


Training Guide for Ordering Driving Safety Provider Certificates

- Select the link to [Online Licensing Services - TDLR \(texas.gov\)](https://www.tdlr.texas.gov/online-services) to log into your Online Services account.


*If you have not created an Online Licensing Services account, please review the training guide titled [“How to Complete Online Licensing Services registration.”](#)

- Enter your “Username and Password” and select “Sign-In.”

**Texas Department of Licensing and Regulation**


Online Licensing Services

[Contact Customer Service](#)




Renew Your License

Please [login](#) with your existing user ID and password, or [register as a new user](#).




Apply for a New License

Please [login](#) with your existing user ID and password, or [register as a new user](#).




Search the License Database

Begin your [license search](#) here to verify that a person or business has a current license.




Change Your Address

Please [login](#) with your existing user ID and password, or [register as a new user](#).



Pay Fees

Please [login](#) with your existing user ID and password, or [register as a new user](#).



Login or Register

Username:

Password:

[Register as a New User](#)
[Forgot User ID?](#)
[Forgot Password](#)

Sign In

- This will bring you to the “Quick Start Menu.”
- Under the “Manage your License Information” section, use the drop-down menu and choose “Order Certificates.”
- Choose the application you want to use, and then click on “Select.”

TDLR
TEXAS DEPARTMENT OF LICENSING & REGULATION

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Quick Start Menu

To start choose an option and you will return to this Quick Start menu after you have finished. If no licenses display under the options, and you are licensed, select 'Add Licenses to Registration' to add your license(s) to your registration.

License Information [Show Details](#)

Name: **TDLR Agency Driving Safety School LLC**
License Number: **#CP1025**
License Type: **Driving Safety Provider**

Completed Certificate Upload

Driving Safety Provider #CP1025 **Upload File of Completed Certificates - DO NOT USE** [Select](#)

Manage your License Information

Driving Safety Provider #CP1025 **Order Certificates** [Select](#)

Apply for a New License

What are you applying for?

<Choose Program> [Select](#)

<Choose Application> [Select](#)

Additional Activities

Add Licenses To Registration [Select](#)

- Please carefully read the instructions on the “Order Certificates Introduction” screen before proceeding.
- Once you have read the instructions, select “Next.”

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Order Certificates - Introduction

Welcome to the Texas Department of Licensing and Regulation online application for Driving Safety Provider certificate orders. This application is for providers ordering certificates that will be issued to students upon course completion.

The following are required prior to the issuance of certificates numbers:

- Current Provider License
- Complete payment (\$1 per certificate)

Press "Next" to continue.
Press "Cancel" to cancel this application and return to the main menu.

PLEASE NOTE: To avoid delays in processing your application, you must submit **all** required documents while you are logged in during this session.

Follow the instructions on each screen to complete your application. Your information will not be saved until you complete the application and submit your information.

[Next](#) [Cancel](#)

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- During your first Online Services transaction, you must complete all required fields on the “Name and Organization Details” screen. During any additional transaction after this, you may only view this information.
- Under “Tax Number Type” you have the option to choose “Federal Employer Identification Number (FEIN)” or “Social Security Number (SSN).” The Tax Number Type must be 9 digits without hyphens.

| | |
|-------------------------|--|
| * Organization Name: | <input type="text" value="TDLR Agency Driving School LLC"/> |
| Doing Business As Name: | <input type="text" value="TDLR Agency Driving School"/> |
| * Tax Number Type: | <input type="text" value="Federal Employer Identification Number (FEIN)"/> |
| * Tax Number: | <input type="text" value=""/> |
| * Confirm Tax Number: | <input type="text" value=""/> |

If you are not sure how to fill out this screen, please read this information:

TYPE OF OWNERSHIP: Choose the option that indicates how your business is organized. You can find a description of the various types of business structures at www.sos.state.tx.us/corp/businessstructure.shtml.

