

INSTRUCTIONS ON HOW TO OBTAIN OR RENEW YOUR TDLR LICENSE

Choose only **ONE** Type of License.

1. Consent Tow License (CT)

- Visit www.tdlr.texas.gov and **APPLY** for your Consent Tow License
- Certification Testing is **NOT** Required
- Receive license from TDLR within 5-10 business days.

2. Private Property License (PP)

- **Certification Testing IS Required** – Please see tab for the **TDLR Testing & Continuing Education** on our site, www.swtowop.org, Click on Certification Testing then View/Register. Choose location and register. If you do not see a location, click on Testing Proctor List to find a proctor near your area. Contact Proctor for appointment.
- Visit www.tdlr.texas.gov and **APPLY** online for Private Property License
- Receive license from TDLR within 5-10 business days.

3. Incident Management License (IM)

- **Certification Testing IS Required** – Please see Tab for the **TDLR Testing & Continuing Education** on our site, www.swtowop.org Click on Certification Testing. Then View/Register. Choose location and register. If you do not see a location, click on Testing Proctor List to find a proctor near your area. Contact Proctor for appointment.
- Visit www.tdlr.texas.gov and **APPLY** online for Incident Management License
- Receive license from TDLR within 5-10 business days.

How to Renew a TDLR license:

To Renew your Consent (CT), Private Property (PP) License or Incident Management License (IM).

1. Please choose **ONLY** one from this list:

- a. Visit www.tdlr.texas.gov and **Renew** your **Consent Tow (CT)** License before your license is due to expire.
 - Take a **4 Hour Continuing Education Course each year**. Available in class or **on-line at www.swtowop.org**. Click on “TDLR Testing & Continuing Education” then “4 Hour Continuing Education” for available courses in class **OR** for Online, click on “Online Continuing Education tab”.
 - Follow the same steps above to renew your Consent Tow License each year prior to expiration.
- b. Visit www.tdlr.texas.gov and **Renew** your **Private Property (PP)** License before your license is due to expire.
 - Take a **4 Hour Continuing Education Course each year**. Available in class or **on-line at www.swtowop.org**. Click on “TDLR Testing & Continuing Education” and then “4 Hour Continuing Education” for available courses. **OR** for Online, click on “Online Continuing Education” tab.
 - Follow the same steps above to renew your Consent Tow License each year prior to expiration.
- c. Visit www.tdlr.texas.gov and **Renew** your **Incident Management (IM)** License before your license is due to expire.
 - The first-year renewal requires an **8- Hour IM Classroom Course** to renew your license. Visit www.swtowop.org and click on “TDLR Test & Continuing Education” then on “8-Hour Incident Management” for available courses. (in class only)
 - Once you have taken the 8 Hour course (required only once) then the 4 Hour Continuing Education course is required each year thereafter.

PLEASE NOTE: Licenses are issued by TDLR once you (1) apply for and/or renew your license and (2) complete the appropriate certification or course as stated above. If you are one day late in renewing your license, TDLR will add a late fee to your renewal fee.