



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 • cs.codeenforcement@tdlr.texas.gov

**CODE ENFORCEMENT OFFICER NOTICE ON CHANGE OF INFORMATION AND DUPLICATE
REGISTRATION REQUEST INSTRUCTIONS**

All information provided must be typed or printed in **black ink**.

1. LICENSEE'S NAME – Write your legal name as it appears on your current license 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. 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
3. DATE OF BIRTH - Write your birthdate.
4. LICENSE NUMBER – Write your complete license number as it appears on your license.
5. DUPLICATE LICENSE REQUEST - Check the appropriate box for the license you are ordering.
6. LICENSE TYPE THE INFORMATION NEEDS TO CHANGE ON – Check the box(s) that applies for the license you need to change information on.
7. NOTIFICATION: CHANGE MY NAME - Write your **new** legal name in the spaces provided. You must submit a copy of the legal document approving or indicating your name change (ex; Driver's License, Birth Certificate or Marriage Certificate). If you want an updated copy of your license that shows your new name, you must submit the \$25 duplicate license fee with this request.
8. NOTIFICATION: CHANGE MY MAILING ADDRESS - Write your new residential mailing address in the spaces provided. This is the address where we will send you mail. This address can be a PO Box.
9. NOTIFICATION: CHANGE MY PHONE NUMBER - Write your new phone number, including the area code.
10. NOTIFICATION: CHANGE MY EMAIL ADDRESS – Write your new email address. Please provide your email address so the department may email license information and required notices to you. 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.
11. LICENSEE STATEMENT - Date and sign your request form. Changes to your record cannot be made if your request is not signed.



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CODE ENFORCEMENT OFFICER NOTICE ON CHANGE OF INFORMATION AND DUPLICATE REGISTRATION REQUEST

DO NOT WRITE ABOVE THIS LINE			
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. Name:			
Last Name	First Name	Middle Name	Suffix
2. Social Security Number:	3. Date of Birth:	4. License Number:	
(See instruction sheet for disclosure information)	Month Day Year		
DUPLICATE LICENSE REQUEST			
5. Duplicate License Request (place a check in the license requested) (\$25 Fee Required)			
<input type="checkbox"/> Code Enforcement Officer <input type="checkbox"/> Code Enforcement Officer in Training			
NOTIFICATION OF CHANGE			
6. License type the information needs to change:			
<input type="checkbox"/> Code Enforcement Officer <input type="checkbox"/> Code Enforcement Officer in Training			
7. Change my name: (see instructions)			
Last Name	First Name	Middle Name	Suffix
8. Change my mailing address:			
(P.O. Box, Number, Street Name/Apartment Number)			
City		State	Zip Code
9. Change my phone number:	10. Change my email address:		
Area Code Phone Number	Ex: john.doe@gmail.com See instruction sheet for disclosure information		
11. LICENSEE SIGNATURE			
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 Licensee			Date Signed