



DENTON COUNTY
Office of
Michelle French, P.C.C.
Tax Assessor/Collector
1505 E. McKinney St.
Denton, TX 76209

How to Become a Title Service/Runner with Denton County Tax Office

1. The Title Service must be located in Denton County, Texas. No out of state or out of county Title Services will be issued a license through Denton County.
2. The individual requesting a Title Service Permit must first complete the Title Service Application. All “runners” associated with the Service must complete a Title Service Runner Application. All information and documentation specified in the policy must be presented. If the individual’s Social Security Card has a notation that it is **not** for “Work Purposes” then no appointment will be granted to the individual.
 - (a) All License fees must be paid by business check on account in the applying (Title Service License) or employing (Title Service Runner License) Title Service’s name, unless the DCTAC in its sole discretion agrees to accept other forms of payment. Other forms of payment will not be considered accepted except as authorized in writing by the DCTAC.
3. The Denton County Tax Office will verify that no other Title Services are located at the address listed on the individual’s DBA as well as to verify that the individual has not had a Title Service Permit in Denton County in the past.
4. Provided that the address and the individual meet the requirements an appointment for an interview is set up.
5. On the day of the interview the individual is expected to provide a picture of the outside of their business location ensuring that the numbers are clearly visible. Additionally, the individual is expected to have with them their Driver’s license, Social Security card, DBA, completed application as well as all other pertinent documents.
6. Once all documentation is in order, Denton County Tax Office will run a background check. Once the background check is completed, the Tax Office will set up the time of the interview.
7. Currently, all new title services are required to process all of their work at the Denton Main office for the first forty-five days.
8. Once the forty five day probation period is met then the new Title Service is allowed to have their work processed at any Denton County Tax Office location.
9. If questionable documentation is discovered to have been turned in by a licensed Title Service then verification on the questionable documentation is required. Denton County Tax Office requires that written verification stating that the documentation is not valid be provided prior to the title service permit being pulled.
10. Once written verification is obtained on the title work, insurance, identification or any other questionable piece of documentation then the Title Service permit card can be pulled.
11. Once the permit card is pulled the title service is expected not to enter the Tax Office except for personal business.
12. The Title Runner is provided copies of the work that their permit card was pulled on so they may go back to their own records and be able to provide any information that might mitigate their involvement in the unverifiable work.
13. All individuals that come before the Review Board are notified of the decision made by the Review Board via certified mail within ten days after the Review Board.



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14. In the event that the Title Service is awarded their Title Service permit back then they are placed on probation for thirty days where they must process all work through the Denton County Main Office.
15. If the Title Service permit is revoked per the Review Board the individual is not allowed to obtain a Title Service runner permit through Denton County Tax Office at any point in the future.
16. In the event an out of county or out of state service wishes to do business with Denton County, the documents must be mailed into the Denton County Tax Office.



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**Denton County Tax Assessor-Collector Rules and Procedures:
Motor Vehicle Title Service/Runner Licensing Adopted pursuant to Texas
Transportation Code § 520.059.**

A person may not act as a motor vehicle title service or as an agent for that business in Denton County unless the person holds a license issued under Subchapter E of Chapter 520, Texas Transportation Code. See §520.052(1).

Applications to become licensed in Denton County must be submitted to the Denton County Tax Assessor-Collector (DCTAC). The DCTAC is authorized to issue/deny, revoke, renew and reinstate motor vehicle title service and title runner licenses in accordance with Subchapter E and any rules/procedures established by the DCTAC under Subchapter E (§520.059).

Denton County Motor Vehicle Title Service/Runner Licensing Rules and Procedures

(a) Definitions.

