



# TEXAS DEPARTMENT OF LICENSING & REGULATION

Compliance Division • PO Box 12157 • Austin, Texas 78711 • (512) 463-6599

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

## BOILER – AUTHORIZED INSPECTION AGENCY APPLICATION (AIA) INSTRUCTIONS

The application must be completed and signed by the applicant. All information provided must be typed or printed in black ink

1. **BUSINESS NAME** – Provide the full name of the business to be registered (40 character maximum).
2. **FEDERAL EMPLOYER'S ID# (EIN)** – An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number and is used to identify a business entity.
3. **MAILING ADDRESS** – Provide the current mailing address for the business. This is the address where we will send all mail and notices to the business. This address can be a post office box. Add the zip plus-4 to help the postal service deliver mail more efficiently and accurately.
4. **BUSINESS PHYSICAL ADDRESS** – Provide the physical (911) address for the business. A post office box cannot be used for this address. Once the license has been issued, the business' physical address can be changed by submitting a new application.
5. **BUSINESS PHONE NUMBER** – Provide the main phone number for the business, including the area code
6. **BUSINESS FAX NUMBER** – Provide the main fax number, including the area code, for the business.
7. **EMAIL ADDRESS** – Provide the business email address. Please provide an email address that can receive license information and required notices from the department. The email address provided is subject to public disclosure and will be available on the TDLR website.
8. **TYPE OF BUSINESS OWNERSHIP** – Select the box that indicates how the business is organized. You can find a description of the various types of business structures on the [Secretary of State Website](#).
9. **SELECT THE TYPE OF AIA REGISTRATION REQUESTED**
  1. ASME
    - ISO 17020
  2. ASME
    - NB-360 (Required for Renewal)
  3. INSERVICE
    - NB-369 (Required for Renewal)
10. **STATEMENT OF APPLICANT** – Carefully read the statement before you sign and date your application.

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

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

For additional information and questions, please visit the [TDLR website](#). You can request assistance or submit required attachments via [TDLR webform](#). 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).

### **TDLR Public Information Act Policy:**

This document is subject to the Texas Public Information Act. With certain exceptions, information in this document may be made available to the public. For more information, view the [TDLR Public Information Act Policy](#).



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ORIGINAL APPLICATION

RENEWAL APPLICATION

1. Business Name:		2. Federal Employer's ID#: (EIN)	
3. Mailing Address:			
Number, Street Name, Apt/Ste #		City	State      Zip Code + 4
4. Business Physical Address: (Actual Location)			
Number, Street Name, Apt/Ste #		City	State      Zip Code
5. Business Phone Number:	6. Business Fax Number:	7. Email Address:	
(Area Code) Phone Number	(Area Code) Phone Number	(ex: <a href="mailto:john.doe@gmail.com">john.doe@gmail.com</a> ) See instruction sheet for disclosure info.	
8. Type of Business Ownership: (Select only one)			
Sole Proprietorship		Corporation	Limited Partnership
Limited Liability Corporation		Limited Liability Partnership	General Partnership
9. Type of AIA Registration Requested: (Select all that apply)			
ASME		ASME	INSERVICE
ISO 17020		NB-360 (Required for Renewal)	NB-369 (Required)

### 10. STATEMENT OF APPLICANT

By signing and submitting this application, I certify that information submitted on this, and any attached documents is true and correct. I further certify that I have read and will comply with all applicable provisions of the Texas Health and Safety Code, Chapter 755; the Boiler Administrative Rules, 65 and the Texas Commission of Licensing and Regulations Rules Chapter 60. I understand that providing false information on this application may result in revocation, suspension, and/or denial of the commission I am requesting and the imposition of administrative penalties and sanctions.

Signature of Applicant

Print Name

Date Signed