



TEXAS DEPARTMENT OF LICENSING & REGULATION

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

www.tdlr.texas.gov

MOLD ASSESSMENT COMPANY LICENSE RENEWAL APPLICATION INSTRUCTIONS

Applicants must complete and sign this application and return it with the required non-refundable application fee. Applications are not complete and will not be processed until you submit all required items. All information provided must be typed or printed in black ink.

DOCUMENTS SUBMITTED WITH YOUR APPLICATION WILL NOT BE RETURNED. SUBMIT ONLY COPIES OF ORIGINAL DOCUMENTS YOU WILL NEED IN THE FUTURE (DIPLOMAS, TRAINING CERTIFICATES, ETC). KEEP A COPY OF YOUR COMPLETED APPLICATION, ALL ATTACHMENTS, AND YOUR CHECK OR MONEY ORDER. DO NOT SEND CASH.

1. **LEGAL BUSINESS NAME** – Full legal name of business. If doing business under another name, please explain on a separate sheet of paper.
2. **DOING BUSINESS AS (DBA) NAME** – Write the full DBA name for your business.
What is a “Doing Business As” Name? A fictitious name (or assumed name, trade name or DBA name) is a business name that is different from your personal name, the names of your partners or the officially registered name of your LLC or corporation.
It’s important to note that when you form a business, the legal name of the business defaults to the name of the person or entity that owns the business, unless you choose to rename it and register it as a DBA name.
For example, consider this scenario: John Smith sets up a painting business. Rather than operate under his own name, John instead chooses to name his business: “John Smith Painting”. This name is considered an assumed name and John will need to register it with the appropriate local government agency.
Do I need a DBA name? A DBA is needed in the following scenarios:
 - **Sole Proprietors or Partnerships** – If you wish to start a business under anything other than your real name, you’ll need to register a DBA so that you can do business as another name.
 - **Existing Corporations or LLCs** – If your business is already set up and you want to do business under a name other than your existing corporation or LLC name, you will need to register a DBA.
3. **BUSINESS PHONE NUMBER** – Write the telephone number, including the area code, of the business listed.
4. **BUSINESS FAX NUMBER** – Write a fax number, including the area code, where we can send you faxes.
5. **BUSINESS EMAIL ADDRESS** – Write your business email address.
6. **BUSINESS 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. **BUSINESS PHYSICAL ADDRESS** – Write the physical address of your facility. A post office box cannot be used for this address. Once your license has been issued, you can only change the business’s physical address by applying for a new license.
8. **TEXAS PHYSICAL ADDRESS** – A person licensed under this chapter must maintain an office in Texas. An individual employed by a person licensed under this chapter is considered to maintain an office in Texas through that employer. Write the Texas physical address of your business.
9. **RESPONSIBLE PERSON INFORMATION** – List the name and license number for the licensed mold assessment consultant who is responsible for the mold assessment company’s operations and compliance with rules concerning mold-related activities. Applicants must designate at least one licensed mold assessment consultant to be the responsible person for the company.

10. OWNERSHIP CHANGE – If ownership has changed since last application, an initial application is required.
11. REQUIREMENTS – The following are required to renew a mold assessment company license in accordance with TDLR rules.
 - A. Completed application.
 - B. License fee.
 - C. Compliance with the insurance requirement specified in §78.40.
 - D. Must have at least one licensed mold assessment consultant to act as the company's responsible person.
12. STATEMENT OF APPLICANT - Carefully read the statement before dating and signing your application. The law and rules you must comply with are on the department's mold program 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 you check or money order. Do not send cash.

For additional information and questions, please visit the Texas Department of Licensing & Regulation website at <https://www.tdlr.texas.gov> or reach Customer Service via webform where you can submit your request for assistance and include attachments as needed at <https://www.tdlr.texas.gov/help>. Customer Service can also be reached at (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).