DBA – DOING BUSINESS AS NAME (if applicable): Write the full DBA name for your business. What is a “Doing Business As” name? A fictitious name (or assumed name, trade name or DBA name) is a business name that is different from your personal name, the names of your partners or the officially registered name of your LLC or corporation. It is important to note that when you form a business, the legal name of the business defaults to the name of the person or entity that owns the business, unless you choose to rename it and register it as a DBA name. For example, consider this that John Smith sets up a painting business. Rather than operate under his own name, John Smith, he chooses to name his business “John Smith Painting.” This name is considered an assumed name and John will need to register the name with the appropriate local government agency. Do I need a DBA name? A DBA name is needed in the following scenarios:

- Sole Proprietors or Partnerships: If you wish to start a business under any name other than your legal name, you will need to register the DBA to do business as another name.
- Existing Corporations or LLCs: If your business is already set up and registered to do business under a name other than the existing corporation or LLC name, the DBA name will need to be registered.

NAME AND ADVERTISING: A licensed driver training provider must not conduct business or advertise under a name that is not distinguishable from a name used by any other licensed driver training provide, or tax-supported educational establishment in this state, unless specifically approved in writing by the department.

Please view [Chapter 84.80](#) for the rule that explains Name and Advertising

- Once you have completed this screen, select “Next”.

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Order Certificates - Name and Organizational Details

Please enter your organizational details and press "Next" to continue.
Press "Previous" to return to the previous section.
Press "Cancel" to cancel this application and return to the main menu.

Organization Name: TDLR Agency Driving Safety School LLC

Doing Business As Name:

Tax Number Type: Federal Employer Identification Number (FEIN)

Tax Number: *****

Entity Type: LLC

[Previous](#) [Next](#) [Cancel](#)

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- On the “Contact Information” screen, you will have the opportunity to update your email address on file.
- Driving Safety certificates are digital ONLY. Under mailing address, enter the email address where you want to receive the certificate numbers.

- Once you have verified the information on this page, select “Next.”

Order Certificates - Contact Information

Mailing Address - Driving Safety certificates are digital ONLY. Under mailing address, enter the email address that you would like the certificate numbers to be sent.

Press "Previous" to return to previous page.

Press "Next" to go to next page.

Press "Cancel" to Cancel application and go back to Quick Start Menu.

If Return to Summary Button is available, press "Return to Summary" to return to the summary.

If Delete Button is available, press "Delete" to delete the address.

If Copy Button is available, press "Copy" to copy a previously entered address.

Press "Zip Lookup" after entering the zip code to populate the U.S. city, state and county.

☐ Mailing Address

Street Number:

Street Name:

Address (cont'd):

Zip Code:

City:

State:

Country:

Phone Number: 999-999-9999

Extension:

E-mail:

Previous **Next** Cancel

- The address entered may be validated against the United States Postal Service (USPS) database. If the address suggested is correct, choose “Select.”
- Then select “OK.”

Please select an option for each address type.

Mailing Address

Similar mailing addresses found. Select from list of validated mailing addresses

| AddrLine1 | City | State | Zip | |
|-----------------|--------|-------|------------|--|
| 920 Colorado St | AUSTIN | TX | 78701-2332 | <input checked="" type="radio"/> Select <input type="radio"/> Keep Original |

OK Cancel

- In the “Certificate Order” screen, you will enter the “Certificate Type, Quantity of Certificates and the Delivery Method.”

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Order Certificates - Certificate Order

This screen allows you to identify the certificate type and quantity for your order.
Press "Previous" to return to the previous transaction screen.
Press "Next" to advance to the next transaction screen.
Press "Cancel" to cancel this transaction and go to the main menu.

Certificate Type:

Quantity of Certificates:

Delivery Method:

[Previous](#) [Next](#) [Cancel](#)

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- Within the “Certificate Type” drop-down menu, you will select “DS-DRIVING SAFETY DGTL.”

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Order Certificates - Certificate Order

This screen allows you to identify the certificate type and quantity for your order.
Press "Previous" to return to the previous transaction screen.
Press "Next" to advance to the next transaction screen.
Press "Cancel" to cancel this transaction and go to the main menu.

