

Instructions and Purpose

Use this application to add an existing eLICENSING account user to your account with the user role as “Authorized Attorney” or “Dealer”.

This person will have the ability to maintain the license by submitting license applications (renewal applications, amendment applications, new applications) and file protest and complaints, file legal documents and make a payment on your behalf.

- User role “Dealer” is a general account user.
- User role “Authorized Attorney” is your legal counsel.
- This form must be sent from the email address currently associated with the account administrator.
- The email address for the new account user must be unique and not already assigned to a different account user.
- Fields indicated with an asterisk (*) are mandatory.
- Submit this application by email to TxDMV.eLicensing.Administrator@txdmv.gov.

1. Request Details (*Check the box next to each question to indicate your selection*)

Is this a request to assign access to a Authorized Attorney?*	Yes	No
Is this a request to assign access to a Dealer?*	Yes	No

2. User Role Attorney Information

Email Address*	
Phone Number*	Extension
Name of Represented Business*	
License Number(s) of Represented Business*	

3. User Role Dealer Information

Email Address*	
Phone Number*	Extension
eLICENSING Account Name/Legal Business Name*	
Please Enter One*	Associated License Number (<i>List only 1 License</i>)
	Application Number (<i>List only 1 Application</i>)

4. Authorized Requestor Details

An authorized requestor is a license administrator associated with the account in eLICENSING. Submit this form from the email from the administrator associated with the account in eLICENSING.

Instructions
 Carefully read the description for each section below to fill out the above form as accurately as possible. Incorrect or incomplete information on the form will lead to a delay in processing.

1. Request Details
Description: This section contains selections of "Yes" or "No" depending on the type of account access being granted, either for an Authorized Attorney or Dealer user role.

2 & 3. Attorney or Dealer User Role Information	
Description: This section contains information on the individual to be added as an Authorized Attorney or Dealer to the eLICENSING account.	
Email Address*	The email address for the new account user must be unique and not already assigned to a different account user. Once an email is assigned to a person as an account user (eLICENSING, eTAG, webDEALER or webSALVAGE), the same email address cannot be reassigned or used by a different person as an account user.
Name of Represented Business*	This is the organization name associated with the eLICENSING account. Refer to eLICENSING for the full account name. Note that this is the legal business name and NOT the DBA (Doing Business As) name.
License Number	This is the license number that is associated with the eLICENSING account listed on the form. Use only numbers and letters, do not include special characters or spacing.
eLicensing Account Name/ Legal Business Name*	This is the organization name associated with the eLICENSING account. Refer to eLICENSING for the full account name. Note that this is the legal business name and NOT the DBA (Doing Business As) name.

4. Authorized Requestor
Description: Submit this form from the email from the administrator associated with the account in eLICENSING. **If we are unable to validate the email the request is coming from by referencing a license contact, application contact, owner, corporate officer, or administrator presently associated with the eLICENSING account, your application will be rejected.**

If you have questions about licensing, contact TxDMV at 1-888-DMV-GOTX (368-4689) or visit www.TxDmv.gov/onlinelicensing