



TEXAS DEPARTMENT OF LICENSING & REGULATION

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

www.tdlr.texas.gov

PROPERTY TAX PROFESSIONALS REGISTRATION 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. Attachments must be submitted on separate pieces of single-sided, 8½" x 11" paper.

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. **FIELD** - Check one box to indicate the registration type for which you are applying. If you are applying for more than one field, you must submit an application for each field.
 - The following persons must register with the Department:
 - ◆ the chief appraiser of an appraisal district, an appraisal supervisor or assistant, a property tax appraiser, an appraisal engineer, and any other person authorized to render judgment on, recommend, or certify an appraised value to the appraisal review board of an appraisal district;
 - ◆ a person who engages in appraisal of property for ad valorem tax purposes for an appraisal district or a taxing unit;
 - ◆ an assessor-collector, other than a county assessor-collector
 - ◆ a collector, or another person designated by a governing body as the chief administrator of the taxing unit's assessment functions, collection functions, or both; and
 - ◆ a person who performs assessment or collection function for a taxing unit and is required to register by the chief administrator of the unit's tax office.
2. **ARE YOU EMPLOYED BY THE ELECTED COUNTY ASSESSOR-COLLECTOR** - Check YES or NO to indicate if you are employed by the elected county assessor-collector. If YES, registration is not required and your applications will be returned to you.
3. **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.)
4. **DATE OF BIRTH** - Write your birthdate. You must be at least 18 years of age.
5. **GENDER** - Select whether you are male or female.
6. **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.texasattorneygeneral.gov/child-support or call (512) 460-6000 or (800) 252-8014
7. **MAILING ADDRESS** - Write your current mailing address. This is the address where we will send you mail. A post office box can be used as a mailing address. You can add the zip plus-4 to help the postal service deliver mail more efficiently and accurately.
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. **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.
10. **CRIMINAL HISTORY** - Indicate if you have ever been convicted of, 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

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
11. **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/DisciplinaryActionQuestionnaire.pdf
12. **ARE YOU A RESIDENT OF TEXAS** - Check YES or NO to indicate if you reside in Texas.

13. **DID YOU GRADUATE HIGH SCHOOL OR EARN A G.E.D.** - Check YES or NO to indicate if you graduated from an accredited high school or earned a high school graduation equivalency.
14. **DO YOU HOLD A CURRENT TALCB LICENSE OR CERTIFICATION** - Check YES or NO to indicate if you hold an active and current appraiser license or certification issued by the Texas Appraiser Licensing and Certification Board. If YES, you must provide the license number in the space provided and attach a copy of your license with your application.
15. **CURRENT EMPLOYMENT** - Write the name and address of your current employer.
16. **STATEMENT OF APPLICANT** - Carefully read the statement and code of ethics before you sign and date your application.
17. **EMPLOYER'S STATEMENT** - This section must be completed and signed by your employer.

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

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 your check or money order. Do not send cash.

For additional information and questions, please visit the [TDLR website](#). You can request assistance or submit required attachments via [TDLR webform](#) or fax (512) 475-2871. You may contact Customer Service Representatives by calling (800) 803-9202 (in state only) or (512) 463-6599; Relay Texas -TDD (800) 735-2989. Customer Service Representatives are available Monday through Friday (excluding holidays).

TDLR Public Information Act Policy:

This document is subject to the Texas Public Information Act. With certain exceptions, information in this document may be made available to the public. For more information, view the [TDLR Public Information Act Policy](#).



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MEET ALL REQUIREMENTS WITHIN TWELVE MONTHS OF THE FILING DATE, OR THE APPLICATION WILL BE TERMINATED.

APPLICATION FEE: \$100 (APPLICATION FEE IS NON-REFUNDABLE)

1. Field: (Check one) Appraising Assessing/Collecting Collecting (only)

2. Are you employed by the elected county assessor-collector? Yes No

IF YOU ARE AN ELECTED COUNTY ASSESSOR-COLLECTOR OR THEIR EMPLOYEE, REGISTRATION IS NO LONGER REQUIRED. YOUR APPLICATION WILL NOT BE ACCEPTED.

