



# TEXAS DEPARTMENT OF LICENSING & REGULATION

P.O. Box 12157 • Austin, Texas 78711-2157

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

## DIETITIANS NOTICE OF CHANGE AND DUPLICATE LICENSE REQUEST INSTRUCTIONS

Documents submitted with your request will not be returned. Keep a copy of your completed request, all attachments, and your check or money order.

1. APPLICANT NAME – Write your legal name in the spaces provided. (Last, First, 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(1) of the Texas Family Code in order 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 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 this box if you want a duplicate of your license and include the \$25 fee.
6. CONTACT INFORMATION CHANGE – Check the box if you want to make changes to your name or contact information, such as your telephone number, mailing address, or email address.
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. 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 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. Your email address is confidential pursuant to the Texas Public Information Act, and the department will not share it with the public.
11. DATE AND SIGNATURE – Date and sign your request form. Changes to your record cannot be made if your request is not signed.

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

Texas Department of Licensing and Regulation  
P.O. 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, please visit the [TDLR website](http://www.tdlr.texas.gov). You can request assistance or submit required attachments via [TDLR webform](http://www.tdlr.texas.gov/webform) or fax (512) 475-2871. 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](http://www.tdlr.texas.gov/publicinformation).



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## DIETITIAN NOTICE OF CHANGE AND DUPLICATE LICENSE REQUEST

**DUPLICATE LICENSE FEE: \$25.00 (FEE IS NON-REFUNDABLE)**

**PAYMENTS MUST BE IN THE FORM OF A CASHIER'S CHECK OR MONEY ORDER PAYABLE TO TDLR.**

**1. Name:**

\_\_\_\_\_  
Last

\_\_\_\_\_  
First

\_\_\_\_\_  
Middle Name

\_\_\_\_\_  
Suffix

**2. Social Security Number:**

**3. Date of Birth:**

**4. License Number:**

\_\_\_\_\_  
(See instruction sheet for disclosure information)

\_\_\_\_\_  
Month/Day/Year

**5. Duplicate License Request** (check this box if you are ordering a duplicate license) (\$25 Fee Required)

### NOTIFICATION OF CHANGE ONLY

**6. Contact Information Change:** (check this box if you are changing personal contact information)

**7. Change my name:** (see instructions)

\_\_\_\_\_  
Last

\_\_\_\_\_  
First

\_\_\_\_\_  
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:**

\_\_\_\_\_  
See instruction sheet for disclosure information

\_\_\_\_\_  
See instruction sheet for disclosure information

**11. Date and Signature:**

The information which I have provided in this application is truthful and complete. I understand that providing false information of any kind may result in the voiding of this application, and my failing to be granted a license, or the revocation of my license.

\_\_\_\_\_  
Signature of Licensee

\_\_\_\_\_  
Date Signed