



**Texas Department of Licensing and Regulation**  
PO Box 12157 • Austin, Texas 78711-2157  
(800) 803-9202 • (512) 463-6599 • FAX (512) 475-2871  
[www.tdlr.texas.gov](http://www.tdlr.texas.gov) • [cs.codeenforcement@tdlr.texas.gov](mailto:cs.codeenforcement@tdlr.texas.gov)

### CODE ENFORCEMENT OFFICER IN TRAINING UPGRADE REGISTRATION 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. **DATE OF BIRTH** – Write your birthdate.
3. **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](http://www.oag.state.tx.us/child/index) or call (512) 460-6000 or (800) 252-8014.
4. **CODE ENFORCEMENT OFFICER IN TRAINING NUMBER** – Enter your CEO in Training registration number.
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. **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).
10. **STATEMENT OF APPLICANT** - Carefully read the statement before dating and signing your application.

**UPGRADING TO A REGISTERED CODE ENFORCEMENT OFFICER** - A registered code enforcement officer in training who has obtained one year of full-time experience in the field of code enforcement may file an application to upgrade a registration to that of code enforcement officer. Upon payment of the required fee and approval by the department, the applicant shall be granted registration as a code enforcement officer.



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**CODE ENFORCEMENT OFFICER IN TRAINING  
 UPGRADE REGISTRATION**

DO NOT WRITE ABOVE THIS LINE

**APPLICATION FEE: \$25.00 (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. Date of Birth:

3. Social Security Number:

Month Day Year

See Instruction Sheet for Disclosure Information

4. Code Enforcement Officer in Training #:

5. Email Address:

6. Personal Phone Number:

Ex: [john.doe@aol.com](mailto: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. Have you ever had a professional license, certification or registration suspended, canceled, revoked or denied in any state?  Yes  No

If YES, complete and submit a Disciplinary Action Questionnaire (DAQ) with this application.

**This does not include your driver's license**

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 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