3. Name:

Last First Middle Name Suffix (JR, SR, III)

4. Date of Birth:

_____-_____-_____
Month Day Year

5. Gender:

Male Female

6. Social Security Number:

(See instruction sheet for disclosure information) _____

7. 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

8. Phone Number:

(_____) _____
Area Code Phone Number

9. Email Address:

(Ex: johndoe@aol.com) See instruction sheet for disclosure information

10. Have you ever been convicted of, 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. Yes No
See instruction sheet for more information

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

12. Are you a resident of Texas? Yes No 13. Did you graduate high school or earn a high school equivalency (G.E.D.)? Yes No

14. Do you hold a current and active appraiser license or certification issued by the Texas Appraiser Licensing And Certification Board (TALCB)? Yes No If YES, provide: (a) license number: _____

15. CURRENT EMPLOYMENT

Employer/Taxing Entity Name:

Employer Address:

Number, Street Name, Suite Number

City State Zip Code

16.

STATEMENT OF APPLICANT

I attest that the information in this application is accurate to the best of my knowledge. I agree to comply with all of the requirements of the Property Taxation Professional Certification Act. Further, I agree to comply with any and all rules and regulations promulgated by the Department of Licensing and Regulation as required by the Property Taxation Professional Certification Act. I pledge to subscribe and promote the following Code of Ethics:

- 1. I will be guided by the principle that property taxation should be fair and uniform, and apply all laws, rules, methods, and procedures, in a uniform manner, to all taxpayers;
2. I will not accept or solicit any gift, favor, or service that might reasonably tend to influence me in the discharge of official duties, with the following exceptions:
a) the benefit is used solely to defray the expenses that accrue in the performance of duties or activities in connection with the office which are non-reimbursable by the state or political subdivision;
b) a political contribution as defined by Title 15 of the Election Code; or
c) an item with a value of less than \$50, excluding cash or a negotiable instrument;
3. I will not use information received in connection with the duties of an appraiser, assessor, or collector for my own purposes, unless such information can be known by ordinary means to any ordinary citizen;
4. I will not engage in an official act that is dishonest, misleading, fraudulent, deceptive, or in violation of law;
5. I will not conduct my professional duties in a manner that could reasonably be expected to create the appearance of impropriety;
6. I will not accept an appraisal, assessment, or collection related assignment that can reasonably be construed as being in conflict with my responsibility to my jurisdiction, employer, or client, or in which I have an unrevealed personal interest or bias; and
7. I will not accept an assignment or responsibility in which I have a personal interest without full disclosure of that interest.

Date Signed

Signature of Applicant

17.

EMPLOYER'S STATEMENT

THIS SECTION MUST BE COMPLETED BY YOUR EMPLOYER

The applicant, _____, is employed by _____ and is actively engaged in: (check one) [] Appraising [] Assessing/Collecting [] Collecting (only)

Employer Taxing Entity ID Number: (Issued by TDLR) _____

Employer Address: (Used to receive mail from TDLR) (A PO box is allowed for this address)

Number, Street Name, Suite Number

City State Zip Code

Employer Phone Number: _____ Employer Email Address: _____ (Area Code Phone Number) (Ex: johndoe@aol.com) See instruction sheet for disclosure information

Employer Title: _____ Employer Name: _____ Print Name
Employer Signature Date Signed

DO NOT SUBMIT APPLICATION BEFORE CHECKING THE FOLLOWING

- [] Is your application signed?
[] Is your application filled out completely?
[] Is the Employer's Statement section complete and signed by your employer?
[] Have you attached completion certificates for each core education course taken within the last five years, for which you are requesting credit?
[] Have you attached the \$100.00 check or money order payable to the Texas Department of Licensing and Regulation? If you are registering in more than one field, the application fee is \$100.00 per field.