- (1) "Application." Except where otherwise expressly stated, the term "Application" includes all documentation submitted with a Motor Vehicle Title Service Application Form or Motor Vehicle Title Service Runner Application Form.
- (2) "Motor vehicle" has the meaning assigned by [Texas Transportation Code § 501.002](#).
- (3) "Motor vehicle title service" or "MVTs" means any person or entity that for compensation directly or indirectly assists other persons in obtaining title documents, in either written or electronic form, by submitting, transmitting, or sending applications for title documents to the appropriate government agencies.
- (4) "Title documents" means motor vehicle title applications, motor vehicle registration renewal applications, motor vehicle mechanic's lien title applications, motor vehicle storage lien title applications, motor vehicle temporary registration permits, motor vehicle title application transfers occasioned by the death of the title holder, motor vehicle inquiries, license plate and/or sticker replacement or any other motor vehicle related transaction.
- (5) "Title service runner," "Runner" or "MVTSR" means any person employed by a licensed motor vehicle title service to submit or present title documents to the county tax assessor-collector on behalf of that licensed motor vehicle title service.

(b) License Required

(1) A person or entity may not act as a motor vehicle title service in Denton County unless it holds a Motor Vehicle Title Service License issued by the Denton County Tax Assessor-Collector under these Rules.

(2) A person may not act as a title service runner for a motor vehicle title service unless that person holds a Motor Vehicle Title Service Runner License issued by the Denton County Tax Assessor-Collector under these Rules. A person may hold only one MVTs Runner License at a time.

(3) A person commits an offense if the person violates a provision of Title 7, Subtitle A, Chapter 520, Subchapter C of the Texas Transportation Code or a rule adopted by the Denton County Tax Assessor-Collector under Subchapter E, §§ 520.051 - 520.063 of the Texas Transportation Code. Such an offense is a Class A misdemeanor.

(c) Eligible Applicants. A person may not apply for a Motor Vehicle Title Service License or Motor Vehicle Title Service Runner License unless the person is:

(1) at least 18 years of age on the date the application is submitted;

(2) authorized to handle financial transactions whether representing themselves or another;

(d) Criminal Background Check. Each Applicant for a license must submit to a criminal background check.

(e) Submission of Application. Each Applicant must submit his/her completed application form, including all required documentation, in person to the TAC or the TAC's designated representative. The TAC or the TAC's designated representative will accept the completed Application provided Applicant:

(1) presents a valid Texas driver's license and a valid Social Security Card or, if applicable, a U.S. issued alien identification card issued by the Department of Homeland Security, and permits the TAC or TAC's designated representative to make a copy of both; and

(2) pays the Application fee.

(f) Completion of Motor Vehicle Title Service License Application. A Motor Vehicle Title Service ("MVTs") License Application will not be considered complete under Section (e) above unless all applicable information identified on the Title Service License Application form ("TSLA Form") has been provided, all required documentation has been attached, and the Applicant identified on the TSLA Form has executed the Applicant Affidavit section of the Form as described in subsection (3) below. If Applicant Business is a partnership, each partner must submit a separate application. If Applicant Business is a corporation, each officer and director must submit a separate application and identify the state of incorporation on that application.

(1) The following documents must be submitted with and attached to the signed and completed TSLA Form:

(A) A copy of Applicant's valid Texas driver's license and valid Social Security Card, or if applicable, a U.S. issued alien identification card by the Department of Homeland Security;

(B) An original or certified copy of:

(I) if Applicant Business is a DBA, each applicable Assumed Name Certificate.

(II) if Applicant Business is a corporation, the applicable Articles of Incorporation

(III) if Applicant Business is a partnership, the applicable Partnership Agreement.

(C) all forms required by the Denton County Tax Assessor-Collector, signed and completed as required by the Denton County Tax Assessor-Collector;

(2) Each Applicant shall provide all information indicated on the TSLA Form, which information shall include but is not limited to:

(A) Applicant name, address, telephone number, social security number, date of birth, Texas Driver's license number, citizenship status, and what position the Applicant holds in the Applicant Business (i.e. owner, principal, director, officer, partner).

