



## POLYGRAPH EXAMINER INTERN/TRAINEE LICENSE APPLICATION INSTRUCTIONS

The application must be completed and signed by the applicant. An application 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**. Attachments must be submitted on separate pieces of single-sided, 8½" x 11" paper. Use a paperclip to fasten all pages together, with the check or money order on top. **Do not use staples.**

**DOCUMENTS SUBMITTED WITH YOUR APPLICATION WILL NOT BE RETURNED. KEEP A COPY OF YOUR COMPLETED APPLICATION, ALL ATTACHMENTS, AND YOUR CHECK OR MONEY ORDER.**

1. **NAME** – Write your 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.)
2. **DATE OF BIRTH** – Write 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 at:  
[www.oag.state.tx.us/child/index](http://www.oag.state.tx.us/child/index) or call (512) 460-6000 or (800) 252-8014.
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.
6. **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.
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. **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/MISC/lic002.pdf](http://www.tdlr.texas.gov/MISC/lic002.pdf)  
  
If you are worried your criminal history could prevent you from getting this license, Texas allows you to have your criminal history evaluated before submitting your application and non-refundable fees. To request a criminal history evaluation, submit a Criminal History Evaluation Letter, a completed Criminal History Questionnaire form for each crime you were convicted of, or placed on deferred adjudication for, and a \$25 fee. You can find more information on the process and download the necessary forms on the TDLR website at [www.tdlr.texas.gov/crimHistoryEval.htm](http://www.tdlr.texas.gov/crimHistoryEval.htm)
9. **DISCIPLINARY ACTION HISTORY** – Indicate if you have ever had an occupational license, certification, or registration suspended, revoked, or denied in any state. If you have, complete and attach a Disciplinary Action Questionnaire for each disciplinary action. This form can be obtained from the TDLR website at [www.tdlr.texas.gov/misc/Disciplinary Action Questionnaire.pdf](http://www.tdlr.texas.gov/misc/Disciplinary%20Action%20Questionnaire.pdf)
10. **ADJUDGED INCAPACITATED** - Check YES or NO if a court of law has ever determined that because of a physical or mental condition, you were not capable of providing food, clothing, or shelter for yourself, to care for your own physical health, or manage your own financial affairs.
11. **POLYGRAPH EDUCATION AND INTERNSHIP REQUIREMENTS** - The internship requirements are that you must:
  - complete an acceptable polygraph examiner course of study taught by a school recognized by the department; and
  - satisfactorily complete at least six months of a polygraph examiner internship.
12. **STATEMENT OF APPLICANT** - Carefully read the statement of applicant before dating and signing your application.
13. **STATEMENT OF SPONSOR** - Your sponsor must sign and date your application in addition to providing his or her Texas polygraph examiner license number.

*Note: At the completion of the polygraph examiner internship, the sponsor must within ten days submit notice of the successful completion of internship to the Department.*

### **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 (TDLR form MIL001)** and attach it with your license application. The form is located on the TDLR website at: <http://www.tdlr.texas.gov/misc/militarysupplemental.pdf>.

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 at: <http://www.tdlr.texas.gov/military.htm>.

State law prohibits renewing a license more than once after a licensee has defaulted on a student loan guaranteed by the **Texas Guaranteed Student Loan Corporation (TGSLC)** unless the licensee has entered into a repayment agreement with TGSLC. **YOU SHOULD CONTACT TGSLC BEFORE FILING THIS APPLICATION** if you have defaulted on a student loan. An application or renewal may be rejected if this agency has received information from TGSLC that the applicant has defaulted on a student loan. The Texas Guaranteed Student Loan Corporation can be contacted at: **Texas Guaranteed ATTN: Collections, PO Box 83100, Round Rock, TX 78683-3100, Telephone: (800) 222-6297, <http://www.tgslc.org> or email: [cust.assist@tgslc.org](mailto:cust.assist@tgslc.org).**



TEXAS DEPARTMENT OF LICENSING AND REGULATION  
 PO Box 12157 • Austin, Texas 78711-2157  
 (800) 803-9202 • (512) 463-6599 • FAX (512) 475-2871  
 www.tdlr.texas.gov • cs.polygraph.examiners@tdlr.texas.gov

**POLYGRAPH EXAMINER INTERN/TRAINEE LICENSE APPLICATION**

**DO NOT WRITE ABOVE THIS LINE**

**YOU MUST MEET ALL REQUIREMENTS WITHIN 12 MONTHS OF THE FILING DATE, OR THE APPLICATION WILL BE TERMINATED.  
 APPLICATION FEE: \$50 (FEE IS NON-REFUNDABLE)**

**1. Name:**  
 \_\_\_\_\_  
 Last First Middle Name Suffix (JR, SR, III)

**2. Date of Birth:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Month Day Year

**3. Gender:**  Male  Female

**4. Social Security Number:**  
 (See instruction sheet for disclosure information) \_\_\_\_\_

**5. Mailing Address:** (Used to receive mail from TDLR) (A PO box is allowed for this address)

Number, Street Name, Suite Number/Apartment Number

City State Zip Code

**6. Phone Number:** \_\_\_\_\_  
 (Area Code) Phone Number

**7. Email Address:** \_\_\_\_\_  
 (Ex: johndoe@aol.com) See instruction sheet for disclosure information

**8. 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

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

**10. Have you ever been adjudged incapacitated as provided in the Probate Code?**  Yes  No

**11. POLYGRAPH EDUCATION AND INTERNSHIP REQUIREMENT**

**The internship requirements are that you must:**

- complete an acceptable polygraph examiner course of study taught by a school recognized by the department and
- satisfactorily complete six months of a polygraph examiner internship.

**12. STATEMENT OF APPLICANT**

I certify that I will comply with all applicable provisions of the Polygraph Examiner's Act; Texas Occupation Code, Chapter 1703 ;Tex. Admin. Code, Chapter 60; and the Polygraph Examiner Administrative Rules, Tex. Admin. Code, Chapter 391, 393, 395, 397, and 401. 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.

\_\_\_\_\_ Date Signed \_\_\_\_\_ Signature of Applicant

**13. STATEMENT OF SPONSOR**

I certify that I will directly supervise the Polygraph Examiner Intern named above as provided in the Texas Polygraph Examiners Act and Administrative Rules. At the completion of the polygraph examiner internship, I will submit written notice of the successful completion of internship to the Department.

\_\_\_\_\_ Date Signed \_\_\_\_\_ License # \_\_\_\_\_ Signature of Sponsor  
 \_\_\_\_\_  
 Print Sponsor Name