Certificate Type:


Quantity of Certificates:

Delivery Method:

[Previous](#) [Next](#) [Cancel](#)

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- Enter the “Quantity of Certificates” that you would like to order.



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Introduction

Name and Organizational Details

Contact Information

Certificate Order

Application Summary

Order Certificates - Certificate Order

This screen allows you to identify the certificate type and quantity for your order.

Press "Previous" to return to the previous transaction screen.

Press "Next" to advance to the next transaction screen.

Press "Cancel" to cancel this transaction and go to the main menu.

* Certificate Type: DS - DRIVING SAFETY DGTL

* Quantity of Certificates:

* Delivery Method:


[Previous](#) [Next](#) [Cancel](#)

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- In the “Delivery Method” drop-down menu, you will select “EMAIL.”
- Then select “Next.”



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Application Summary

Order Certificates - Certificate Order

This screen allows you to identify the certificate type and quantity for your order.

Press "Previous" to return to the previous transaction screen.

Press "Next" to advance to the next transaction screen.

Press "Cancel" to cancel this transaction and go to the main menu.

* Certificate Type: DS - DRIVING SAFETY DGTL

* Quantity of Certificates:

* Delivery Method: EMAIL - Email


[Previous](#) [Next](#) [Cancel](#)

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- On the “Application Summary” screen, review the data you entered and verify that it is correct.
- Once you have verified your information select “Submit.”



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Introduction

Name and Organizational Details

Contact Information

Certificate Order

Application Summary

Order Certificates - Application Summary

Review the data and press "Submit" to submit this application.

Press "Previous" to return to the previous section.

Press "Cancel" to cancel this application and return to the main menu.

Application

License Type: Driving Safety Provider

Application Date: 05/09/2024

Organization Detail:

Organization Name: TDLR Agency Driving Safety School LLC

Doing Business As Name:

Tax Number: *****

Type: FEIN

Entity Type: LLC

Edit

General Addresses

Mailing Address

920 Colorado St

AUSTIN, Texas

78701-2332

US

Phone Number: 999-999-9999

E-mail: EE.Pleasedonotreply@tdlr.texas.gov

Edit

General Addresses

Mailing Address

920 Colorado St

AUSTIN, Texas

78701-2332

US

Phone Number: 999-999-9999

E-mail: EE.Pleasedonotreply@tdlr.texas.gov

Edit

Certificate Order

Certificate Type: DS - DRIVING SAFETY DGTL

Quantity of Certificates: 100

Delivery Method: EMAIL - Email

Previous

Submit

Cancel

- On the “Attestation” screen, answer “Yes” and select “Submit.”

- After you complete your submission, you will receive a copy of your “Application Summary” in your Online Services account email.

Prep Application Summary - [REDACTED]

Hello AGENCY, TDLR

TDLR Entity Number: [REDACTED]

Thank you for submitting your application online. A summary of your application is attached. Please save this email for your personal records and refer to the entity number above when contacting TDLR.


To upload additional application documents, go to <https://www.tdlr.texas.gov/help/> fill out the form and upload your attachments.

The time to process your application and fee will vary, but please allow at least 30 days after we have received all required documentation. Please provide all required documentation at the time of application to help us to complete the application review as quickly as possible. Missing documentation will cause a delay in processing your application.

You will receive your license by USPS mail once your application has been approved.

To check if your license has been issued, you can use our online license search by clicking on the License Search link from the login page located at <https://vo.licensing.tdlr.texas.gov/datamart/login.do>

- You will now see the “Fee and Summary Report” screen. Please note that the fees shown in illustration may not reflect the fee you are required to pay.
- Select “Pay Now” to continue to the payment screen.



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Fee and Summary Report

Your application data has been submitted. Click on “View PDF Summary Report” and print this report for your records.


You are required to pay the amount below for your application to be processed.

