



TEXAS DEPARTMENT OF LICENSING & REGULATION

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

www.tdlr.texas.gov

SPEECH-LANGUAGE PATHOLOGY AND AUDIOLOGY NOTICE OF CHANGE AND DUPLICATE LICENSE REQUEST INSTRUCTIONS

All information provided must be typed or printed in black ink.

1. LICENSEE'S NAME – Write your legal name as it appears on your current license in the spaces provided. (Last Name, First Name, Middle Name, Suffix) Examples of a suffix include Jr., Sr., and II. (Mr. is not a suffix.)
2. SOCIAL SECURITY NUMBER – 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. DATE OF BIRTH – Write your birthdate.
4. LICENSE NUMBER – Write your complete license number as it appears on your license.
5. DUPLICATE LICENSE REQUEST – Check the appropriate box if you want a duplicate of your license and include the \$25 fee.
6. WHAT NEEDS TO BE CHANGED – Check the appropriate boxes if you want to make changes to your name or contact information, such as your telephone number, mailing address, or email address.
7. NOTIFICATION: 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 (ex; Driver's License, Birth Certificate or Marriage Certificate). If you want an updated copy of your license that shows your new name, you must submit the \$25 duplicate license fee with this request.
8. NOTIFICATION: 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 PO Box.
9. NOTIFICATION: CHANGE MY PHONE NUMBER – Write your new phone number, including the area code.
10. NOTIFICATION: 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. LICENSEE STATEMENT – Date and sign your request form. Changes to your record cannot be made if your request is not signed.

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 <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).



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DO NOT WRITE ABOVE THIS LINE

DUPLICATE LICENSE FEE: \$25 (FEE IS NON-REFUNDABLE)

PAYMENTS MUST BE IN THE FORM OF A CASHIER'S CHECK OR MONEY ORDER PAYABLE TO TDLR.

1. Name:

Last Name

First Name

Middle Name

Suffix

2. Social Security Number:

3. Date of Birth:

4. License Number:

(See instruction sheet for disclosure information)

Month Day Year

5. Duplicate License Request (place a check in the license requested) (**\$25 Fee Required**)

- Speech-Language Pathology (SLP)
 Assistant (SLP)
 Intern (SLP)
 Temporary (SLP)
 Audiology
 Assistant (Audiology)
 Intern (Audiology)
 Temporary (Audiology)

NOTIFICATION OF CHANGE

6. Specify what needs to be changed:

- Name change Phone number change
 Mailing address change Email address change

7. Change my name: (see instructions)

Last Name

First Name

Middle Name

Suffix

8. Change my mailing address:

(P.O. Box, Number, Street Name/Apartment Number)

City State Zip Code

9. Change my phone number:

10. Change my email address:

Area Code Phone Number

Ex: johnndoe@gmail.com See instruction sheet for disclosure information

11. Date and Signature:

I certify that I have read and will comply with all applicable provisions of the Speech-Language Pathology and Audiology Act; Texas Occupation Code, Chapter 401 and Chapter 51; and the Speech-Language Pathology and Audiology Administrative Rules; Texas Administrative Code, Chapter 111. I understand that providing false information on this form may result in denial of this form and/or the imposition of administrative penalties.

Signature of Licensee

Date Signed