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

JOURNEYMAN SIGN ELECTRICIAN LICENSE APPLICATION INSTRUCTIONS

1. NAME – Provide your legal name in the spaces provided. (Last, First, Middle Name, Suffix) Examples of a suffix include Jr., Sr., and III. (Mr. is not a suffix.)
2. DATE OF BIRTH – Provide your birthdate.
3. GENDER – Select whether you are male or female.
4. 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***.
   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***.
5. 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. Add the zip plus-4 to help the postal service deliver mail more efficiently and accurately.
6. PHYSICAL ADDRESS – Provide your physical address of your residence. Do not use a post office box for this address.
7. PHONE NUMBER – Provide 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.
8. EMAIL ADDRESS – By providing my email address I authorize the Texas Department of Licensing and Regulation (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.
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 (PDF)*** for each offense. If you are worried your criminal history could prevent you from getting this license, Texas allows you to have your criminal history evaluated before you submit your application and pay non-refundable fees. To request a criminal history evaluation, 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 a $10.00 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. LICENSING REQUIREMENTS – You must have at least 8,000 hours of on-the-job training under the supervision of a master electrician or master sign electrician prior to taking the exam. When your experience has been approved, PSI will mail you a postcard with information on how to schedule your exam. An Experience Verification Form is required for each employer and must be signed by the supervising master electrician or master sign electrician.
12. STATEMENT OF APPLICANT – Carefully read the statement before signing and dating your application.
13. EXPERIENCE VERIFICATION – An Experience Verification Form or letters on company letterhead must be completed and signed by the supervising master electrician or master sign electrician. Make additional copies of the Experience Verification form as needed. If you are licensed as a journeyman sign electrician by a municipal or regional licensing authority, you do not need to provide any experience with this application. Include a copy of your journeyman sign electrician license issued by the municipal or regional licensing authority. You must also include the "Discontinued Municipal or Regional Licensing Program Form".

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

The Texas Department of Licensing and Regulation recognizes the contributions of our active-duty military service members, their spouses, and veterans. If you want to use one of the licensing options 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 your 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

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***. You can request assistance or submit required attachments via ***TDLR webform*** or fax (512) 463-9468. 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 Representativesare available Monday through Friday from 7:00 a.m. until 6:00 p.m. Central Time (excluding holidays).

TDLR Public Information Act Policy:

This document is subject to the Texas Public Information Act. With certain exceptions, information in this document maybe made available to the public. For more information, view the ***TDLR Public Information Act Policy***.

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JOURNEYMAN SIGN ELECTRICIAN LICENSE APPLICATION

You must submit this completed application to TDLR before scheduling your Texas examination. If your application is approved, we will contact the exam provider (PSI) and they will send you a postcard to schedule your Texas exam.

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

APPLICATION FEE: $30 (FEE IS NON-REFUNDABLE)

1. Name:

Last _____ First _____ Middle _____ Suffix _____

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

3. Gender: ☐ **Male** ☐ **Female**

4. Social Security Number:
(See instruction sheet for disclosure information) _____

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

Street Number & Name Apt/Bldg/Ste # _____ City _____ State _____ Zip Code + 4 _____

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

Street Number & Name Apt/Bldg/Ste # _____ City _____ State _____ Zip Code + 4 _____

7. Phone Number:

(Area Code) Phone Number _____

8. Email Address:

Email address (ex: johndoe@gmail.com) (See Instruction sheet for disclosure information) _____

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 attach a Criminal History Questionnaire for each offense.

See instruction sheet for more information

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

11. LICENSE REQUIREMENTS

To qualify for a Journeyman Sign Electrician License, you must meet either A or B below:

A.

- Passed the Texas Journeyman Sign Electrician Exam,
- Completed at least 8,000 hours of on-the-job training under the supervision of a master electrician or master sign electrician.

Note: Completed application must include the Experience Verification Form or letterhead from previous supervisors.

OR

B.

- Held a journeyman sign electrician license issued by a Texas municipality or region that has elected to discontinue issuing or renewing licenses.
- Held the municipal or regional license for the preceding year.
- Submit your application within 90 days of the date the municipality or region stops issuing or renewing licenses.

Note: The Discontinued Municipal or Regional Licensing Program Form must be completed and attached to this application.

12. STATEMENT 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; Tex. Admin. Code, Chapter 60; and the Electricians Administrative Rules, Tex. Admin. 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 _____

13. ELECTRICIAN EXPERIENCE VERIFICATION FORM

THIS FORM MUST BE COMPLETED BY A PERSON QUALIFIED TO VERIFY ELECTRICIAN EXPERIENCE WHOM THE DEPARTMENT MAY CONTACT FOR VERIFICATION.

Applicant's Name:

_____
Last, First, Middle Name, Suffix (Jr. Sr. III)

Master Sign Electrician/Master Sign Electrician Name:

_____
Last, First Name

Phone Number:

_____
(Area Code) Phone Number

Company Name:

_____

Your Electrician License Information: **(Copy or letter of verification required for out of state licenses)**

License Type (Master, Etc.)	License Number	Effective Date	Expiration Date

State, County, or Municipality Issuing License:

_____

Period You Supervised Applicant:

_____ to _____
Start Date (MM/DD/YYYY) End Date (MM/DD/YYYY)

Number of hours worked during this time period: _____

Did you supervise the electrical work of the applicant during the above dates? ☐ **Yes** ☐ **No**

Did the applicant hold a valid license during the dates listed above? ☐ **Yes** ☐ **No**

If YES, what was the license type? _____

Choose the correct type of work performed by this applicant:

☐ Installed Electrical Wiring System:
☐ Residential ☐ Commercial ☐ Industrial ☐ Exempt ☐ Other _____

☐ Maintained Electrical Wiring System:
☐ Residential ☐ Commercial ☐ Industrial ☐ Exempt ☐ Other _____

☐ Extended an Electrical Wiring System:
☐ Residential ☐ Commercial ☐ Industrial ☐ Exempt ☐ Other _____

☐ Serviced Entrance Conductors:
☐ Residential ☐ Commercial ☐ Industrial ☐ Exempt ☐ Other _____

Detailed Description of work performed:

_____

STATEMENT OF SUPERVISOR

TEXAS LICENSED EMPLOYER STATEMENT: As a licensee of The Texas Department of Licensing and Regulation, I have only verified actual experience (number of hours and duties) that this applicant received while working under my license and general supervision. I understand that I may be subject to disciplinary action up to and including revocation of my license if I verify experience other than that which was performed while the applicant was working under my license and supervision.

BY SIGNING THIS FORM, I CERTIFY THAT THE INFORMATION ON THIS FORM IS TRUE AND CORRECT.

_____ _____
Signature of Master Electrician/Master Sign Electrician Date Signed