

Driver Education Provider- Initial Parent Taught Application 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.**”

TDLR
TEXAS DEPARTMENT OF LICENSING & REGULATION

Texas Department of Licensing and Regulation

[Contact Customer Service](#)

Online Licensing Services

Renew Your License

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

Apply for a New License

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

Search the License Database

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

Change Your Address

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

Pay Fees

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

Login or Register

Username:

Password:

[Register as a New User](#) [Forgot User ID?](#) [Forgot Password](#)

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

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

Quick Start Menu

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

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

[Department of Licensing and Regulation](#)
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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 Parent Taught Provider.**”

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

■ Apply for a New License

What are you applying for?

Driver Education and Safety ▼

Driver Education Provider - Primary: Initial Parent Taught Provider ▼ **Select**

■ Additional Activities

Add Licenses To Registration **Select**

Please keep in mind: If you also want to add the In-Person or 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 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 Parent Taught Application Introduction**” screen. Please carefully read the instructions prior to proceeding.

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

The screenshot shows the TDLR website header with the 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 Parent Taught Provider - Introduction". On the left, there is a navigation menu with the following items: Introduction (selected), Function Suitability, Application Questions, Name and Organizational Details, Contact Information, Website URL, Owner Information, Bond Information, Parent Taught Document Certification, Instructors, Attachments, and Application Summary. The main content area contains the following text: "Welcome to the Texas Department of Licensing and Regulation online application for new Parent Taught 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:" followed by a bulleted list: "\$500.00 Primary Provider Application Fee (Non-refundable fee)", "Original Bond (See Education Code 1001.207)", "Instructor Roster - List the full name and TDLR Driver Education instructor license number of each driver education instructor employed at the provider (if applicable see Education Code 1001.2043(a)(2)).", "Assumed Name Registration (must provide registration documents from the Secretary of State)", and "Registered agent if the provider is located outside of Texas". Below the list, it says: "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." At the bottom of the main content area, there is a "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." At the bottom right of the main content area, there are two buttons: "Next" (highlighted with a red box) and "Cancel".

-You are now in the “**Function Suitability**” screen. If you answer “**No**” to the question asked, you have confirmed that you are in the correct application and may proceed.

-If you answer “**Yes**” to the 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 the question, select “**Next.**”

The screenshot displays the TDLR application interface. At the top, the TDLR logo and the text 'TEXAS DEPARTMENT OF LICENSING & REGULATION' are visible. Below this, the user is logged in as 'AGENCY, TDLR' and has options to 'Update Profile' or 'Logoff'. The main content area is titled 'Driver Education Provider - Primary: Initial Parent Taught Provider - Function Suitability'. It includes instructions: 'Answer the questions and press "Next".', 'Press "Previous" to return to the previous section.', and 'Press "Cancel" to cancel this application and return to the main menu.' A table with two columns, 'Question' and 'Answer', is shown. The question is 'Are you attempting to renew an existing license/registration/permit?'. The answer options are 'Yes' (radio button) and 'No' (radio button). The 'No' option is selected. At the bottom right of the question area, there are three buttons: 'Previous', 'Next', and 'Cancel'. 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

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.**”

The screenshot displays the TDLR application interface. The header includes the TDLR logo and the text "TEXAS DEPARTMENT OF LICENSING & REGULATION". The user is logged in as "AGENCY, TDLR" and has options to "Update Profile" or "Logoff".

The main content area is titled "Driver Education Provider - Primary: Initial Parent Taught Provider - Application Questions". It contains the following text:

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.

The question being asked is: "Have you assumed control of a Driver Education Provider business?". A dropdown menu is set to "No".

Navigation buttons are labeled "Previous", "Next", and "Cancel". The "Next" button is highlighted with a red box.

The sidebar on the left contains the following navigation options:

- Introduction
- Function Suitability
- Application Questions
- Name and Organizational Details
- Contact Information
- Website URL
- Owner Information
- Bond Information
- Parent Taught Document Certification
- Instructors
- Attachments
- Application Summary

-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:

Doing Business As Name:

* Tax Number Type:

* Tax Number:

* Confirm Tax Number:

-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. *

Driver Education Provider - Primary: Initial Parent Taught 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.

Name and Organizational Details

* Organization Name:

Doing Business As Name:

* Tax Number Type:

* Tax Number:

* Tax Number:

* Entity 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, 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
Parent Taught Document Certification
Instructors
Attachments
Application Summary

Driver Education Provider - Primary: Initial Parent Taught Provider - Contact Information

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

Main Address

Street Number:

Street Name:

Address (cont'd):

Zip Code:

City:

State:

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:

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:

* Phone Number: 999-999-9999

Extension:

* E-mail:

Fax Number:

Position Title:

Title:

* First Name:

Second Name:

* Last Name:

Add Another Contact

Contact Type:

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:

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.

