



# CITY OF HOUSTON

## APPLICATION FOR LICENSE TO ACT AS AN INDIVIDUAL IN AN AUTOMOTIVE BUSINESS

*(print or type all information)*



I, \_\_\_\_\_ hereby make an application for  
 (Full Name: First Middle Last)  
 \_\_\_\_\_ in the City of Houston for the below listed business.

Business Name: \_\_\_\_\_ Business Manager: \_\_\_\_\_

Business Address: \_\_\_\_\_ Business Phone: \_\_\_\_\_  
 (Street Address, City, State, Zip Code)

Home Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 (Street Address, City, State, Zip Code)

Previous Address: \_\_\_\_\_  
 (Street Address, City, State, Zip Code)

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Current Age: \_\_\_\_ Driver's License: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Personal E-Mail: \_\_\_\_\_ Work E-Mail: \_\_\_\_\_

List **all** of your arrests for the last seven (7) years. Include the date and disposition, including conviction, jail time, probation, deferred adjudication, or dismissal.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

If you are currently on probation, deferred adjudication or parole, list the offense and the date it will terminate.

\_\_\_\_\_  
 \_\_\_\_\_

List the date of your most recent release from jail or prison.

\_\_\_\_\_  
 \_\_\_\_\_

Previous employment occupation(s) for the past two (2) years (Company, Location and Title):

\_\_\_\_\_  
 \_\_\_\_\_

I ( ) have ( ) have not had a salesperson license denied or revoked in this or any other state (only applies to Motor Vehicle Salesman and Motor Vehicle and Resale Supply Dealer Salesman license types).

If you have, explain:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I understand that motor vehicles can be sold only for the company for which the license is issued (only applies to Motor Vehicle Salesman and Motor Vehicle and Resale Supply Dealer Salesman license types).

I understand that I must get a transfer for my license if I leave one business and go to another.

**I understand that this application is an official government record. I understand that knowingly making a false entry or omitting required information in one or more of the above fields could result in criminal charges and the denial or revocation of my license.**

A bust picture of you, not less than one and one-half (1.5) inches by two (2) inches in size must be attached prior to submission of your application. This license is required by Chapter 8 of the Code of Ordinances, Houston, Texas.

Date of Application: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\_\_\_\_\_  
*Applicant's Signature*

My name is \_\_\_\_\_, my date of birth is \_\_\_\_ / \_\_\_\_ / \_\_\_\_,  
 (First) (Middle) (Last)

and my address is \_\_\_\_\_,  
 (Street) (City) (State) (Zip Code)

and \_\_\_\_\_, I declare under penalty of perjury that the foregoing is true and correct. Executed  
 (Country)

in \_\_\_\_\_ County, State of \_\_\_\_\_, on the \_\_\_\_ day of \_\_\_\_\_,  
 (Month) (Year)

\_\_\_\_\_  
 Declarant (Signature)

Grant License Subject to Approval of:  
Automotive Board of the City of Houston  
 Mail: Houston Police Department  
 Auto Dealers Detail  
 P.O. Box 3408  
 Houston, Texas 77253-3408

Office: Auto Dealers Detail  
 1002 Washington Ave.  
 Houston, Texas 77002  
 Phone: (832) 394-4800 Fax: (832) 394-4801

<b>License Type</b>	<b>License Description</b>
Motor Vehicle Salesman	A person who works at a Motor Vehicle Dealer business selling vehicles that does not sell new automotive parts and accessories at retail price.
Motor Vehicle And Retail Supply Dealer Salesman	A person who works at a Motor Vehicle and Retail Supply Dealer business selling motor vehicles and new automotive parts and accessories at retail prices.
Storage Lot Operator	Storage Lot Operator permit is for a person that works at a non-consent storage lot releasing vehicles that were towed to the owner.
Recycler - Automotive Rebuilder & Dismantler	A Recycler - Automotive Rebuilder and Dismantler permit is for a person who works at an Automotive Rebuilder and Dismantler business selling rebuild-able automotive parts.
Rebuilder - Used Parts And Used Accessory Dealer	Any person who engages in, conducts, or carries on the public business of buying, selling, offering for sale, consigning to be sold, trading or otherwise dealing with the public or operating as a public dealer in rebuilt parts and accessories, to include the following: motors for motor vehicles, transmissions, differentials, generators, starters, carburetors, fuel pumps, shock absorbers, voltage regulators and distributors.