



CODE ENFORCEMENT OFFICER RENEWAL REGISTRATION APPLICATION INSTRUCTIONS

Complete this application and return it with the required non-refundable application fee. 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.

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.

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. REGISTRATION NUMBER AND EXPIRATION DATE - Enter your registration number and the date it expires.
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.oag.state.tx.us/child/index 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 residential 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. EMPLOYMENT INFORMATION – Enter the employer's business information, your job title and date you began working for your employer. Also, place a check in the box representing the type of work you spend most of your time doing.
9. CONTINUING EDUCATION – Each registered code enforcement officer must complete at least twelve continuing education hours as set forth in this section within the 24 months preceding renewal of a registration, at least one hour of which must be in legal or legislative issues.
10. 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.
11. STATEMENT OF APPLICANT - Carefully read the statement before dating and signing your application.

RENEWAL FEES

\$75.00 Renewal fee prior to expiration date.

\$112.50 If your registration has been expired for 90 days or less.

\$150.00 If your registration has been expired for more than 90 days but less than 18 months.

DEFAULT ON STUDENT LOANS

State law prohibits renewing a license more than once after a licensee has defaulted on a student loan guaranteed by the **Texas Guaranteed Student Loan Corporation (TGS LC)** unless the licensee has entered a repayment agreement with TGS LC. YOU SHOULD CONTACT TGS LC BEFORE FILING THIS APPLICATION if you have defaulted on a student loan. An application or renewal may be rejected if this agency has received information from TGS LC that the applicant has defaulted on a student loan. The Texas Guaranteed Student Loan Corporation can be contacted at: **Texas Guaranteed ATTN: Collections, PO Box 83100, Round Rock, TX 78683-3100, Telephone: (800) 222-6297, <http://www.tgslc.org> or email: cust.assist@tgslc.org.**



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CODE ENFORCEMENT OFFICER RENEWAL REGISTRATION APPLICATION

DO NOT WRITE ABOVE THIS LINE

\$75.00 - RENEWAL APPLICATION FEE PRIOR TO EXPIRATION DATE
\$112.50 - RENEWAL APPLICATION FEE IF YOUR REGISTRATION HAS BEEN EXPIRED FOR 90 DAYS OR LESS
\$150.00 - RENEWAL APPLICATION FEE IF YOUR REGISTRATION HAS BEEN EXPIRED FOR MORE THAN 90 DAYS BUT LESS THAN 18 MONTHS
(FEE IS NON-REFUNDABLE)

This completed forms must be accompanied by all required documents and the application fee

1. Name:

_____ Last Name _____ First Name _____ Middle Name _____ Suffix

2. Registration Number:

Expiration Date:

3. Date of Birth:

4. Social Security Number:

Month Day Year

See Instruction Sheet for Disclosure Information

5. Email Address:

6. Personal Phone Number:

Ex: john.doe@aol.com See Instruction Sheet for Disclosure Information

Area Code Number

7. Mailing Address:

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

City State Zip Code

8. EMPLOYMENT INFORMATION

Employer's

Business Name: _____

Employer's Business

Mailing Address: _____

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

Employer's Business

Phone No. (include area code) _____

Employer's Business

Fax No. (include area code) _____

Job Title: _____

Date of Employment:

From (Mo./Yr.) _____

To: Present

Category of employment which you spend most of your time: (check one box)

- | | |
|---|---|
| <input type="checkbox"/> Not Employed | <input type="checkbox"/> Nuisance Violations |
| <input type="checkbox"/> Zoning Ordinances | <input type="checkbox"/> Abandoned Vehicles |
| <input type="checkbox"/> Sign Regulations | <input type="checkbox"/> Junk Vehicles |
| <input type="checkbox"/> Home Occupations | <input type="checkbox"/> Health Ordinances |
| <input type="checkbox"/> Housing Codes and Ordinances | <input type="checkbox"/> Basic Processes of Law |
| <input type="checkbox"/> Building Abatement | <input type="checkbox"/> Other: (specify) _____ |

9. Did you complete the required **12** hours of approved continuing education? Yes No

NOTE: Renewal registration applicants may be audited in accordance with 62.24(I) which requires documentation of CE completion.

10. Have you ever been convicted of, or placed on deferred adjudication for, any misdemeanor or felony, other than a minor traffic violation since your last renewal? Yes No

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

See instructions sheet for more information

11. STATEMENT OF APPLICANT

I certify that I have read and will comply with all applicable provisions of the Code Enforcement Officers Act, Texas Occupations Code, Chapter 1952; Texas Occupations Code, Chapter 51; and 16 Texas Administrative Code, Chapter 62. I understand that providing false information on this application may result in denial of this application and/or revocation of the license I am requesting and the imposition of administrative penalties.

Signature of Applicant

Date



CODE ENFORCEMENT OFFICER STATEMENT OF CONTINUING EDUCATION

You must return this form with your renewal form and fee.

1. Rule §62.24. Each registered code enforcement officer must obtain and show proof of at least 12 continuing education hours within the 24 months preceding renewal of a registration. At least one hour must be legal/legislative issues.
2. Each registered code enforcement officer in training must obtain and show proof of at least six continuing education hours within the 12 months preceding renewal of a registration. At least one hour must be in legal/legislative issues.
3. Each registrant is responsible for maintaining a record of his/her continuing education activities.
4. In the spaces provided below, list the continuing education (CE) activities which you have attended or completed. If you do not meet the requirements set out above, you may not renew your registration. CE credit is limited to the topics set out in Rule §62.24(i).

Name: _____ Registration Number: _____
 (please print)

Course Name	Sponsor	Date Completed	# of credit hours
Total Number of Hours:			

I certify that I completed the above-listed activities on the dates indicated for the number of credit hours specified. I understand that the Code Enforcement Officer Registration Program randomly audits renewal applications, and that my application may be selected for audit. I understand that knowingly providing false information of any kind could result in the revocation or suspension of my registration. I certify that all the above is true and correct.

 Signature of Renewal Applicant _____
Date