- Registered Agent
- Secondary Contact

-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

OK Cancel

Copy From: Copy

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 TDLR website interface. The header includes the TDLR logo and the text 'TEXAS DEPARTMENT OF LICENSING & REGULATION'. The user is logged in as 'AGENCY, TDLR'. The main content area is titled 'Driver Education Provider - Primary: Initial Parent Taught 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 these instructions, there is a section labeled 'Add Website URL' with an 'Add' button. A red arrow points to this 'Add' button. At the bottom right of the main content area, there are three buttons: 'Previous', 'Next', and 'Cancel'. The footer contains a disclaimer: '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 the date 'Last Updated Jan 01, 2017'.

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

The screenshot shows the TDLR website interface. The header includes the TDLR logo and the text 'TEXAS DEPARTMENT OF LICENSING & REGULATION'. The user is logged in as 'AGENCY, TDLR'. The main content area is titled 'Driver Education Provider - Primary: Initial Parent Taught 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 these instructions, there is a section labeled 'Website URL' with the text 'Please identify the web address of the driver education provider's primary location.'. There is a text input field with the value 'www.tdlr.texas.gov' and a 'Remove' button. At the bottom right of the main content area, there are three buttons: 'Previous', 'Next', and 'Cancel'. The 'Next' button is highlighted with a red box. The footer contains a disclaimer: '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 the date '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 Parent Taught 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.

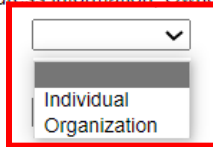
Add Owner **Add**

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: ⓘ

Tax Number Type:

FEIN SSN

-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
Parent Taught Document Certification
Instructors
Attachments
Application Summary

Driver Education Provider - Primary: Initial Parent Taught 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 Safety School LLC

Tax Number: 77777777

Tax Number Type: FEIN SSN

Address Line 1: 920

Address Line 2: Colorado St

City: 24640 - AUSTIN

State: Texas

ZIP Code: 78701

Phone Number: 999-999-9999

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

Ownership Percentage: 100

Start Date: 08/31/2023 (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](#) | [Logoff](#)

Driver Education Provider - Primary: Initial Parent Taught 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.

Owner Information

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.**”

The screenshot shows the TDLR application interface. At the top, the TDLR logo and the text "TEXAS DEPARTMENT OF LICENSING & REGULATION" are visible. Below this, the user is logged in as "AGENCY, TDLR" and has options to "Update Profile" or "Logoff".

The main content area is titled "Driver Education Provider - Primary: Initial Parent Taught Provider - Bond Information". It includes 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."

On the left, there is a navigation menu with the following items: Introduction, Function Suitability, Application Questions, Name and Organizational Details, Contact Information, Website URL, Owner Information, **Bond Information** (highlighted), Parent Taught Document Certification, Instructors, Attachments, and Application Summary.

The "Bond Information" section contains the following fields:

- Type of Security Device: Bond (dropdown menu)
- Bond Number: 5555555 (text input)
- Security Device Effective Date: 08/31/2023 (text input, format mm/dd/yyyy)
- Security Device Expiration Date: 08/31/2024 (text input, format mm/dd/yyyy)
- Amount of Security Device: \$10,000 (text input)
- Bond Issuer: Western Surety Company (dropdown menu)

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

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

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

*Statements shown in illustration below may not reflect the current document certification requirements. Please read statements listed on online application.

