



TEXAS DEPARTMENT OF LICENSING & REGULATION

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

www.tdlr.texas.gov

MILITARY RENEWAL FORM FOR LICENSES THAT EXPIRED WHILE SERVING ON ACTIVE DUTY

A military service member whose license expired while serving on active duty is exempt from paying any late renewal fees. In addition, a military service member whose license expired while serving on active duty is entitled to 24 months of additional time after discharge from your last period of active duty service to complete any continuing education requirements, and any other requirements related to the renewal of the military service member's license. To obtain information on the license renewal fees, refer to the rules governing your license type available at www.tdlr.texas.gov.

1. NAME - Write your legal name in the spaces provided. (Last, First, Middle Name).
2. SOCIAL SECURITY NUMBER (SSN) - Social security number disclosure is required by Section 231.302(c)(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.texasattorneygeneral.gov/child-support or call (512) 460-6000 or (800) 252-8014
3. DAYTIME PHONE NUMBER - Write 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.
4. EMAIL ADDRESS - Write your 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.
5. MAILING ADDRESS - Write your current mailing address. This is the address where we will send you mail. This address can be a post office box. You can add the zip plus-4 to help the postal service deliver mail more efficiently and accurately.
6. ELIGIBILITY REQUIREMENTS - Please check the box indicating whether you are a military service member (active duty) or a military veteran
7. TYPE OF LICENSE FOR WHICH YOU ARE RENEWING - Write the license type you are renewing for such as Cosmetology Operator, Class A Barber, Journeyman Electrician, etc.
8. EXPIRED LICENSE NUMBER - Write the license number issued to you by TDLR when you originally submitted your application.
9. LICENSE EXPIRATION DATE - Write the date the license was no longer valid (expired).
10. THE DATE YOU WERE PLACED ON ACTIVE DUTY - Please attach a copy of the appropriate documentation showing proof of active military status (active duty orders).
11. THE DATE YOU WERE RELEASED FROM ACTIVE DUTY - Please attach a copy of the Certificate of Release or Discharge from Active Duty (DD 214).
12. 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 for each offense. This form can be obtained from the TDLR website at www.tdlr.texas.gov
13. STATEMENT OF APPLICANT - Carefully read the statement of applicant before dating and signing your application.

NOTE: All renewal requirements must be met prior to the issuance of the renewal of your license. This includes continuing education, renewal courses, reports, and any additional renewal requirements needed. Attach any supporting documentation that is needed to your renewal request. Refer to the website for specific renewal requirements for your license type.

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 Texas Department of Licensing & Regulation website at tdlr.texas.gov or reach Customer Service via webform where you can submit your request for assistance and include attachments needed at <https://www.tdlr.texas.gov/help> or (800) 803-9202 [in state only], (512) 463-6599, Relay Texas-TDD: (800) 735-2989 or Fax: (512) 463-9468. Customer Service Representatives are available Monday through Friday 7:00 a.m. until 6:00 p.m. Central Time (excluding holidays).



TEXAS DEPARTMENT OF LICENSING & REGULATION

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

www.tdlr.texas.gov

MILITARY RENEWAL FORM FOR LICENSES THAT EXPIRED WHILE SERVING ON ACTIVE DUTY

EXPEDITE PROCESSING

A military service member whose license expired while serving on active duty is exempt from paying any late renewal fees. In addition, a military service member whose license expired while serving on active duty is entitled to 24 months of additional time after discharge from your last period of active duty service to complete any continuing education requirements, and any other requirements related to the renewal of the military service member's license. To obtain information on the license renewal fees, refer to the rules governing your license type available at www.tdlr.texas.gov.

The form must be completed and signed by the applicant. A form is not considered complete and will not be processed until all required items have been submitted. All information provided must be typed or printed in black ink.

1. Name:

_____ Last _____ First _____ Middle Name _____ Suffix _____

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

3. Daytime Phone Number:

(_____) _____
Area Code Phone Number

4. Email Address:

_____ (Ex: johndoe@aol.com) See instruction sheet for disclosure information

5. Mailing Address:

Number, Street Name, Suite Number/Apartment Number

City _____ State _____ Zip Code _____

6. I am a: Military Service Member Military Veteran (check the appropriate box)

7. License Type You Are Renewing:

(ex: Barber, Cosmetology, Electrician, Air Conditioning Technician, etc.)

8. Expired License Number:

9. License Expiration Date:

10. Date You Were Placed On Active Duty:

Please attach a copy of the appropriate documentation showing proof of active military status (active duty orders).

11. Date You Were Released From Active Duty:

Please attach a copy of the Certificate of Release or Discharge from Active Duty (DD-214).

12. Since your most recent license was issued, have you been convicted of, or placed on deferred adjudication for, any felony or misdemeanor, other than a minor traffic violation?

No Yes (If YES, complete and attach a Criminal History Questionnaire for each offense.)

[See instruction sheet for more information](#)

ALL RENEWAL REQUIREMENTS MUST BE MET PRIOR TO ISSUANCE OF A RENEWAL LICENSE (THIS INCLUDES CONTINUING EDUCATION)

13. Applicant Statement:

I certify that I have read and will comply with all applicable provisions of Texas Occupations Code, Chapters 51 and 55 and the rules under 16 Texas Administrative Code, Chapter 60. I further certify all information submitted on this form and any attachments to be true and accurate. I understand that providing false information on this application or any attachments may result in imposition of administrative penalties and/or sanctions, including denial or revocation of the license or registration.

_____ Date Signed

_____ Signature of Applicant