



TEXAS DEPARTMENT OF LICENSING & REGULATION

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

www.tdlr.texas.gov

BARBER NOTICE OF CHANGE AND DUPLICATE LICENSE REQUEST INSTRUCTIONS

You must apply for a new shop or mini-shop license if:

- your shop changes location; or
- there is a change in owners

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

1. REQUEST FOR – Check the box to indicate if you are requesting a Change of Notice for an individual or a shop /mini-shop.
2. DUPLICATE LICENSE REQUEST – Check the box if you want an updated license reflecting the changes you are requesting. You must include the \$25 fee for each duplicate.
3. NAME – Write your name as it appears on your barber license if you are making changes or requesting a duplicate of an individual license.
4. BARBER LICENSE NUMBER – Write your complete license number as it appears on your individual license.
5. 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/cs or call (512) 460-6000 or (800) 252-8014
6. DATE OF BIRTH – Write your birthdate.
7. SHOP / MINI-SHOP NAME – Write the name of your shop or mini-barber as it appears on your barber shop or mini-barber license.
8. SHOP / MINI-SHOP LICENSE NUMBER – Write your complete license number as it appears on your shop or mini-shop license.
9. CHECK LICENSE TYPE – Check the license type that you are requesting a change of notice or a duplicate.
10. CHANGE MY NAME – Write your new legal name in the spaces provided. You must submit a copy of a government issued ID or legal document approving or indicating your name change, such as a marriage license, court petition for name change, or certificate of naturalization.
11. CHANGE MY SHOP / MINI-SHOP NAME – Write your new barber or mini-shop name in the space provided. You must apply for a new barber license if there was a change in owners or the barber physically changed locations.
12. CHANGE MY MINI-SHOP ROOM NUMBER – Write your new room number. You must apply for a new mini-barber license if there was a change in owners or if the mini-shop physically moved to a new barber gallery location.
13. 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 post office box.
14. CHANGE MY PHONE NUMBER – Write your new phone number, including the area code.
15. CHANGE MY EMAIL ADDRESS – Write your new 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.
16. DATE AND SIGNATURE – Date and sign your request form. Changes to your record cannot be made if your request is not signed.

SEND YOUR COMPLETED REQUEST AND REQUIRED DOCUMENTS TO:

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

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

For additional information and questions, please visit the Texas Department of Licensing & Regulation website at <https://www.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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You must apply for a new shop or mini-shop license if:

- Your shop physically changes location or your mini-shop physically moved to a new shop gallery location.
- There is a change in owners.

DUPLICATE LICENSE FEE: \$25 (FEE IS NON-REFUNDABLE)

PAYMENTS MUST BE IN THE FORM OF A CASHIER'S CHECK OR MONEY ORDER PAYABLE TO TDLR

1. Request: <input type="checkbox"/> Individual <input type="checkbox"/> Shop / Mini-Shop		2. Duplicate License Request: <input type="checkbox"/> I am including the required \$25 fee	
3. Name: (if applicable and as it appears on your barber license)			
Last		First	
		Middle Initial	
		Suffix (JR, SR, III)	
4. Barber License Number:	5. Social Security Number: <small>(See instruction sheet for disclosure information)</small>	6. Date of Birth:	
7. Barber Shop / Mini-Shop Name: (if applicable and as it appears on your barber license)		8. Shop / Mini-Shop License Number:	
9. Check License Type(s):			
<input type="checkbox"/> Class-A Barber	<input type="checkbox"/> Manicurist	<input type="checkbox"/> Technician	<input type="checkbox"/> Instructor
<input type="checkbox"/> Manicurist/Technician	<input type="checkbox"/> Hair Weaving	<input type="checkbox"/> Technician/Hair Weaving	
<input type="checkbox"/> Shop	<input type="checkbox"/> Mini-Shop Current Room#: _____		
10. Change my Name: (Documentation required)			
Last		First	
		Middle Initial	
		Suffix (JR, SR, III)	
11. Change my Shop / Mini-Shop Name:		12. Change My Mini-Shop Room Number (if applicable):	
13. Change My Mailing Address: (Used to receive mail from TDLR) (PO box is allowed for this address)			
Number, Street Name, Suite Number			
City		State	
		Zip Code	
14. Change My Phone Number:		15. Change My Email Address:	
(_____) _____ Area Code Phone Number		E-mail Address (Ex: johndoe@gmail.com) See instruction sheet for disclosure information	
16. Date and Signature:			
Date Signed		Signature of Licensee	