



TEXAS DEPARTMENT OF LICENSING AND REGULATION
Staff Leasing Services License Application Checklist

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To become, or continue to be, licensed as a **Staff Leasing Service** entity in the state of Texas, you must submit the following items. **AN APPLICATION IS NOT CONSIDERED COMPLETE UNTIL ALL ITEMS HAVE BEEN SUBMITTED AS REQUIRED.**

STAFF LEASING SERVICES LICENSE APPLICATION

This form is used for a new or renewal application. The owner must sign the application form. If a corporation owns the company, the President and Secretary must sign the application.

STAFF LEASING SERVICES LICENSE APPLICATION ATTACHMENT: PERSONAL INFORMATION FORM

This form must be completed by each controlling person.

As defined in the Staff Leasing Services Act, Section 91.001(7), a Controlling Person means an individual who:

- (A) possesses direct or indirect control of 25 percent or more of the voting stock securities of a corporation that offers or proposes to offer staff leasing services;
- (B) possesses the authority to set policy and direct management of a company that offers or proposes to offer staff leasing services;
- (C) is employed, appointed or authorized by a company that offers or proposes to offer staff leasing services to enter into a contract with a client company on behalf of the company; or
- (D) a person who is an officer or director of a corporation or a general partner of a partnership that offers or proposes to offer staff leasing services.

FINGERPRINT CARDS (Not required for a Limited License application)

Each controlling person of an entity applying for a new license, or any added controlling person of an entity applying for a renewal license is required to submit two fingerprint cards (one Federal Bureau of Investigation card and one Texas Department of Public Safety card). Fingerprints should be taken by a law enforcement official. Fingerprint cards that are not completely filled out and/or not classifiable will be returned.

NOTE: THREE SETS OF FINGERPRINT CARDS ARE INCLUDED IN A NEW APPLICATION PACKET. IF ADDITIONAL SETS OF FINGERPRINT CARDS ARE NEEDED, PLEASE CALL TO OBTAIN MORE.

DOCUMENTATION OF NET WORTH

A document submitted to establish net worth must be prepared or certified by an independent certified public accountant and must show the net worth on a date not earlier than nine months before the date on which this application is submitted.

RECOGNITION DOCUMENT FROM THE TEXAS SECRETARY OF STATE

An application for a new license must include a copy of a document from the Texas Secretary of State that recognizes the business entity. This document must be issued in exactly the same business name as the applicant for this license and can be in the form of a Certificate of Authority or Certificate of Incorporation.

Information concerning registration with the Texas Secretary of State may be obtained over the phone by calling (512)463-5555 or on the internet at <http://www.sos.state.tx.us>

STAFF LEASING SERVICE LICENSE APPLICATION ATTACHMENT: CORPORATE INFORMATION FORM

This form must be completed for each controlling corporation.

STAFF LEASING SERVICE LICENSE APPLICATION ATTACHMENT: LIMITED LICENSE APPLICATION

This form must be completed if applying for, or renewing a limited license.

As defined in the Staff Leasing Services Act, Section 91.019, a staff leasing services company is considered to be offering limited staff leasing services if the staff leasing services company:

- (1) employs fewer than 50 assigned employees in this state at any one time;
- (2) does not provide assigned employees to a client company based or domiciled in this state; and
- (3) does not maintain an office in this state or solicit client companies located or domiciled in this state.

FEES

Application - \$300

License

- \$2,000 for 0 - 249 assigned employees
- \$3,000 for 250 - 750 assigned employees
- \$4,000 for more than 750 assigned employees
- \$750 for Limited License

Background Check

- \$150 for the business applying for this license
- \$150 for each controlling corporation (corporate owner)
- \$150 for each controlling person

\$25 - Duplicate License

Explanation of fees:

Application Fee - this fee should always accompany a new or renewal application.

License Fee - the appropriate fee should always accompany a new or renewal application.

Background Check Fee - this fee should accompany a new or renewal application and should be paid for any controlling person, controlling corporation, or staff leasing entity that has not previously had a background check performed by the Texas Department of Licensing and Regulation for the purpose of Staff Leasing Services.

Duplicate License - this fee should accompany a request for a duplicate license or any change to an existing license.