



TEXAS DEPARTMENT OF LICENSING AND REGULATION
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PTC NOTICE OF CHANGE AND DUPLICATE LICENSE REQUEST INSTRUCTIONS

1. NAME – Write your name as it appears on your PTC license.
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. PTC LICENSE NUMBER– Write your complete license number as it appears on your PTC license.
5. NOTIFICATION OF CHANGE ONLY - Check the boxes that show the changes you wish to make to your Information on file with TDLR.
6. DUPLICATE LICENSE REQUEST - Check this box if you want a duplicate of your license and include the \$25 fee.
7. CHANGE MY NAME - Write your new legal name in the spaces provided. You must submit a copy of the legal document approving or indicating your name change. If you want an updated license that shows your new name, you must include the \$25 duplicate/updated license fee.
8. 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.
9. CHANGE MY PHONE NUMBER - Write your new phone number, including the area code.
10. CHANGE MY EMAIL ADDRESS – Write your new 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.
11. CHANGE MY EMPLOYER NAME & ADDRESS - Write your employer's business name, address and phone number.
12. CHANGE MY TEXAS RESIDENT AGENT - Write your Texas Resident Agent's address, phone number, and email address in the spaces provided.
13. DATE AND SIGNATURE - Date and sign your request form. Changes to your record cannot be made if your request is not signed.

