

Motor Vehicle Finance New Application Checklist

Required for all applicants:

Items 1-3 will be uploaded through the application process in ALECS.

1. **Statement of Experience** ([Form](#))
2. **Business Operation Plan** ([Form](#))
3. **Loan Document** – Sample of the retail installment contract from an [APPROVED VENDOR](#) to be used in financing motor vehicles.

Items 4-7 will be completed in ALECS during the application process.

4. License application fee \$660* as of 01/2026**
5. **Statutory agent** – A Texas resident and **an address different** from the proposed business location
6. **Statement of Record** – An address of where the business records will be stored
7. [Principal Party Information](#)
 - a. Personal Affidavit
 - b. Personal Employment History ([10 years of consecutive data](#) prior to the application submission date)
 - c. Personal Questionnaire
8. **Fingerprints** (Receipt received at the IDENTOGO office) Your reviewer will provide instructions to schedule and complete your fingerprints. Background checks completed for other agencies, including the DMV, cannot be accessed by the OCCC.

DBA/Assumed Names

If you will be using/operating under a DBA, you must provide the proof of filing.

Sole Proprietors & General Partnerships:

Assumed Name Certificate from the County Clerk

All others: Assumed Name Certificate from the Texas Secretary of State

**Proof will be uploaded in ALECS during the application process.*

Additional Requirements For LLC's Corporations, LTD's:

- [Articles of Incorporation from the Texas Secretary of State](#) - (Certificate of Formation, Application for Registration, Certificate of Authority. A Certificate of Filing will not meet this requirement.
- Certificate of Good Standing - (Now known as a [Franchise Tax Account Status](#) from the Texas Comptroller's Office) Upload a screenshot of the results with an "As of" date of no more than 3 months prior to the application submission date and an "Active" status.
- If a parent company holds part or whole ownership of the applying entity, upload a statement or diagram describing each level of ownership/management of the parent company(ies) up to a natural person (not another entity)

Additional requirements for:

Trusts:

- The instrument that created the Trust & Trust Agreement

General Partnerships:

- Partnership Agreement, signed & dated by all partners

Estates:

- The instrument that established the Estate

Applicants are required to become familiar with the statutes and rules including Texas Finance Code [348](#) prior to submitting the application.

**License fees are subject to change*

*** As of 01/2026 MVSF license are renewed in October annually regardless of when the license was acquired.*

Application reviews are generally completed within 60 days; however, renewals, high call volumes, and the number of submitted applications may cause delays.

This is a general checklist. For more detail, review [Texas Administate Code §84](#), the authority over application requirements.