TEXAS DEPARTMENT OF LICENSING & REGULATION
P.O. Box 12157 • Austin, Texas 78711-2157
www.tdlr.texas.gov

MASTER ELECTRICIAN LICENSE BY RECIPROCITY APPLICATION INSTRUCTIONS

Use this application only if the applicant currently holds an electrician license equivalent to a Texas masters electrician license. in a state that has a reciprocity agreement with Texas.

DOCUMENTS SUBMITTED WITH YOUR APPLICATION WILL NOT BE RETURNED. KEEP A COPY OF YOUR COMPLETED APPLICATION, ALL ATTACHMENTS, AND YOUR CHECK OR MONEY ORDER.

1. NAME – Your name must match your government ID or driver license. (Last, First, Middle Name, Suffix) Examples of a suffix include Jr., Sr., and III. (Mr. is not a suffix.)
2. SOCIAL SECURITY NUMBER – Disclosure is required by 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***.
   If you do not have a Social Security Number, you must complete the ***Social Security Number Status Certification*** form. See additional information at ***Verification of Lawful Presence***.
3. DATE OF BIRTH - MM/DD/YYYY
4. GENDER – Select whether you are male or female.
5. PHONE NUMBER – Provide the phone number where you can be reached during the day. This should be a phone number where we can leave a message.
6. EMAIL ADDRESS – Provide your email address to receive licensing communications and required notices by electronic mail and keep a valid email address on file.
7. MAILING ADDRESS – Provide your current mailing address. This is the address where we will send you mail. This address can be a post office box. Always keep your mailing address current with the Texas Department of Licensing and Regulation (TDLR). Add the zip plus-4 to help the postal service deliver mail more efficiently and accurately.
8. PHYSICAL ADDRESS – This is the physical location of your residence. Do not use a post office box for this address.
9. CRIMINAL HISTORY – Indicate if you have ever been convicted of, or placed on deferred adjudication for, any Misdemeanor or Felony, this does not include a minor traffic violation. If YES, complete and attach a ***Criminal History Questionnaire (PDF)*** for each offense.
   If you are worried your criminal history could prevent you from getting this license, you may have your criminal history evaluated before you submit this application and non-refundable fees. To request a criminal history evaluation, do not send this application. Submit a ***Criminal History Evaluation Letter (PDF)***, a completed ***Criminal History Questionnaire (PDF)*** for each crime you were convicted of, or placed on deferred adjudication for, and the required fee.
10. DISCIPLINARY ACTION HISTORY – Indicate if you have ever had a professional license, certification, or registration suspended, revoked, or denied in any state. If Yes, complete and attach a ***Disciplinary Action Questionnaire (PDF)*** for each disciplinary action.
11. OUT-OF-STATE LICENSING INFORMATION – Provide the information about your current out-of-state license. Check the out-of-state Electrician Reciprocity site before submitting this application. Your fee will not be refunded if there is not a reciprocity agreement with your out of state board.
12. ACKNOWLEDGEMENT OF APPLICANT – Carefully read the statement of applicant before you sign and date your application.

INFORMATION FOR MILITARY SERVICE MEMBERS, MILITARY VETERANS AND MILITARY SPOUSES:

TDLR recognizes the contributions of our active-duty military service members, their spouses, and veterans. If you want to use a licensing option available to military service members, military veterans and military spouses, please complete the ***Military Service Member, Military Veteran or Military Spouse Supplemental Application (PDF)*** and attach it with this completed license application.

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 go to the ***TDLR Military Information*** web page.

SEND YOUR COMPLETED APPLICATION AND REQUIRED DOCUMENTS TO:

TDLR
P.O. Box 12157
Austin, TX 78711-2157

Do not send cash.

For additional information and questions, please visit the ***TDLR website***. You can request assistance or submit required attachments via ***TDLR 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 (Public Information Act):

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, visit our ***Public Information*** site.

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

APPLICATION FEE: $45 (FEE IS NON-REFUNDABLE)

1. Name:

Last | First | Middle | Suffix

2. Social Security Number: (see instruction sheet for disclosure information)

3. Date of Birth: _____ MM/DD/YYYY

4. Gender: ☐ **Male** ☐ **Female**

5. Phone Number:

(Area Code) Phone Number

6. Email Address:

(See Instruction sheet for disclosure information)

7. Mailing Address: (PO box can be used for this address)

P.O. Box, Street Number, Name, Ste/Apt # | City | State | Zip Code + 4

8. Physical Address: (PO box cannot be used for this address)

Street Number, Street Name, Ste/Apt # | City | State | Zip Code

CRIMINAL HISTORY AND DISCIPLINARY ACTION

See the instruction Sheet for more information

9. Have you 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 (PDF)*** for each offense.	☐ **Yes** ☐ **No**
10. Have you ever had an occupational license, certification or registration suspended, revoked, or denied in any state? If YES, attach a ***Disciplinary Action Questionnaire (PDF)*** to this application. (This does not include your driver license.)	☐ **Yes** ☐ **No**

11. OUT-OF-STATE LICENSING INFORMATION

Check the out-of-state Electrician Reciprocity site before sending this application

State License Was Issued | Out-Of-State License Number | License Issue Date | License Expiration Date

Did you have to pass a licensing exam to get the current electrical license? **Note:** To use your out-of-state license as proof of your education and training, your home state must require completion of an electrical licensing exam.	☐ **Yes** ☐ **No**
Is your current license active?	☐ **Yes** ☐ **No**
Has the current license been held for at least one year?	☐ **Yes** ☐ **No**

You do not qualify for reciprocity if you answered "No" to any of these questions. This fee is not refundable.

You must include:

- ☐ a copy of your statewide contractor license.
- ☐ a letter of certification from the out-of-state licensing authority

See instruction sheet for more information

12. ACKNOWLEDGEMENT OF APPLICANT

I certify that I have read and will comply with all applicable provisions of the Electrician Act; Texas Occupation Code, Chapter 1305 and Chapter 51;Texas Administrative Code, Chapter 60; and the Electricians Administrative Rules, Texas Administrative Code, Chapter 73. 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 Signed