



TEXAS OFFICE OF CONSUMER  
CREDIT COMMISSIONER

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# Motor Vehicle Sales Finance Transfer of License Checklist

*Below is a checklist designed to assist you in compiling and submitting required documents for a motor vehicle sales finance license application. Ensure all required and applicable documents are submitted with the application package.*

The OCCC processes completed application packages in the order in which they were received. The OCCC may request additional information to fully process application materials in accordance with statute and administrative rules. An application package is not considered complete until all required documents and supporting materials are received by the agency.

**It is recommended that the applicant review Chapter 348 of the Texas Finance Code and Chapter 84 of the Texas Administrative Code prior to completing the application materials.**

## REQUIRED DOCUMENTS FOR ALL APPLICANTS

- Application for License (ADM10)
- Statutory Agent Disclosure (ADM13)
- Statement of Experience (ADM23)
- Business Operations Plan (MV-65)
- List of Registered Offices (MV-61)
- Copies/Samples of Retail Installment Contracts to be used in financing operations.
- Copy of any document that transferred ownership in a license by gift, devise, or descent. (7 TAC §84.604(d)(2))
- Copy of Assumed Name Certificate, as filed with the Texas Secretary of State, if applicable
- Permission to Operate (Ref: 7 TAC §84.604(e))
- Payment of Fees (MV-60)

### **Each Principal Party must submit the following:**

- Personal Affidavit (ADM14)
- Personal Employment History (ADM15)
- Personal Questionnaire (ADM16)
- Electronic Fingerprints\*

#### \*Fingerprint Submission

All principals identified in the Application for License (ADM10) are required to provide fingerprints electronically.

The OCCC will issue fingerprint authorization forms, including instructions on how to provide electronic fingerprints and current fees, to the principal party or applicant after an initial review of the application package has been conducted.

Applicants and Principal Parties should not send fingerprints prior to receiving this authorization. Payment of fees for fingerprint processing will be made directly to the third-party vendor.

## ADDITIONAL REQUIREMENTS: CORPORATIONS

- Certificate of Good Standing with Texas Comptroller of Public Accounts
- Most Recent Quarterly & Annual Reports (*Publicly-Held Corporations Only*)
- Certificate of Authority to Operate in Texas (*Foreign Corporations Only*)
- Articles of Incorporation
- Corporate Bylaws
- If parent corporation is sole or part owner, narrative describing each level of ownership and management, up to natural person (not another entity)
- Minutes of corporate meetings recording the selection of all current officers and directors, the appointment of the statutory agent, and other pertinent items.

## ADDITIONAL REQUIREMENTS: LIMITED LIABILITY COMPANIES

- Certificate of Authority to Operate in Texas (*Foreign Companies Only*)
- Articles of Organization
- Operating Agreement (portions related to management & business operations)
- Minutes of members appointing the statutory agent and electing the management names in the operating agreement.

## ADDITIONAL REQUIREMENTS: PARTNERSHIPS

- Partnership Agreement, signed and dated by all partners
- Certificate of Authority to Operate in Texas (*Foreign Limited Partnerships Only*)
- Articles of Partnership, as filed with Texas Secretary of State (*Limited Partnerships Only*)

## ADDITIONAL REQUIREMENTS: TRUSTS

- Copy of the instrument that created the Trust, and Trust Agreement

## ADDITIONAL REQUIREMENTS: ESTATES

- Copy of the instrument that established the estate

## ADDITIONAL REQUIREMENTS: FOREIGN ENTITY

- Statement of Recordkeeping (ADM22)

**Keep copies of  
all documents  
submitted to the  
OCCC**

Mail completed applications and payments to:  
Office of Consumer Credit Commissioner  
2601 N. Lamar Blvd  
Austin TX 78705-4207