



Commercial Fleet Services Apportioned Registration New Applicant Checklist for Section 305 Applications

In accordance with the International Registration Plan, Section 305, Selection of Base Jurisdiction, the Texas Department of Motor Vehicles verifies residence or established place of business for applicants selecting Texas as their base jurisdiction. Virtual office locations are prohibited.

Answer the following questions to determine the account type:

- Yes No 1.) Is the applicant an Individual?
- Yes No 2.) Is the applicant a Business?
- Yes No 3.) Does the principal business owner have a form of Texas Identification issued to them?

If "No" is the answer to #3, Established Place of Business Requirements must be met.

Applicants, as Individuals, must have a permanent Texas ID to open a TxIRP account.

Business owners with an out-of-state ID, must show they have an Established Place of Business in Texas.

OFFICIAL USE ONLY

Type of Identification: _____ Issuing Authority: _____ Verified By: _____

- Individual** - Submit items 2 and 3 below. **Business** - Submit items 1, 2, and 3 below.

Qualifying Documentation

All submitted documents must have the same physical address. Virtual office locations are prohibited.

1. Sole Proprietor, Limited Liability Company, Corporation, Limited Partnership, etc., must provide:

- Proof of corporation or registered to conduct business in Texas
- Texas Secretary of State corporation filing or Assumed Name Certificate as filed with County Clerk (must outline the business ownership)

2. All applicants must submit the following items:

- Property deed (Mortgage Statement) or lease/rental agreement for physical location address
- Texas Identification of the applicant or principal owner of the business (drivers license, passport, state ID, etc.). Business owners with an out-of-state ID must prove Established Place of Business requirements are met prior to applying

3. All applicants must submit at least two of the following:

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| <input type="checkbox"/> Federal Tax Return | <input type="checkbox"/> FEIN Letter |
| <input type="checkbox"/> Texas Voter Registration | <input type="checkbox"/> Correspondence from IRS or TX Attorney General |
| <input type="checkbox"/> Utility Bill in applicant name with service address | <input type="checkbox"/> Correspondence from US Dpt of Veterans Affairs |
| <input type="checkbox"/> Texas Vehicle Title in applicant name | <input type="checkbox"/> Payroll Stub |
| <input type="checkbox"/> County Appraisal District Summary | <input type="checkbox"/> Property Tax Receipt |
| <input type="checkbox"/> Texas Franchise Tax Receipt | <input type="checkbox"/> Other Documentation approved by Department |