



# TEXAS DEPARTMENT OF LICENSING & REGULATION

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

[www.tdlr.texas.gov](http://www.tdlr.texas.gov)

## PROPERTY TAX PROFESSIONALS BREAK IN SERVICE CREDIT 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.**

The break in service credit allows a property tax professional registrant to extend his or her five year certification date to include the time the registrant was not employed as a property tax professional. However, if the time unemployed as a property tax professional is greater than five years, you are not eligible for a break in service credit.

1. NAME - Write your name as it appears on your registration certificate.
2. REGISTRATION NUMBER - Write your PTP registration number and check your registration type.
3. 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, you are no longer required to register, and your application will be returned to you.
4. 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.
5. PHONE NUMBER - Write a telephone number, including the area code, where we can reach you during the day.
6. 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.
7. BREAK IN SERVICE DATES - Write the beginning and ending dates you were not employed as a registered property tax professional. Additionally, write the county that employed you before your break in service and the county that employs you now.
8. STATEMENT OF APPLICANT - Carefully read the statement of applicant before you date and sign your application.

### **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 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 needed at <https://www.tdlr.texas.gov/help> or (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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MEET ALL REQUIREMENTS WITHIN 12 MONTHS OF THE FILING DATE, OR THE APPLICATION WILL BE TERMINATED.

**APPLICATION FEE: \$75 (FEE IS NON REFUNDABLE)**

### 1. Name:

\_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ Middle Initial \_\_\_\_\_ Suffix (JR, SR, III)

### 2. Registration Number: \_\_\_\_\_ Appraising Assessing/Collecting Collecting (only)

### 3. 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.

### 4. 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 \_\_\_\_\_

### 5. Phone Number:

(\_\_\_\_\_) \_\_\_\_\_  
Area Code Phone Number

### 6. Email Address:

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

### 7. Break in Service Dates:

I was not employed in the type of employment that I am registered as a property tax professional from \_\_\_\_\_ to \_\_\_\_\_. Prior to my break in service, I was employed by \_\_\_\_\_ County. I am currently employed by \_\_\_\_\_ County.

(If the time you were not employed as a property tax professional exceeds five years, you are not eligible for the break in service credit. You must submit a new application and proof of current course requirements.)

The Department may request further documentation from you to approve the break in service credit.

### 8. 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:

- 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;
- 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:
- 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;
- I will not engage in an official act that is dishonest, misleading, fraudulent, deceptive, or in violation of law.
- I will not conduct my professional duties in a manner that could reasonably be expected to create the appearance of impropriety;
- 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
- 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