(B) Applicant Business name, physical address, mailing address, and telephone number(s);

(C) identification of Applicant Business type (i.e., DBA, Corporation or Partnership);

(D) name under which Service will conduct business (if different than Applicant Business name);

(E) the physical address(es) (including any applicable suite number(s)) of each location/office from which the Service will conduct business (a P.O. Box will not be accepted) and a corresponding photo, with address numbers clearly visible, of each location/building where business is to be conducted;

(F) the name(s), as applicable, of: i) each individual with any ownership interest in the Applicant Business; and ii) each principal, officer or director of Applicant Business;

(G) whether the Applicant or Applicant Business has previously applied for an MVTS license (or permit), the result of the previous application, and whether the Applicant or Applicant Business has ever held an MVTS license (or permit) that was revoked or suspended;

(H) Applicant Business federal tax identification number;

(I) Applicant Business state sales tax number; and

(3) Each Applicant shall execute the Applicant Affidavit Section of the Form, attesting to the following:

(A) That information provided in and with the application is true and accurate.

(B) That Applicant freely grants the DCTAC and local law enforcement agencies permission to conduct a criminal background investigation on Applicant and/or Applicant's business.

(g) Completion of Title Service Runner License Application. A Motor Vehicle Title Service Runner Application will not be considered complete under Section (e) above unless all applicable information identified on the Title Service Runner Application form ("TSRLA Form") has been provided, all required documentation has been attached, and the Applicant identified on the TSRLA Form has executed the Applicant Affidavit section of the Form as described in subsection (3) below.

(1) The following documents must be submitted with and attached to the signed and completed TSRA Form:

(A) A copy of Applicant's valid Texas driver's license and valid Social Security Card, or if applicable, a U.S. issued alien identification card by the Department of Homeland Security;

(B) all forms required by the Denton County Tax Assessor-Collector, signed and completed as required by the Denton County Tax Assessor-Collector;

(C) sworn affidavits of each owner, partner, officer or director of the Licensed Title Service identified on the TSRA form, stating that the Licensed Title Service (which must be identified specifically in the statement by name and License No.) employs Applicant and authorizes him/her to submit or present title documents to the DCTAC on its behalf.

(2) Applicants shall provide all information indicated on the TSRA Form, which information shall include but is not limited to:

(A) the name of the licensed motor vehicle title service for which the Applicant seeks a license to submit or present title documents, the MVTS License Number, and date of issue;

(B) the name, office address and office phone of the title service owner, officer or employee who will supervise Applicant;

(C) Applicant name, address, telephone number, social security number, date of birth, Texas Driver's license number, and citizenship status.

(D) whether the Applicant has previously applied for a MVTS or MVTSR license (or permit), the result of the previous application(s), and whether the Applicant or Applicant has ever held an MVTS or MVTS Runner license (or permit) that was revoked or suspended;

(E) a sworn affidavit stating that the Applicant is employed by the motor vehicle title service identified on the Application and authorized by that motor vehicle title service to submit or present title documents to the county tax assessor-collector.

(3) Each Applicant shall execute the Applicant Affidavit Section of the Form, attesting to the following:

(A) That information provided in and with the application is true and accurate.

(B) That Applicant is employed by the Title Service identified in Section 1 of the Application to submit or present title documents to the Denton County Tax Assessor-Collector under Chapter 520 of the Texas Transportation Code.

(C) That Applicant freely grants the DCTAC and local law enforcement agencies permission to conduct a criminal background investigation on Applicant and/or Applicant's business.

(h) Application Review/Applicant Background Check/Applicant Interview.

(1) After acceptance of a completed application, DCTAC will conduct an initial review of the Application. If information known to or obtained by the DCTAC conflicts or appears to conflict with information supplied in the Application, DCTAC may ask the Applicant to provide additional clarifying or verifying information.

