



TEXAS DEPARTMENT OF LICENSING AND REGULATION  
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## AUCTIONEER AND ASSOCIATE AUCTIONEER NOTICE OF CHANGE AND DUPLICATE LICENSE REQUEST FORM INSTRUCTIONS

1. NAME – Write your name as it appears on your auctioneer license.
2. SOCIAL SECURITY NUMBER - Social Security Number disclosure is required by Section 231.302(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.oag.state.tx.us/child/index](http://www.oag.state.tx.us/child/index) or call (512) 460-6000 or (800) 252-8014
3. DATE OF BIRTH – Write your birthdate.
4. LICENSE NUMBER– Write your complete license number as it appears on your auctioneer license.
5. NOTIFICATION OF CHANGE ONLY - Check the appropriate boxes if you want to make changes to your name or contact information, such as your telephone number, mailing address, or email address.
6. DUPLICATE LICENSE REQUEST - Check this box if you want a duplicate of your license and include the \$25 fee.
7. LICENSE TYPE - Place a check in the box for the type of license you are requesting.
8. CHANGE MY NAME - Write your new legal name in the spaces provided. You must submit a copy of the legal document approving or indicating your name change. If you want an updated copy of your license that shows your new name, you must submit the \$25 duplicate license fee with this request.
9. CHANGE MY MAILING ADDRESS - Write your new mailing address in the spaces provided. This is the address where we will send you mail. This address can be a PO Box.
10. CHANGE MY PHONE NUMBER - Write your new phone number, including the area code.
11. CHANGE MY EMAIL ADDRESS – Write your new email address. Please provide your email address so the department may email license information and required notices to you. Your email address is confidential pursuant to the Texas Public Information Act, and the department will not share it with the public.
12. CHANGE MY BUSINESS LOCATION - Write the physical address of your business. This address cannot be a PO Box.
13. CHANGE MY BUSINESS PHONE NUMBER - Write your new business phone number, including your area code.
14. DATE AND SIGNATURE - Date and sign your request form. Changes to your record cannot be made if your request is not signed.

