



TEXAS DEPARTMENT OF LICENSING AND REGULATION
PO Box 12157 ● Austin, Texas 78711-2157
1-800-803-9202 ● (512) 463-6599 ● FAX (512) 475-2871
www.tdlr.texas.gov ● cs.auctioneers@tdlr.texas.gov

AUCTIONEER REQUEST FOR A CHANGE IN LICENSE STATUS FORM 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. All information provided must be typed or printed in black ink. Attachments must be submitted on separate pieces of single-sided, 8½" x 11" paper. Use a paperclip to fasten all pages together, with the check or money order on top. **Do not use staples.**

DOCUMENTS SUBMITTED WITH YOUR APPLICATION WILL NOT BE RETURNED. KEEP A COPY OF YOUR COMPLETED APPLICATION, AND ALL ATTACHMENTS.

1. CHANGE IN STATUS - Check 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. If you want to inactivate your license, you are still required to renew your license every renewal period.
2. NAME - Write your legal name in the spaces provided. (Last, First, Middle Initial, Suffix) Examples of a suffix include Jr., Sr., and III. (Mr. is not a suffix.)
3. LICENSE NUMBER AND EXPIRATION DATE - Write your auctioneer license number and expiration date.
4. 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. 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 - 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.
6. E-MAIL ADDRESS - Write your e-mail address. TDLR will use your e-mail address only for the purpose of communicating with you electronically in a manner which protects your e-mail address from disclosure under the Public Information Act.
7. STATEMENT OF APPLICANT - Carefully read the statement of applicant before you date and sign your application.



TEXAS DEPARTMENT OF LICENSING AND REGULATION
 PO Box 12088 ● Austin, Texas 78711-2157
 1-800-803-9202 ● (512) 463-6599 ● FAX (512) 475-2871
 www.tdlr.texas.gov ● cs.auctioneers@tdlr.texas.gov

FOR LICENSING USE ONLY

AUCTIONEER REQUEST FOR A CHANGE IN LICENSE STATUS FORM

FOR FINANCIAL SERVICES USE ONLY

Do Not Write Above This Line

ALL INFORMATION MUST BE TYPED OR PRINTED IN BLACK INK

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.
- I would like to activate my license. I understand that I must complete my continuing education hours before my license can be activated.(\$25)

2. Name:

_____ Last _____ First _____ Middle Initial _____ Suffix (JR, SR, III)

3. License Number and Expiration Date:

_____ License Number _____ Expiration Date

4. Mailing Address: (USED TO RECEIVE MAIL FROM TDLR) (PO Box is allowed for this address.)

Number, Street Name, Apartment Number

_____ City _____ State _____ Zip Code

5. Phone Number:

(_____) _____
 Area Code Phone Number

6. E-Mail Address:

_____ (Ex: johndoe@aol.com) See instruction sheet for disclosure information

7. 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

_____ Applicant Signature