



### CODE ENFORCEMENT OFFICER REGISTRATION APPLICATION

#### Can I use this form?

Yes  No I have at least one year of full-time verifiable experience in the field of code enforcement on the date this application is filed.

If you answered **NO** to the above statement, **STOP. You do not meet the qualifications for this license and will need to start with the Code Enforcement Officer in Training application.**

#### Are you a military service member, military veteran or military spouse?

The Texas Department of Licensing and Regulation recognizes the contributions of our active duty military service members, their spouses, and veterans. If you want to use one of the licensing options available to military service members, military veterans and military spouses, please complete the Military Service Member, Military Veteran or Military Spouse Supplemental Application (TDLR form MIL001) and attach it with your license application. The form is located on the TDLR website at: <http://www.tdlr.texas.gov/misc/militarysupplemental.pdf>.

If you have additional questions about qualifications, training or experience requirements relating to occupation licensing for military service members, military veterans or military spouses, please visit the TDLR Military Information web page at: <http://www.tdlr.texas.gov/military.htm>.

#### APPLICATION INSTRUCTIONS

1. NAME – Write your legal name in the spaces provided. (Last Name, First Name, Middle Name, Suffix) Examples of a suffix include Jr., Sr., and II. (Mr. is not a suffix.)
2. GENDER – Select whether you are male or female.
3. DATE OF BIRTH – Write your birthdate.
4. SOCIAL SECURITY NUMBER – Social Security Number disclosure is required by Section 231.302(c)(1) of the Texas Family Code 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.
5. 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.
6. PERSONAL 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.
7. 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.
8. DISCIPLINARY ACTION HISTORY – Indicate if you have ever had a professional license, certification, or registration suspended, canceled, revoked, or denied in any state. If you have, complete and attach a Disciplinary Action Questionnaire for each disciplinary action. This form can be obtained from the TDLR website at [www.tdlr.texas.gov/misc/Disciplinary Action Questionnaire.pdf](http://www.tdlr.texas.gov/misc/Disciplinary Action Questionnaire.pdf).
9. CRIMINAL HISTORY – Indicate if you have ever been convicted of or placed on deferred adjudication for any Misdemeanor or Felony, other than a minor traffic violation. If YES, complete and attach a Criminal History Questionnaire for each offense. This form can be obtained from the TDLR website at [www.tdlr.texas.gov/MISC/lic002.pdf](http://www.tdlr.texas.gov/MISC/lic002.pdf).

If you are worried your criminal history could prevent you from getting this license, Texas allows you to have your criminal history evaluated before submitting your application and non-refundable fees. To request a criminal history evaluation, submit a Criminal History Evaluation Letter, a completed Criminal History Questionnaire form for each crime you were convicted of or placed on deferred adjudication for and a \$25 fee. You can find more information on the process and download the necessary forms on the TDLR website at [www.tdlr.texas.gov/crimHistoryEval.htm](http://www.tdlr.texas.gov/crimHistoryEval.htm).

10. STATEMENT OF APPLICANT - Carefully read the statement before dating and signing your application.

**CHECKLIST OF DOCUMENTATION REQUIRED TO BE SUBMITTED WITH APPLICATION AND FEE**

- A completed application (typed or in ink) on a department-approved form which includes the CEO Experience Verification form;
  - If there is more than one employer, submit a CEO Experience Verification form for each additional employer where the experience was gained;
- The fee (\$100.00);
- A copy of the TEEEX certificate from your training program described in Section 62.23.

An application is not considered complete and will not be processed until all required items have been submitted. Failure to provide information requested on this form may result in significant processing delays and/or the rejection of your application.

You must meet all requirements including passing the exam within 12 months of the filing date of your application, or the application will be terminated. If you do not meet the one-year deadline, you must reapply for a new license by complying with the requirements and procedures, including any examination requirements and payment of fees.

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

TDLR  
PO 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, visit the Texas Department of Licensing & Regulation website at [tdlr.texas.gov](http://tdlr.texas.gov) or reach Customer Service at [cs.codeenforcement@tdlr.texas.gov](mailto:cs.codeenforcement@tdlr.texas.gov) or at (800) 803-9202 [in state only] (512) 463-6599 Relay Texas-TDD: (800) 735-2989 Fax: 512-463-9468. Customer Service Representatives are available Monday-Friday 7:00 a.m.-6:00 p.m. Central Time (excluding holidays).