<ul style="list-style-type: none">Owner InformationBond InformationParent Taught Document CertificationInstructorsAttachmentsApplication Summary	<p>Parent Taught Document Certification</p> <p>By placing a mark in each applicable box below and by my signature, 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 (TAC), 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 denial of the approval of the license I am requesting, and the imposition of administrative penalties and/or sanctions. Audit violations may be imposed if I am not in compliance with the following. Place an (X) in each box confirming compliance with these requirements:</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Yes <input type="radio"/> No I will inform the student about obtaining the Parent Taught Driver Education Program Guide, prior to starting this course. 16 TAC 84.50(a).<input checked="" type="radio"/> Yes <input type="radio"/> No I will inform the student about the Parent Taught Driver Education Roles and Responsibilities. <p><u>Roles and Responsibilities</u></p> <ul style="list-style-type: none"><input checked="" type="radio"/> Yes <input type="radio"/> No I will provide the appropriate portion of a controlled-number DE-984 only to a participant who has completed the objectives found in Module One: Traffic Laws or who has successfully completed the entire portion of the course for which the DE-984 is being issued once proof of completion has been received. 16 TAC 84.50(d)<input checked="" type="radio"/> Yes <input type="radio"/> No I will inform the student that classroom instruction requirements will be limited to two hours per day and in-car instruction will be limited to two hours per day. 16 TAC 84.50<input checked="" type="radio"/> Yes <input type="radio"/> No I will display the parent taught course provider name and registration number assigned by the department on the entity's website and the registration page used by students to pay any monies, provide any personal information, and enroll. 16 TAC 84.51(h)<input checked="" type="radio"/> Yes <input type="radio"/> No A written request will be submitted within thirty (30) days if there is any change relating to an approved course, including contact information, company name, and course titles. 16 TAC 84.51<input checked="" type="radio"/> Yes <input type="radio"/> No I will provide course material within 90 days from the date of notification and understand that if I do not adequately respond, this will result in cancellation of the course approval, if the department requests course material be provided. 16 TAC 84.51<input checked="" type="radio"/> Yes <input type="radio"/> No The course provider will comply with the minimum curriculum requirements, including all legislative mandates and certify all materials meet or exceed the minimum standards set forth in §1001.112 of the Code; 16 TAC 84.51; and the Program of Organized Instruction.<input checked="" type="radio"/> Yes <input type="radio"/> No I understand that an audit may be conducted without prior notice to determine whether we are complying with the requirements of Chapter 84 and Texas Occupations Code, Chapter 51. No fee will be charged to any Department employees or representative and I will cooperate fully with the Department.
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Previous **Next** Cancel

-In the “**Instructors**” screen, you will add all Driver Education Instructors that will be on your staff roster.

-If you have an instructor to enter, you will select “**Add.**”

The screenshot shows the TDLR website interface. At the top left is the TDLR logo. The header reads "TEXAS DEPARTMENT OF LICENSING & REGULATION". On the right, it says "Logged in as AGENCY, TDLR" with links for "Update Profile" and "Logoff". The main content area is titled "Driver Education Provider - Primary: Initial Parent Taught Provider - Instructors". 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 these instructions is a button labeled "Add Add or Remove Instructor" with a red box around the "Add" text. At the bottom right of the main content area are buttons for "Previous", "Next", and "Cancel". A sidebar on the left lists various menu items, with "Instructors" selected. At the bottom of the page, there is a disclaimer: "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".

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

This screenshot shows the same TDLR interface as the previous one, but with the "Add or Remove Instructor" form expanded. The form title is "Add or Remove Instructor" and it asks to "Indicate the change to your licensed Driver Education Instructor." The form fields are: "Type of Change:" with a dropdown menu set to "Add"; "First Name:" with a text input field containing "John"; "Last Name:" with a text input field containing "Doe"; and "License Number:" with a text input field containing a blacked-out number. There is a "Remove" button below the license number field. At the bottom right of the main content area, the "Next" button is highlighted with a red box. The sidebar on the left remains the same.

-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.

Required Documents:

-Original Driver Education Provider [Bond](#) (See [Education Code § 1001.207](#))

-Assumed Name Registration (must provide registration documents from the Secretary of State, if applicable)

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

TDLR
TEXAS DEPARTMENT OF LICENSING & REGULATION

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

Driver Education Provider - Primary: Initial Parent Taught Provider - Attachments

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

- Original Course Provider [Bond](#) (See [Education Code § 1001.207](#))
 - 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.
- Assumed Name Registration (must provide registration documents from the Secretary of State)

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: 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.

-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

TEXAS DEPARTMENT OF LICENSING & REGULATION

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

Driver Education Provider - Primary: Initial Parent Taught Provider - Attachments

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

- Original Course Provider [Bond](#) (See [Education Code § 1001.207](#))
 - 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.
- Assumed Name Registration (must provide registration documents from the Secretary of State)

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

File Name: [Sample Document-Bond.pdf](#)


Notes:

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

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

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

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



TEXAS DEPARTMENT OF LICENSING & REGULATION

Logged in as **AGENCY, TDLR**
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Driver Education Provider - Primary: Initial Parent Taught Provider - Attachments

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

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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

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.

-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 "Logoff".

The left sidebar contains a navigation menu with the following items: Introduction, Function Suitability, Application Questions, Name and Organizational Details, Contact Information, Website URL, Owner Information, Bond Information, Parent Taught Document Certification, Instructors, Attachments, and Application Summary (which is currently selected).

The main content area is titled "Driver Education Provider - Primary: Initial Parent Taught Provider - Application Summary". It contains the following sections:

- Application:** License Type: Parent Taught, Application Date: 08/31/2023
- Application Questions:** Have you assumed control of a Driver Education Provider business? No (with an Edit button)
- Organization Detail:** Organization Name: TDLR Agency Driving School LLC, Doing Business: TDLR Agency Driving School, Tax Number: ***** (with an Edit button)
- General Addresses:** Main Address: 920 Colorado St, AUSTIN, Texas, 78701-2332, Phone Number: 999-999-9999, E-mail: EE.Pleasedonotreply@tdlr.texas.gov; Mailing Address: 920 Colorado St, AUSTIN, Texas, 78701-2332, Phone Number: 999-999-9999 (with an Edit button)

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

This screenshot shows a portion of the application summary screen, specifically the "Add or Remove Instructor" and "Attachments" sections.

