



## Service Agreement for Electronic Submission of Road Test Results

### Eligibility for Service

To be eligible for this electronic submission service, you must meet the following requirements:

- You must be a **U.S. citizen**.
- You must have a valid **Social Security card**.
- You must **not** have had your driver's license **suspended or revoked**.
- You must **not** have an active **road test transaction** already started with DPS.
- You must **not** have a Texas Identification Card that has not been turned over to DPS.
- You must **not** have taken a road test attempt with DPS.
- You must **not** have any medical conditions.

### Who This Service Is Not Recommended For

This service may not be suitable for individuals in the following situations:

- If your **learner permit is set to expire within 60 days** of your road test.
- If you require **next-day service** with the DPS office.

### Processing Time

By signing this document, you acknowledge and agree to the following terms regarding the electronic submission of your road test results:

- Once your documents are submitted, the Texas Department of Public Safety (DPS) Third Party Skills Testing Program is responsible for processing them.
- On average, documents are processed within **7 business days**, but during peak seasons, processing may take **longer**.
- The school may contact you prior to submission if additional information is required to ensure that your submission is processed quickly and successfully.
- The school is not responsible for delays caused by DPS processing times or external factors beyond our control.

### Refund Policy

The electronic submission service fee is **\$35**. This fee covers the administrative cost of submitting your documents to the DPS on your behalf. This fee does not cover the DPS fee to create the driver license. Refunds are processed based on the following conditions:

- **Approved submissions** are **not eligible** for a refund.
- **Rejected submissions** are eligible for a **partial refund**.
- Refund requests made after document submission will be processed based on whether the submission is **approved or rejected**.

**Texas By Texas Account**

The Texas by Texas account is linked to the individual who completed the road test. Applicants may create their account either in the office or after their documents have been approved. This account is required to access and manage the official driver’s license.

If an applicant’s learner permit expires prior to accessing the license documents, the Texas By Texas system will require them to visit the DPS office in person.

URL: <https://www.texas.gov/texas-by-texas/>

**Next Steps after approval**

Applicants will know their results have been processed when they see the “Upgrade DL” option on their Texas by Texas account. Applicants must complete the required prompts to upgrade their license. This includes verifying their identity, confirming residency, selecting organ donor status, and choosing any donations to state programs. After submitting the licensing fee payment through the Texas by Texas platform, they will receive a password-protected email containing their temporary driver’s license. Applicants are strongly encouraged to print and carry this temporary license until their permanent plastic card arrives by mail within approximately 2-3 weeks.

**By signing below, you acknowledge that you have read, understood, and agree to the terms outlined in this agreement:**

	x	
Applicant’s Name	Applicant’s Signature	Date

<b>For Applicants under 18</b>		
	x	
Parent’s Name	Parent/Guardian’s Signature	Date