *

Austin ✓

State *

TX - Texas ✓

ZIP/Postal Code *

78701 ✓

Phone Number *

999-999-9999 ✓

Email *

EE.Pleasedonotreply@tdlr.texas.gov ✓

Next >

Payment Information

Cancel

Transaction Summary

TDLR Health Professional	\$100.00
Texas.gov Price	\$100.00

Need Help?

Please complete the Customer Information Section

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



- 1 Payment Type
- 2 Customer Info
- 3 Payment
- 4 Submit Payment

Payment

Payment Type ✔

Credit/Debit Card

Customer Information ✔

Edit

Address
TDLR Agency
920 Colorado St
Austin, TX 78701

Phone Number
999-999-9999

Country
United States

Email Address
EE.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	\$100.00
Texas.gov Price	\$100.00

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”.



- 1 Payment Type
- 2 Customer Info
- 3 Payment
- 4 Submit Payment

Payment

Payment Type ✓

Credit/Debit Card

Customer Information ✓

Edit

Address
TDLR Agency
920 Colorado St
Austin, TX 78701

Phone Number
999-999-9999

Country
United States

Email Address
EE.Pleasedonotreply@tdlr.texas.gov

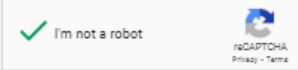
Payment Information ✓

Edit

Credit Card
[Redacted]

Name on Credit Card
TDLR Agency

Verification



Cancel

Submit Payment


Transaction Summary

TDLR Health Professional	\$100.00
Texas.gov Price	\$100.00

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.



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Online Application Payment Success

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

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

Amount Paid: \$100.00


Authorization Number: [REDACTED]

Trace Number: [REDACTED]

Application Number	Description	Applicant Name	Fee
3001-121	Order Certificates	TDLR Agency Driving School LLC	\$100.00


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

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	\$100.00
Texas.gov Price	\$100.00

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 certificate order. All orders are processed in the order received. Once an Accreditation Specialist is assigned to the

certificate order, the Specialist will reach out to you to inform you of the status of your application if anything further is needed.

-Back on the “Quick Start Menu” you will see the open application under “View Application Status”.

Quick Start Menu

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

License Information [Show Details](#)

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

- Complete Certificate Upload**
Driver Education Provider - Primary #C3497 Upload File of Completed Certificates [Select](#)
- Manage your License Information**
Driver Education Provider - Primary #C3497 <Choose Application> [Select](#)
- Apply for a New License**
What are you applying for?
<Choose Program> [Select](#)
- View Application Status**
Driver Education and Safety - Order Certificates Status: Open [Details](#)
- Additional Activities**
Add Licenses To Registration [Select](#)

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-Once the order has been completed, you will no longer see the certificate order listed under “View Application Status”.

Quick Start Menu

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

License Information

[Show Details](#)

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

Complete Certificate Upload

Driver Education Provider - Primary #C3497

Upload File of Completed Certificates

[Select](#)

Manage your License Information

Driver Education Provider - Primary #C3497

<Choose Application>

[Select](#)

Apply for a New License

What are you applying for?

<Choose Program>

<Choose Application>

[Select](#)

Additional Activities

Add Licenses To Registration

[Select](#)

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-Your certificate order is now complete.

-You will receive a Federal Express package in the mail for **Paper Certificate orders or an email for **Digital Certificate Numbers**.**