(2) Following initial application review under Section (h)(1), DCTAC will conduct the Applicant Background check. Upon completion of this process, interviews for eligible Applicants will be scheduled according to DCTAC office needs/staff availability. Applicants are responsible for reserving open interview slots, which will be assigned by DCTAC on a first-come, first-served basis. No license

may issue unless each person required to apply for the requested license has completed the interview process. During the interview process, DCTAC may question Applicant and request additional documentation for the purpose of establishing Applicant's business reputation and character.

(3) Applicants will be notified of the outcome of an application within 30 days of the date the interview process is completed. Such notice will be sent by certified mail:

(A) to Runner License Applicants at the home address listed on the Application.

(B) to Title Service License Applicants at the business mailing address listed on the Application.

(i) License.

(1) License No./Effective Date. Each license granted will be assigned a number. The effective date of issuance is the date upon which notice is sent under section (h)(3).

(2) Original. Each licensee shall be issued one original license.

(3) A title service shall process all work at the Denton Main office for the first forty-five days of the license period, after which the title service may process work at any DCTAC location. A title service whose license is renewed under sections (l)(1)-(4) below may, upon the commencement of the renewal period, process work at any DCTAC location.

(j) Records/Reporting:

(1) MVTs

(A) Each licensed MVTs must inform DCTAC of a change to its primary physical and/or mailing address by submitting a written address change request form to the DCTAC. DCTAC shall update the address information upon receipt of such request.

(B) A licensed MVTs shall report a change to its principals, partners, owners, officers, or directors as provided in Section (n)(2)(A) of these Rules.

(C) Each licensed MVTs must keep on file at its principal place of business:

(I) the original MVTs license and Application (including all submitted documentation).

(II) a copy of each license issued to a Runner for that MVTs, and of the Application (including all submitted documentation) submitted by each such licensed runner.

(2) Runner

(A) In order to submit or present documents on behalf of an MVTs, a valid runner license must be presented. A licensed runner may submit or present title documents to the county tax assessor-collector only on behalf of the licensed motor vehicle title service for which he/she is a licensed runner.

(B) Each licensed Runner must inform DCTAC if his/her home address has changed by submitting a written home address change request to DCTAC. Upon receipt of such request, DCTAC will update the Runner's home address information.

(k) License Fees.

(1) All License fees must be paid by business check on account in the applying (Title Service License) or employing (Title Service Runner License) Title Service's name, unless the DCTAC in its sole discretion agrees to accept other forms of payment. Other forms of payment will not be considered accepted except as authorized in writing by the DCTAC.

(2) The fee for a motor vehicle title service license shall be \$200 for the initial application and \$200 for each annual renewal.

(3) The fee for a title service runner license shall be \$50 for the initial application and \$50 for each annual renewal.

(4) The fee for replacement of a license issued under Section (i)(2) lost title service license or title runner license shall be \$10.

(l) License Renewal

(1) A license issued under these rules expires on the first anniversary of the date of issuance and may be renewed annually on or before the expiration date on payment of the required renewal fee.

(2) A person who is otherwise eligible to renew a license may renew an unexpired license by paying to the county tax assessor-collector before the expiration date of the license the required renewal fee. A person whose license has expired may not engage in activities that require a license until the license has been renewed.

(3) If a license has been expired for 90 days or less, the person/entity (as applicable), may renew the license by paying to the county tax assessor-collector 1-1/2 times the required renewal fee.

(4) If a license has been expired for longer than 90 days but less than one year, the person/entity (as applicable), may renew the license by paying to the county tax assessor-collector two times the required renewal fee.

(5) If a license has been expired for one year or longer, the person/entity (as applicable) may not renew the license. The person/entity may obtain a new license by complying with the requirements and procedures for obtaining an original license.

(6) Notwithstanding Subsection (5), if a person/entity (as applicable) was licensed in this state, moved to another state, and has been doing business in the other state for the two years preceding application, the person/entity may renew an expired license. The person must pay to the county tax assessor-collector a fee that is equal to two times the required renewal fee for the license.

