



TEXAS DEPARTMENT OF LICENSING & REGULATION

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

www.tdlr.texas.gov

AUCTIONEER REQUEST FOR A CHANGE IN LICENSE STATUS FORM INSTRUCTIONS

1. **CHANGE IN STATUS** – Select the box to indicate whether you want to set your license to inactive or active. If you want to activate your license, you must complete the required continuing education (CE) before your license can be activated and you must include a \$25.00 activation fee. If you want to inactivate your license, no fee is required. However, you are still required to renew your license every renewal period.
2. **NAME** – Provide your legal name as it will appear on your license. (Last, First, Middle Name, Suffix) Examples of a suffix include Jr., Sr., and II. (Mr. is not a suffix.)
3. **LICENSE NUMBER AND EXPIRATION DATE** – Provide your auctioneer license number and expiration date.
4. **MAILING ADDRESS** – Provide 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. Always keep your mailing address current with TDLR. A license renewal notice will be mailed to your address of record before the date your license will expire.
5. **PHONE NUMBER** – Provide 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.
6. **EMAIL ADDRESS** – Provide your 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.
7. **STATEMENT OF APPLICANT** – Carefully read the statement of applicant before you date and sign your application.

SEND YOUR COMPLETED APPLICATION AND REQUIRED DOCUMENTS TO:

TDLR
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 your check or money order. Do not send cash.

For additional information and questions, please visit the [TDLR website](http://www.tdlr.texas.gov). You can request assistance or submit required attachments via [TDLR webform](http://www.tdlr.texas.gov). You may contact Customer Service Representatives by calling (800) 803-9202 (in state only) or (512) 463-6599; Relay Texas -TDD (800) 735-2989. Customer Service Representatives are available Monday through Friday (excluding holidays).



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DUPLICATE LICENSE FEE: \$25.00 (FEE IS NON-REFUNDABLE)

1. Change in Status:

- I would like to put my license on inactive status. (no fee required) I am aware that my license must be renewed while it is on inactive status. **(No fee)**
- I would like to activate my license. I understand that I must complete my continuing education hours before my license can be activated. **(\$25.00 fee)**

2. Name:

Last

First

Middle

Suffix

3. License Number and Expiration Date:

License Number

Expiration Date

4. Mailing Address: (USED TO RECEIVE MAIL FROM TDLR) (P.O. BOX is allowed for this address)

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

5. Phone Number:

(Area Code) Phone Number

6. Email Address:

Email Address: (ex: johndoe@gmail.com) (See instruction sheet for disclosure info)

STATEMENT OF APPLICANT

I certify that I am in compliance with all applicable provisions of Chapters 51 and 1802, Texas Occupations Code, and 16 Texas Administrative Code, Chapters 60 and 67. I understand that providing false information on this application may result in revocation of the license I am requesting and the imposition of administrative penalties.

Date Signed

Signature of Applicant