



# TEXAS DEPARTMENT OF LICENSING & REGULATION

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

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

## REQUEST TO EXECUTIVE DIRECTOR FOR EXPIRED LICENSE RENEWAL INSTRUCTIONS

YOUR LICENSE MUST BE EXPIRED FOR AT LEAST 18 MONTHS BUT LESS THAN THREE YEARS TO MAKE THIS REQUEST.

YOU MAY SUBMIT THIS FORM OR A WRITTEN REQUEST WITH YOUR LATE RENEWAL FEE AND ALL ADDITIONAL RENEWAL REQUIREMENTS. YOU SHOULD REFER TO THE WEBSITE FOR PROGRAM RULES AND/OR EXACT FEE AMOUNTS.

LICENSES EXPIRED LESS THAN 18 MONTHS SHOULD FOLLOW THE RENEWAL PROCESS. LICENSES EXPIRED MORE THAN THREE YEARS CANNOT BE RENEWED AND YOU MUST APPLY FOR A NEW LICENSE.

1. LICENSEE NAME – Write your full 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.) or write the COMPANY NAME. This should be exactly as it appears on your expired license. If a name change has occurred, supporting documentation is required. (ex: Social Security Card, Driver License, Marriage License reflecting the name change)
2. SOCIAL SECURITY NUMBER or FEDERAL TAX ID 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.texasattorneygeneral.gov/child-support](http://www.texasattorneygeneral.gov/child-support) or call (512) 460-6000 or (800) 252-8014
3. LICENSE TYPE (Example: Journeyman Electrician, Air Conditioning contractor, Manicurist, Tow Operator, etc.)
4. EXPIRED LICENSE NUMBER The license number issued to you by TDLR when you originally submitted your application and the date the license expired.
5. LICENSE EXPIRATION DATE The date the license was no longer valid.
6. 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.
7. 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.
8. 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.
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 for each offense. This form can be obtained from the TDLR website at [www.tdlr.texas.gov](http://www.tdlr.texas.gov)**
10. REASON YOU DID NOT RENEW YOUR LICENSE BEFORE EXPIRATION Choose the reason why you did not renew your license before it expired. You may use the back of the page or an additional page if necessary.
11. 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.

### 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 you 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](http://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).

