



**FOR- PROFIT LEGAL SERVICE CONTRACTS SALES REPRESENTATIVE
NOTICE OF CHANGE AND DUPLICATE LICENSE REQUEST FORM INSTRUCTIONS**

1. NAME – Write your name as it appears on your registration certificate.
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 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. REGISTRATION NUMBER– Write your complete registration number.
5. DUPLICATE LICENSE REQUEST - Check this box if you want a duplicate of your sales representative registration. You must include the \$20 fee.
6. CHANGE MY NAME - Write your new legal name in the spaces provided. You must submit a copy of a government issued ID or legal document approving or indicating your name change, such as a marriage license, court petition for name change, or certificate of naturalization. You must submit a \$20 duplicate/update license fee with this application, if you want an updated license that shows your new name.
7. 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 post office box.
8. CHANGE MY PHYSICAL ADDRESS - Write your new physical address. This address cannot be a post office box.
9. CHANGE MY PHONE NUMBER - Write your new phone number, including your area code.
10. CHANGE MY EMAIL ADDRESS – Write your new email address. By giving TDLR your email address, you are giving us permission to communicate with you by email. Your email address will remain confidential.
11. CHANGE THE NAME OF THE COMPANY FOR WHICH I SELL LEGAL SERVICE CONTRACTS
- Write the name of the company for which you sell legal service contracts.
12. DATE AND SIGNATURE - Date and sign your request form. Changes to your record cannot be made if your request is not signed.