**DEFAULT ON STUDENT LOANS**

Texas Education Code §57.491 prohibits state agencies from renewing a license after a licensee has defaulted on a student loan guaranteed by the Trellis Company unless the licensee has entered into a repayment agreement. Section 57.491 also prohibits state agencies from renewing a license after a licensee has defaulted on a repayment plan on a student loan guaranteed by the Trellis Company unless the licensee has entered into another repayment plan. The Trellis Company is formerly known as Texas Guaranteed Student Loan Corporation, TGSLC, or TG. The Trellis Company website is [www.trelliscompany.org](http://www.trelliscompany.org) and they can be contacted by email at [collections@trelliscompany.org](mailto:collections@trelliscompany.org), by phone at (800)252-9743 or (512)219-5700, or by mail at Trellis Collections, PO Box 659602, San Antonio, TX 78265-9602.

If you are not sure which organization issued your student loan or is your loan servicer, you can contact the Department of Education's National Student Loan Data System (NSLDS) for a centralized view of your financial aid. Their website is [www.NSLDS.ed.gov](http://www.NSLDS.ed.gov) and their phone number is 800-433-3243.



**CODE ENFORCEMENT OFFICER REGISTRATION APPLICATION**

DO NOT WRITE ABOVE THIS LINE

**INITIAL APPLICATION FEE: \$100.00 (FEE IS NON-REFUNDABLE)**

Yes  No I have at least one year of full-time verifiable experience in the field of code enforcement on the date this application is filed.

If you answered **NO** to the above statement, **STOP. You do not meet the qualifications for this license and will need to start with the Code Enforcement Officer in Training application.**

**YOU MUST MEET ALL REQUIREMENTS WITHIN 12 MONTHS OF THE FILING DATE, OR THE APPLICATION WILL BE TERMINATED**

The completed form must be accompanied by all required documents and the application fee.

1. Legal Name:

Last Name

First Name

Middle Name

Suffix

2. Gender:

Male  Female

3. Date of Birth:

Month Day Year

4. Social Security Number:

See Instruction Sheet for Disclosure Information

5. Email Address:

Ex: johndoe@gmail.com See Instruction Sheet for Disclosure Information

6. Personal Phone Number:

Area Code Number

7. Mailing Address:

(P.O. Box, Number, Street Name/Apartment Number)

City

State

Zip Code

8. Have you ever had a professional license, certification or registration suspended, canceled, revoked or denied in any state? (This does NOT include a driver's license)  
 If YES, complete and submit a Disciplinary Action Questionnaire (DAQ) with this application.

Yes  No

9. Have you ever been convicted of, or placed on deferred adjudication for, any misdemeanor or felony, other than a minor traffic violation?

Yes  No

If YES, complete and submit a Criminal History Questionnaire (CHQ) for each offense.

**See instructions sheet for more information**

10. STATEMENT OF APPLICANT

I certify that I will comply with all applicable laws and rules of the Code Enforcement Officer Program. All information I have provided is true and correct. I understand that providing false information may result in denial of this application and/or revocation of the license.

Signature of Applicant

Date



**CODE ENFORCEMENT OFFICER EXPERIENCE VERIFICATION FORM**

This form should be completed by a person qualified to verify Code Enforcement Officer experience for the applicant and whom the Department may contact for verification.

This form must **not** be completed by the applicant. Make additional copies if needed.

**Applicant Information**

This is to certify that \_\_\_\_\_  
Applicant's Full Name Applicant's Social Security Number  
 performed the services under my license and direct supervision as described below.

**EMPLOYMENT INFORMATION AND EXPERIENCE**

The applicant must have worked a minimum of 32 hours per week in Code Enforcement Inspecting premises for the purposes of (a) identifying environmental hazards, and (b) improving and rehabilitating those premises regarding to those hazards.

Employment Start Date: \_\_\_\_\_ Employment End Date: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Supervisor's License Number (if applicable): \_\_\_\_\_

Check all that apply

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Abandoned vehicles  | <input type="checkbox"/> Basic processes of law     | <input type="checkbox"/> Building abatement  |
| <input type="checkbox"/> Fire or health hazards  | <input type="checkbox"/> Health ordinances          | <input type="checkbox"/> Home occupations    |
| <input type="checkbox"/> Housing codes and ordinances  | <input type="checkbox"/> Junk vehicles              | <input type="checkbox"/> Nuisance violations |
| <input type="checkbox"/> Sign regulations  | <input type="checkbox"/> Unsafe building conditions | <input type="checkbox"/> Zoning ordinances   |
| <input type="checkbox"/> Violations of any fire, health, or building regulation, statute, or ordinance |   |  |
| <input type="checkbox"/> Other (describe in full detail): _____  |   |  |

**SUPERVISOR STATEMENT**

I certify that I have verified only the duties performed and experience earned by the applicant while working under my supervision. I understand that I may be subject to disciplinary action if I verify duties performed or experience earned other than under my supervision.

\_\_\_\_\_  
 Printed Name of Verifying Person

\_\_\_\_\_  
 Signature of Verifying Person

\_\_\_\_\_  
 Date