



# TEXAS DEPARTMENT OF LICENSING & REGULATION

P.O. Box 12157 • Austin, Texas 78711-2157

[www.tdlr.texas.gov](http://www.tdlr.texas.gov)

## REGISTERED ACCESSIBILITY SPECIALIST LICENSE APPLICATION INSTRUCTIONS

The application must be completed and signed by the applicant. An application is not considered complete and will not be processed until all required items have been submitted. Attachments must be submitted on separate pieces of single-sided, 8½" x 11" paper.

**DOCUMENTS SUBMITTED WITH YOUR APPLICATION WILL NOT BE RETURNED. KEEP A COPY OF YOUR COMPLETED APPLICATION, ALL ATTACHMENTS, AND YOUR CHECK OR MONEY ORDER.**

1. NAME – Write your legal name in the spaces provided. (Last, First, Middle Name, Suffix) Examples of a suffix include Jr., Sr., and II. (MR is not a suffix.)
2. DATE OF BIRTH – Write your birthdate.
3. GENDER – Select whether you are male or female.
4. SOCIAL SECURITY NUMBER – Social Security number disclosure is required by Section 231.302(c)(1) of the Texas Family Code in order to obtain a license. Your social security number is subject to disclosure to an agency authorized to assist in the collection of child support payments. For more information regarding child support payments, contact the Texas Attorney General at:  
[www.texasattorneygeneral.gov/child-support](http://www.texasattorneygeneral.gov/child-support) or call (512) 460-6000 or (800) 252-8014
5. MAILING ADDRESS – Write your current mailing address. This is the address where we will send you mail. This address can be a post office box. You can add the zip plus-4 to help the postal service deliver mail more efficiently and accurately.
6. PHYSICAL ADDRESS – Write your physical address of your residence. Do not use a post office box for this address.
7. PHONE NUMBER – Write a telephone number, including the area code, where we can reach you during the day. This may be your office phone number where we can leave a message.
8. EMAIL ADDRESS – Write your email address. By providing my email address I authorize TDLR to send licensing communications and required notices to me by electronic mail. I understand that I may revoke this authorization in writing and that I must update my email address or I will not receive these notices. I understand that the email address I have provided in this application will remain confidential except as permitted or required by law.
9. CRIMINAL HISTORY – Indicate if you have ever been convicted of, or placed on deferred adjudication for, any misdemeanor or felony, other than a minor traffic violation. If YES, complete and attach a Criminal History Questionnaire for each offense. This form can be obtained from the TDLR website at [www.tdlr.texas.gov/MISC/lic002.pdf](http://www.tdlr.texas.gov/MISC/lic002.pdf)  
If you are worried your criminal history could prevent you from getting this license, Texas allows you to have your criminal history evaluated before submitting your application and non-refundable fees. To request a criminal history evaluation, submit a Criminal History Evaluation Letter, a completed Criminal History Questionnaire form for each crime you were convicted of, or placed deferred adjudication for, and a \$10.00 fee. You can find more information on the process and download the necessary forms on the TDLR website at [www.tdlr.texas.gov/crimHistoryEval.htm](http://www.tdlr.texas.gov/crimHistoryEval.htm)
10. DISCIPLINARY ACTION HISTORY – Indicate if you have ever had an occupational license, certification, or registration suspended, revoked, or denied in any state. If you have, complete and attach a Disciplinary Action Questionnaire for each disciplinary action. This form can be obtained from the TDLR website at [www.tdlr.texas.gov/misc/DisciplinaryActionQuestionnaire.pdf](http://www.tdlr.texas.gov/misc/DisciplinaryActionQuestionnaire.pdf)
11. BUSINESS NAME - Write the name of your business, if you are employed by a company as a registered accessibility specialist.
12. BUSINESS PHONE NUMBER - Write your employer's telephone number, including the area code.
13. SELECT THE OPTION THAT IDENTIFIES HOW YOU SATISFY THE REQUIREMENT OF A RAS - Check the option that identifies how you satisfied the registration requirements as a registered accessibility specialist. You must attach a resume to demonstrate your experience and education in detail as it pertains to your building planning, accessibility design or review or equivalent experience.
14. ARE YOU CURRENTLY CERTIFIED AS AN ACCESSIBILITY SPECIALIST BY A MODEL BUILDING CODE ORGANIZATION - Check YES or NO to indicate if you are certified by a model building code organization. If YES, you must attach a copy of the certificate.