(7) Before the 30th day preceding the date on which a license expires, the county tax assessor-collector shall notify the license holder of the impending expiration. The notice must be in writing and sent to the license holder's last known address according to the records of the county tax assessor-collector.

(m) Denial or Revocation of License

(1) Grounds for the denial (after completed Application submission) or revocation of a license include, but are not limited to:

(A) past or present submission by licensee or any applicant for the license, of a license application or related document to the DCTAC that contains false information or that by its submission constitutes a misrepresentation of fact;

(B) the licensee or any applicant for the license has been convicted of any felony, any crime of moral turpitude, or deceptive business practice for which the sentence completion date is fewer than five years from the application date;

(C) licensee or any applicant for the license has been criminally or civilly sanctioned for the unauthorized practice of law by any government or quasi-government body with jurisdiction to do so;

(D) One or more than one of the affiants described in Section (g)(1)(C) has withdrawn his/her affidavit or otherwise informed DCTAC that Applicant is not employed and authorized to submit title documents on behalf of the title service identified in the application.

(E) disruptive or aggressive behavior by a licensee or any applicant for the license at any DCTAC location that in the opinion of the DCTAC creates a security concern;

(F) any dishonest, fraudulent, or criminal activity by a licensee or any applicant for the license;

(G) failure to pay fines and/or fees identified in a suspension notice under Section (n)(1) within 30 days of the suspension's effective date.

(2) Upon its determination that a license should be denied or revoked, DCTAC shall send notice of denial/revocation to the applicant(s)/licensee by certified mail. Notice of any license denial shall be sent to each applicant at the home address listed on his/her application form. Notice of a Runner license revocation shall be sent to the most recent home address on file. Notice of a Title Service License revocation shall be sent to the attention of "all" MVTS partners, owners, officers, directors, or principals (as applicable) at the most recent primary physical business address on file for licensee. The notice shall identify the grounds that warrant the determination.

(3) Revocation - effective date. Revocation shall be effective upon the date notice described in Section (m)(2) above is sent.

(4) A licensee whose license is denied or revoked may not apply for any license before the first anniversary of the date of the revocation. No applicant for a license that has been denied or revoked may apply for any license before the first anniversary of the date of revocation.

(n) Suspension.

(1) Suspension for unpaid fines/fees. The DCTAC may suspend a license if the licensee or any applicant for the license is delinquent in the payment of criminal fines or fees owed to Denton County.

(A) Suspension notice. DCTAC shall send notice of suspension, which notice shall include a statement identifying the unpaid fines/fees, by certified mail. Notice of suspension of a Runner license under this section shall be sent to the most recent home address on file for licensee. Notice of a Title Service license suspension under this section shall be sent to the attention of "all" MVTS partners, owners, officers, directors, or principals (as applicable) at the most recent primary physical business address on file for licensee. Suspension shall become effective upon the date notice is sent. Failure to pay the fines/fees identified in the suspension notice within 30 days of the suspension date shall result in revocation of the license.

(B) A license suspended under this Section (n)(1) will be reinstated if, within 30 days of the suspension's effective date, licensee provides DCTAC with notice that includes a certified copy of

the Denton County invoice showing that the fines/fees identified in the suspension notice have been paid in full. Licensee may deliver such notice in writing by certified mail, return receipt requested, in which case notice will be considered received by DCTAC on the date the return is signed. Licensee may deliver such notice in person by presenting a certified copy of the paid invoice at a DCTAC location, in which case notice shall be considered received when the DCTAC issues licensee a copy of the file-stamped invoice submitted. If DCTAC becomes aware that, within 30 days of suspension, the fee/fines identified in the suspension notice were paid in full, the DCTAC is not required but may elect to reinstate the suspended license without notice from licensee.

(2) Automatic Suspension.

(A) A Title Service license shall be automatically suspended upon the addition or replacement of any of the Title Service's principals, partners, officers, owners or directors. A Title Service shall immediately deliver written notice of any such addition or replacement and the license issued under Section (i)(2) to DCTAC by certified mail, return receipt requested.