Press “Pay Now” to proceed to the fee payment page.

| Fees | |
|---|-----------------|
| Driver Education/Driving Safety Certificate Charge: | \$100.00 |
| Total Amount Due: | \$100.00 |

[Pay Now](#)
[View PDF Summary Report](#)


- On the “Online Application Payment” screen, choose your payment method: Credit Card or Electronic Check.
- Once completed, select “Next.”



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Online Application Payment

Select the applications you wish to pay for and press “Next” to continue

Press “Main Menu” to return to the main menu

| Application Number | Description | License Number | License Type | Applicant Name | Fee |
|--------------------|--------------------|----------------|-------------------------|---|--|
| 261 | Order Certificates | CP1025 | Driving Safety Provider | TDLR AGENCY DRIVING SAFETY SCHOOL LLC | \$100.00 <input checked="" type="checkbox"/> |

Payment Method

☒ Credit Card
☐ Electronic Check

[Next](#)
[Show Fee Details](#)
[Main Menu](#)

- Verify that your payment is correct and select “Next.”



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Confirm Payment Details

If more than one payment method is listed, first select payment method and then press "Next" to pay for these applications.

Press "Cancel" if you do not wish to continue with the payment.

| Application Number | Description | License Number | License Type | Applicant Name | Fee |
|--------------------|--------------------|----------------|-------------------------|---|----------|
| 261 | Order Certificates | CP1025 | Driving Safety Provider | TDLR AGENCY DRIVING SAFETY SCHOOL LLC | \$100.00 |
| Total | | | | | \$100.00 |

Payment Method:

Credit Card

Next


Cancel

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- Fill out all required fields and select “Next”.



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1 Payment Type

2 Customer Info

3 Payment

4 Submit Payment

Payment

Payment Type

Credit/Debit Card

Customer Information

Country *

United States

First Name *

TDLR

Last Name *

Agency

Address *

920 Colorado St

Address 2

City *

Austin

State *

TX - Texas

ZIP/Postal Code *

78701

Phone Number *

999-999-9999

Email *

EE.Pleasedonotreply@tdlr.texas.gov

Payment Information

Cancel


Next >

Transaction Summary

| | |
|--------------------------|----------|
| TDLR Health Professional | \$100.00 |
| Texas.gov Price | \$100.00 |


Need Help?

Please complete the Customer Information Section



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- Fill out all required fields and select “Next.”

 TEXAS DEPARTMENT OF LICENSING & REGULATION

1 Payment Type

2 Customer Info

3 Payment

4 Submit Payment

Payment

Payment Type ✓

Credit/Debit Card

Customer Information ✓

Edit

Address
TDLR Agency
920 Colorado St
Austin, TX 78701

Phone Number
999-999-9999

Country
United States

Email Address
EE.Pleasedonotreply@tdlr.texas.gov

Payment Information

Credit Card Number * ?

✓

Credit Card Type Complete all required fields [*]

MasterCard

VISA

DISCOVER

AMERICAN EXPRESS

Expiration Month *

✓

Expiration Year *

✓

Security Code * ?

Name on Credit Card *

TDLR Agency ✓

☒ Payment Address is the same as Customer Information *

Next >


Cancel

Transaction Summary

| | |
|--------------------------|----------|
| TDLR Health Professional | \$100.00 |
| Texas.gov Price | \$100.00 |


Need Help?

You are paying by credit/debit card. Complete Customer Billing Information and enter Card Information. ***** Please ensure Payment Address ZIP code matches your card billing address ZIP code, or your payment will be declined. *****



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- Complete the “I’m not a robot” section and select “Submit Payment.”

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1 Payment Type

2 Customer Info

3 Payment

4 Submit Payment

Payment

Payment Type

Credit/Debit Card

Customer Information

Address

TDLR Agency
920 Colorado St
Austin, TX 78701

Phone Number

999-999-9999

Country

United States

Email Address

EE.Pleasedonotreply@tdlr.texas.gov

Payment Information


Credit Card

Name on Credit Card

TDLR Agency

Verification

I'm not a robot


Privacy - Terms

Cancel


Submit Payment

Transaction Summary

| | |
|--------------------------|----------|
| TDLR Health Professional | \$100.00 |
| Texas.gov Price | \$100.00 |


Need Help?

Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Make Payment. You will receive a printable receipt at the end of your successful payment transaction.



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- Once you see the “Online Application Payment Success” select “Next” to return to the quick start menu.



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Online Application Payment Success

Press "Next" to return to the Main Menu.

Press "View PDF Summary" and print this page for your records using the print function of your browser.

Thank you. Your online payment was processed successfully. Please print this page or record the authorization and trace numbers for future reference.

Amount Paid: \$100.00


Authorization Number: [REDACTED]

Trace Number: [REDACTED]

| Application Number | Description | Applicant Name | Fee |
|--------------------|--------------------|---------------------------------------|----------|
| 3003-261 | Order Certificates | TDLR Agency Driving Safety School LLC | \$100.00 |


Next

View PDF Online Payment Summary Report



- You will receive a “Payment Receipt Confirmation” in your online services account email box.

Texas.gov TDLR Health Receipt



noreply@tdlr.texas.gov

To

Retention Policy TDLR - 1 Year Delete (1 year)


[REDACTED]

[REDACTED]

← Reply

↶ Reply All

→ Forward



...

ⓘ

If there are problems with how this message is displayed, click here to view it in a web browser.

Payment Receipt Confirmation

Your payment was successfully processed. You may print this receipt page for your records by selecting Print. To complete the transaction, you MUST click Continue to return to the TDLR web site.

Transaction Summary

| Description | Amount |
|--------------------------|----------|
| TDLR Health Professional | \$100.00 |
| Texas.gov Price | \$100.00 |

Customer Information

Customer Name

TDLR Agency

Local Reference ID

[REDACTED]

Receipt Date

[REDACTED]

Receipt Time

[REDACTED]

Payment Information

Payment Type

Credit Card

Credit Card Type

[REDACTED]

Credit Card Number


[REDACTED]

Order ID

[REDACTED]

Billing Name


TDLR Agency



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Note: The Education and Examination Division has received your certificate order. All orders are processed in the order received. Once an Accreditation Specialist is assigned to the certificate order, the Specialist will reach out to you to inform you of the status of your application if anything further is needed.

- Back on the “Quick Start Menu” you will see the open application under “View Application Status.”



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Quick Start Menu
To start choose an option and you will return to this Quick Start menu after you have finished. If no licenses display under the options, and you are licensed, select 'Add Licenses to Registration' to add your license(s) to your registration.

Completed Certificate Upload

Driving Safety Provider #CP1025

Upload File of Completed Certificates - DO NOT USE

Select

Manage your License Information

Driving Safety Provider #CP1025

<Choose Application>

Select

Apply for a New License

What are you applying for?

<Choose Program>

<Choose Application>

Select

View Application Status

Driver Education and Safety - Order Certificates

Status: Open

Details

Additional Activities

Add Licenses To Registration

Select

License Information

Show Details

Name: TDLR Agency Driving Safety School LLC

License Number: #CP1025


License Type: Driving Safety Provider

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- Once the order has been completed, you will no longer see the certificate order listed under “View Application Status.”



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To start choose an option and you will return to this Quick Start menu after you have finished. If no licenses display under the options, and you are licensed, select 'Add Licenses to Registration' to add your license(s) to your registration.

Completed Certificate Upload

Driving Safety Provider #CP1025

Upload File of Completed Certificates - DO NOT USE

Select

Manage your License Information

Driving Safety Provider #CP1025

<Choose Application>

Select

Apply for a New License

What are you applying for?

<Choose Program>

<Choose Application>

Select

Additional Activities

Add Licenses To Registration

Select

License Information

Show Details

Name: TDLR Agency Driving Safety School LLC

License Number: #CP1025

License Type: Driving Safety Provider

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- Your certificate order is now complete, and you will receive an email from no-reply@tdlr.texas.gov with your Digital Certificate Numbers.