



# TEXAS DEPARTMENT OF LICENSING & REGULATION

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

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

## VOLUNTEER LICENSE SURRENDER INSTRUCTIONS

1. **LICENSE HOLDER INFORMATION** - Provide your full legal name, TDLR license number, license type, business name, mailing address, phone number, and email address.
2. **VOLUNTARY SURRENDER STATEMENT** - By volunteering to surrender your license issued by TDLR, you understand and acknowledge the following:
  - **Voluntary Nature**  
This surrender is made voluntarily and without coercion.
  - **Effect of Surrender**  
Upon acceptance by TDLR, the license will be canceled and no longer valid. I will no longer be authorized to engage in any activity that requires the license.
  - **No Refund of Fees**  
Surrender of my license does not entitle me to a refund of any fees previously paid.
  - **Future Licensure**  
Surrendering my license does not guarantee eligibility for future licensure. If I wish to regain licensure, I must reapply and meet current licensure requirements, which may include the need to retake licensing examinations. Any future application will be evaluated under the statutes and rules in effect at the time of application.
  - **Investigations and Enforcement**  
Voluntary surrender of my license:
    - Does not prevent TDLR from initiating or completing an investigation or enforcement action related to conduct that occurred while the license was active; and
    - Does not relieve me of liability for any administrative penalty, sanction, or other obligation authorized by law.
  - **Outstanding Obligations**  
I remain responsible for compliance with any statutory or rule-based obligations that arose before the effective date of surrender.
3. **DECLARATION** - By signing and dating this form, you declare under penalty or perjury that the foregoing is true and correct.

### **SEND YOUR COMPLETED REQUEST 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 and all attachments.

For additional information and questions, visit the [TDLR website](#) or reach Customer Service via [TDLR webform](#). The webform will allow you to submit your request for assistance and include attachments needed. Customer Service Representatives are available Monday through Friday (excluding holidays) at (800) 803-9202 (in state only), (512) 463-6599, or Relay Texas-TDD: (800) 735-2989.

### **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](#).



# TEXAS DEPARTMENT OF LICENSING & REGULATION

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

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

## VOLUNTARY LICENSE SURRENDER

### License Holder Information

Full Legal Name:

License Number:

License Type:

Business Name (if applicable):

Mailing Address:

City / State / ZIP+ 4:

Phone Number:

Email Address:

## VOLUNTARY SURRENDER STATEMENT

I voluntarily request to surrender the license identified above, which was issued by the Texas Department of Licensing and Regulation (TDLR).

I understand and acknowledge the following:

**1. Voluntary Nature**

This surrender is made voluntarily and without coercion.

**2. Effect of Surrender**

Upon acceptance by TDLR, the license will be canceled and no longer valid. I will no longer be authorized to engage in any activity that requires the license.

**3. No Refund of Fees**

Surrender of my license does not entitle me to a refund of any fees previously paid.

**4. Future Licensure**

Surrendering my license does not guarantee eligibility for future licensure. If I wish to regain licensure, I must reapply and meet current licensure requirements, which may include the need to retake licensing examinations. Any future application will be evaluated under the statutes and rules in effect at the time of application.

**5. Investigations and Enforcement**

Voluntary surrender of my license:

- o Does not prevent TDLR from initiating or completing an investigation or enforcement action related to conduct that occurred while the license was active; and
- o Does not relieve me of liability for any administrative penalty, sanction, or other obligation authorized by law.

**6. Outstanding Obligations**

I remain responsible for compliance with any statutory or rule-based obligations that arose before the effective date of surrender.

**DECLARATION**

My name is .

My date of birth is .

My address is .

I declare under penalty of perjury that the foregoing is true and correct.

Executed in the State of , on the day

of , in the year .  
Month Year

**Signature:**

**Printed Name:**