15. STATEMENT OF APPLICANT - Carefully read the statement of applicant before dating and signing your application.

**APPLICATION INFORMATION FOR MILITARY SERVICE MEMBERS, MILITARY VETERANS AND MILITARY SPOUSES**

The Texas Department of Licensing and Regulation recognizes the contributions of our active duty military service members, their spouses, and veterans. If you want to use one of the licensing options available to military service members, military veterans and military spouses, please complete the **Military Service Member, Military Veteran or Military Spouse Supplemental Application (TDLR form MIL001)** and attach it with your license application. The form is located on the TDLR website at:  
<http://www.tdlr.texas.gov/misc/militarysupplemental.pdf>.

If you have additional questions about qualifications, training or experience requirements relating to occupation licensing for military service members, military veterans or military spouses please go to the TDLR Military Information web page at:  
<http://www.tdlr.texas.gov/military.htm>.

**SEND YOUR COMPLETED APPLICATION AND REQUIRED DOCUMENTS TO:**

Texas Department of Licensing and Regulation  
P.O. Box 12157  
Austin, TX 78711-2157

Documents submitted with your application will not be returned. Keep a copy of your completed application, all attachments, and you check or money order. Do not send cash.

For additional information and questions, please visit the Texas Department of Licensing & Regulation website at [tdlr.texas.gov](http://tdlr.texas.gov) or reach Customer Service via webform where you can submit your request for assistance and include attachments needed at <https://www.tdlr.texas.gov/help> or (800) 803-9202 [in state only], (512) 463-6599, Relay Texas-TDD: (800) 735-2989 or Fax: (512) 463-9468. Customer Service Representatives are available Monday through Friday 7:00 a.m. until 6:00 p.m. Central Time (excluding holidays).



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**REGISTERED ACCESSIBILITY  
 SPECIALIST LICENSE APPLICATION**

**Do Not Write Above This Line**

**YOU MUST MEET ALL REQUIREMENTS WITHIN 12 MONTHS OF THE FILING DATE, OR THE APPLICATION WILL BE TERMINATED.  
 APPLICATION FEE: \$300 (FEE IS NON-REFUNDABLE)**

**1. Name:**  
 \_\_\_\_\_  
 Last First Middle Name Suffix

**2. Date of Birth:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Month Day Year

**3. Gender:**  Male  Female

**4. Social Security Number:**  
 (See instruction sheet for disclosure information) \_\_\_\_\_

**5. Mailing Address:** (Used to receive mail from TDLR) (PO box is allowed for this address)

Number, Street Name, Suite Number/Apartment Number  
 \_\_\_\_\_  
 City State Zip Code

**6. Physical Address:** (PO box is not allowed for this address)

Number, Street Name, Suite Number/Apartment Number  
 \_\_\_\_\_  
 City State Zip Code

**7. Phone Number:** ( ) \_\_\_\_\_  
 Area Code Phone Number

**8. Email Address:** \_\_\_\_\_  
 (Ex: johndoe@aol.com) See instruction sheet for disclosure information

**9. Have you ever been convicted of, or placed on deferred adjudication for, any misdemeanor or felony, other than a minor traffic violation?**  Yes  No  
 If YES, complete and attach a Criminal History Questionnaire for each offense.  
See instruction sheet for more information

**10. Have you ever had an occupational license, certification or registration suspended, revoked, or denied in any state?**  Yes  No  
 If YES, attach a Disciplinary Action Questionnaire to this application. (This does not include your driver license.)

**11. Business Name:** \_\_\_\_\_

**12. Business Phone:** ( ) \_\_\_\_\_  
 Area Code Phone Number

**LICENSING REQUIREMENTS**

**13. Select the option that identifies how you satisfied the requirements for a registered accessibility specialist:**  
 (Attach a resume to demonstrate your experience and/or education)

Option 1 Degree (architecture, engineering, interior design, landscape architecture, or equivalent) AND One year experience related to building planning, accessibility design, or review, or equivalent.

Option 2 Eight years experience related to building planning, accessibility design, or review, or equivalent.

Option 3 Certification as accessibility specialist granted by a model building code organization AND Four years experience related to building planning, accessibility design, or review, or equivalent.

**14. Are you currently certified as an accessibility specialist by a model building code organization?**

**Yes**  **No** If YES, attach a copy of the certificate.

**15. STATEMENT OF APPLICANT**

By signing this application, I certify all information submitted on this and attached forms is true and accurate. I authorize TDLR to conduct any investigations of me which it deems prudent. I understand that the information revealed in an investigation may be cause for disapproval of the application even though other requirements for a license have been met. I understand that the contents of the qualifying examination are confidential and that revealing questions and answers to another applicant or to any person associated with a school or examination preparation course is grounds for disapproval of the application or revocation of my license. If I am asked to reveal the contents of an examination, I will not do so.

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature of Applicant