



**SHAY LUEDEKE**  
 Tax Assessor-Collector  
**BELL COUNTY, TEXAS**  
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PO Box 669  
 Belton, TX 76513  
 254-933-5318 (PH)  
 254-933-5325 (FAX)

**Title Service Request for Issuance of ID Badge**

Date: \_\_\_\_\_

**Identification Badge Details**

Title Service Name	License Number <b>BC</b>
Title Service Employee Name	Mobile Phone
Request for <input type="checkbox"/> Initial <input type="checkbox"/> Renewal <input type="checkbox"/> Replacement	
If a replacement, explain why	

I, \_\_\_\_\_, hereby acknowledge that I have received, read, understand, and will comply with Texas Transportation Code, Chapter 520, Subchapter E and Bell County Tax Assessor-Collector Motor Vehicle Title Service Licensing Rules. **The badge is REQUIRED to be presented every time business is conducted in our offices or the transaction will be refused.**

\_\_\_\_\_  
 Title Service Employee Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Print Name

**For Bell County Use Only**

Title Service Name	
Title Service Number <b>BC</b>	Runner Badge Number <b>BCR</b>
Expiration Date	



\_\_\_\_\_  
 Deputy Signature

\_\_\_\_\_  
 Date

**Directions:** Email Technology Services, servicedesk@bellcounty.texas.gov, to submit a badge request. Once the template is set up call the employee to come into our office to sign the paperwork, take a photo, and return to make a copy for the file. Technology Services (x5277) is open M-F 0800-1700 at 111 Water Street, Belton.

**Notes:**

When Tech Services has printed the badge:

1. Make a copy of the new badge for the title service company file.
2. Text/call the employee to come in and pick up asap.
3. The badge is REQUIRED to be presented every time business is conducted in our office or the transaction will be refused.
4. Collect the old badge (if this is a replacement).
5. The title service employee must sign the BCTS-32 and place it back in the file.