



# TEXAS DEPARTMENT OF LICENSING AND REGULATION

Licensing Division

P.O. Box 12157 - Austin, Texas 78711-2157 - (512) 463-6599 - (800) 803-9202 - fax (512) 475-2871

Web site: [www.license.state.tx.us](http://www.license.state.tx.us)

APRIL 19 2012

TRACEY CHARLES  
TEXAS WORKFORCE COMMISSION  
101 E 15TH ST  
AUSTIN TX 78778-1442

ELBI Number: 6076  
Inspection Date: 03/30/12  
Decal Number: 20935

Re: Request For Information for Certificate of Compliance for an Elevator, Escalator, or Related Equipment for TEXAS WORKFORCE COMMISSION - A

The Department received the Report of Inspection referenced above on APRIL 19 2012. However, the report is incomplete.

The following information is required to continue processing the report:

- \* The payment submitted was insufficient. The fee to process a report of inspection and receive a certificate of compliance is \$20. The report must be submitted within 90 days of the date of inspection. The late fee(s) are \$10 for every 30 day period that the report of inspection is late. The amount required to continue processing your report is \$ 20.00.

You must return a copy of this letter with the Report of Inspection completed with all required information and attachments by MAY 19 2012.

Failure to resolve this matter may result in this case being forwarded to the Enforcement Division of TDLR, where administrative penalties of up to \$5000 per violation, per day, may be assessed. If you have questions, please contact the Department by email at [customer.service@license.state.tx.us](mailto:customer.service@license.state.tx.us) or by phone at 512-463-6599 or 800-803-9202.

Thank you,

Licensing Division