

**TEMPORARY COMMON WORKER EMPLOYERS  
LICENSE APPLICATION CHECKLIST**

**To receive a license to operate as a Temporary Common Worker Employer in the State of Texas, the following must be submitted as required by the Temporary Common Worker Employers Act, Title 2, Texas Labor Code, Subtitle E, Chapter 92. AN APPLICATION IS NOT CONSIDERED COMPLETE UNTIL ALL ITEMS HAVE BEEN SUBMITTED AS REQUIRED.**

- TEMPORARY COMMON WORKER EMPLOYERS LICENSE APPLICATION**  
The owner must sign the application form. If the labor hall or place of business is a corporation, the principal stockholder or president of the corporation and all corporate officers must sign the application. If the labor hall or place of business is a partnership or association, all owners must sign the application. This form may be duplicated as necessary to accommodate all required signatures.
- CERTIFICATE OF INSURANCE**  
A certificate of insurance showing coverage as required must be submitted with the application. The coverage must be at least \$100,000/\$300,000 which insures the license holder against liability for damage to persons or property arising out of the license holder's operation, or ownership of any motor vehicle for the transportation of individuals in connection with their business, activities, or operations as a temporary common worker employer.
- CERTIFICATE OF ACCOUNT STATUS**  
If the Temporary Common Worker Employer is a corporation, a certification that the corporation is in good standing with the Texas Comptroller of Public Accounts must be submitted with the application. To obtain a certificate of account status, call the Comptroller's office at (800)252-1381 or (512)463-4600 or access their internet website at <http://open.cpa.state.tx.us>.
- LICENSE FEE - \$30**

**PLEASE SEND ONE CHECK OR MONEY ORDER FOR THE TOTAL AMOUNT DUE, PAYABLE TO THE TEXAS DEPARTMENT OF LICENSING AND REGULATION. FEES AND DOCUMENTS SHOULD BE MAILED TO:**

**TDLR  
PO BOX 12157  
AUSTIN, TEXAS 78711**