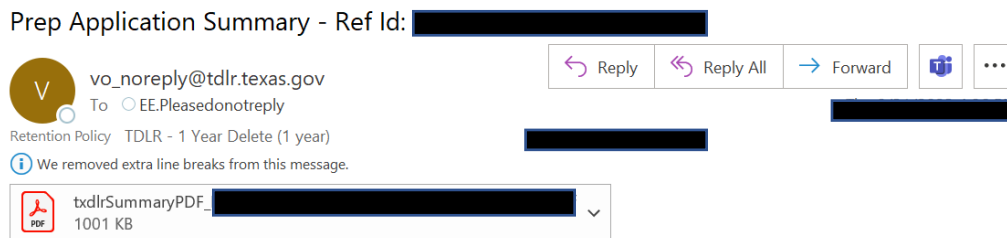
Add or Remove Instructor: Type of Change: Add, First Name: John, Last Name: Doe, License Number: [REDACTED] (with an Edit button)

Attachments: File Name: Sample Document-Bond.pdf, Notes: [REDACTED]; File Name: Sample Document-Assumed Name.pdf, Notes: [REDACTED] (with an Edit button)

At the bottom right, there are three buttons: "Previous", "Submit" (which is 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.



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 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 - Convenience Fee:	\$11.50
Total Amount Due:	\$511.50

[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
685	Driver Education Provider - Primary: Initial Parent Taught Provider		Driver Education Provider - Primary	TDLR AGENCY DRIVING SCHOOL LLC	\$511.50 <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](#) | [Logoff](#)

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
685	Driver Education Provider - Primary: Initial Parent Taught Provider		Driver Education Provider - Primary	TDLR AGENCY DRIVING SCHOOL LLC	\$511.50
Total					\$511.50

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.”

Payment

Payment Type ✓

Credit/Debit Card

Customer Information

Country * Complete all required fields | * |
United States ✓

First Name * ✓ Last Name * ✓

Address * ✓

Address 2 ✓

City * ✓ State * ✓

ZIP/Postal Code * ✓

Phone Number * ✓

Email * ✓

Next >

Payment Information

Cancel

Transaction Summary

TX Dept of Licensing Professional	\$511.50
Texas.gov Price	\$511.50

Need Help?
Please complete the Customer Information Section

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

fdlr TEXAS DEPARTMENT OF LICENSING & REGULATION

Payment

Payment Type ✓

Credit/Debit Card

Customer Information ✓

Address
TDLR AGENCY
920
Colorado St
24640 - 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
MasterCard VISA DISCOVER AMERICAN EXPRESS

Expiration Month * ✓

Expiration Year * ✓

Security Code *

Name on Credit Card *
TDLR Agency ✓

Payment Address is the same as Customer Information *

Next >

Cancel

Transaction Summary

TX Dept of Licensing Professional	\$511.50
Texas.gov Price	\$511.50

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.”

Payment

Payment Type ✓

Credit/Debit Card

Customer Information ✓

Address
TDLR AGENCY
920
Colorado St
24640 - AUSTIN, TX 78701

Phone Number
9999999999

Country
United States

Email Address
EE.Pleasedonotreply@tdlr.texas.gov

Payment Information ✓

Credit Card
[REDACTED]

Name on Credit Card
TDLR Agency

Verification

I'm not a robot

RECAPTCHA
Disney - Terms

Cancel Submit Payment

Transaction Summary

TX Dept of Licensing Professional	\$511.50
Texas.gov Price	\$511.50

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.

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: [REDACTED]
 Authorization Number: [REDACTED]
 Trace Number: [REDACTED]

Application Number	Description	Applicant Name	Fee
3001-131	[REDACTED]	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 TX Dept of Licensing Professional 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
TX Dept of Licensing Professional	\$511.50
Texas.gov Price	\$511.50

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 VISA
 Credit Card Number [REDACTED]
 Order ID [REDACTED]
 Billing Name [REDACTED]

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 Parent Taught 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.

are licensed, select Add Licenses to Registration to add your license(s) to your registration.

Submission Date	08/31/2023
Application Name	Driver Education Provider - Primary: Initial Parent Taught Provider
Status	Open
Deficiencies	
Notes	

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

Department of Licensing and Regulation

-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:

License Approval Notification



Congratulations! Your license application has been approved. Please see the attached letter for additional information relating to your license.

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