(B) Within ten (10) days of becoming a new principal, partner, owner, officer or director in a Title Service described in Section (n)(2)(A), a person may submit an MVTs application that meets the criteria set forth in Sections (e) and (f). If the application is granted following completion of the process set forth in Section (h), the license shall become effective again on the date notice is sent under Section (h)(3)(b). In this event, the license shall expire on the anniversary or its original effective date.

(C) If the completed application of a prospective principal, partner, owner, officer or director in a licensed MVTs is received, reviewed and approved in accordance with Sections (e), (f) and (h) before the prospective position is actually assumed, the license will not become ineffective under Section (n)(2)(A) when the applicant assumes that position.

(o) Appeals.

(1) An applicant/licensee may appeal the denial/revocation of a license by filing a written appeal request with the DCTAC within 30 days of the date notice is sent under Section (m)(2). Any information/documentation in support of such appeal must be submitted with the appeal request.

(2) The DCTAC shall appoint a Review Board consisting of five members. At least one member of the Review Board shall be a law enforcement officer. The DCTAC may appoint one or more DCTAC employees to serve on the Board. Provided at least one law enforcement officer is in attendance, appeals shall be reviewed at a meeting of at least three members of the Board. Such meetings shall be held periodically as determined by the DCTAC.

(3) Timely filed appeals will be scheduled for review at the next Review Board meeting, which meeting shall take place no less than sixty (60) days following the filing of the appeal. An applicant/licensee whose appeal is under review may attend the meeting and, at the Board's discretion, provide testimony in support of the appeal. The Board also has discretion to consider documentation not timely provided under subsection (1) above.

(4) Recommendation. The law enforcement officer in attendance shall preside over the meeting and determine when each appeal has been sufficiently considered, discussed and reviewed by the members in attendance. Following such determination, each member in attendance shall state and briefly describe the reasons for his/her opinion as to whether the action appealed should be sustained. Thereafter, the presiding law enforcement officer shall independently make a written recommendation

10. Once written verification is obtained on the title work, insurance, identification or any other questionable piece of documentation then the Title Service permit card can be pulled.
11. Once the permit card is pulled the title service is expected not to enter the Tax Office except for personal business.
12. The Title Runner is provided copies of the work that their permit card was pulled on so they may go back to their own records and be able to provide any information that might mitigate their involvement in the unverifiable work.
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14. In the event that the Title Service is awarded their Title Service permit back then they are placed on probation for thirty days where they must process all work through the Denton County Main Office.
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ACKNOWLEDGEMENT OF DENTON COUNTY PROCEDURES AND POLICY

1. Do you understand that The Denton County Tax Office does not give any formalized training to title service/runners? Any and all training is solely your responsibility. _____(initials)

2. You will need to become familiar with the Texas Department of Motor Vehicles (TXDMV) website. As agents of the TXDMV, all laws rules and regulations are on the website; along with the required forms and their instructions. _____(initials)

3. You have read and understand the rules and regulations of having a title service/runner permit such as:
 - a. You are personally responsible for everything you hand in over the counter
 - b. You are responsible to verify all work you submit such as insurance, identification, phone numbers and dealership information, etc.
 - c. You are responsible for maintaining two sets of copies of all documentation that your customer provides you and all documentation you provide to Denton County Tax Office.
 - d. No unprofessional, improper, or unethical behavior that causes disruption to any tax office location will be tolerated. _____(initials)

4. You know and understand the rules governing our Review Board such as:
 - a. The decision of the Review Board is made by Law Enforcement
 - b. The decision of the Review Board is final and without recourse
 - c. Once the Review Board has made the decision, you will not be able to make an appointment and/or go before the Review Board again. _____(initials)

5. Understand that any illegal or unethical behavior will result in your permit being revoked. _____ (initials)

Title Service/Title Service Runner

Date