



TEXAS DEPARTMENT OF LICENSING & REGULATION

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

www.tdlr.texas.gov

CODE ENFORCEMENT OFFICER IN TRAINING UPGRADE REGISTRATION INSTRUCTIONS

1. **NAME** – Provide your legal name in the spaces provided. (Last Name, First Name, Middle Name, Suffix) Examples of a suffix include Jr., Sr., and II. (Mr. is not a suffix.)
2. **DATE OF BIRTH** – Provide your birthdate.
3. **SOCIAL SECURITY NUMBER** – Social Security Number disclosure is required by Section 231.302(c)(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](#).
4. **CODE ENFORCEMENT OFFICER IN TRAINING NUMBER** – Provide your CEO in Training registration number.
5. **EMAIL ADDRESS** – Provide your email address only if you agree to the following statement. By providing my email address I authorize the Texas Department of Licensing and Regulation (TDLR) to send licensing communications and required notices to me by electronic mail. I understand that I may revoke this authorization in writing and that I must update my email address, or I will not receive these notices. I understand that the email address I have provided in this application will remain confidential except as permitted or required by law.
6. **PERSONAL PHONE NUMBER** – Provide 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.
7. **MAILING ADDRESS** – Provide your current residential mailing address. This is the address where we will send you mail. This address can be a post office box. Add the zip plus-4 to help the postal service deliver mail more efficiently and accurately.
8. **DISCIPLINARY ACTION HISTORY** – Indicate if you have ever had a professional license, certification, or registration suspended, canceled, revoked, or denied in any state. If you have, complete and attach a [Disciplinary Action Questionnaire \(PDF\)](#) for each disciplinary action.
9. **CRIMINAL HISTORY** Indicate if you have ever been convicted of or placed on deferred adjudication for any Misdemeanor or Felony, other than a minor traffic violation. If YES, complete and attach a [Criminal History Questionnaire \(PDF\)](#) for each offense.
10. **STATEMENT OF APPLICANT** - Carefully read the statement before signing and dating your application.

UPGRADING TO A REGISTERED CODE ENFORCEMENT OFFICER:

A registered code enforcement officer in training who has obtained one year of full-time experience in the field of code enforcement may file an application to upgrade a registration to that of code enforcement officer. Upon payment of the required fee and approval by the department, the applicant shall be granted registration as a code enforcement officer.

SEND YOUR COMPLETED APPLICATION AND REQUIRED DOCUMENTS TO:

TDLR
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, visit the [TDLR website](#) or reach Customer Service via [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](#).



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APPLICATION FEE: \$25.00 (FEE IS NON-REFUNDABLE)

This completed form must be accompanied by all required documents and the application fee.

1. Name:

Last

First

Middle

Suffix

2. Date of Birth:

MM/DD/YYYY

3. Social Security Number:

See Instruction Sheet for Disclosure Information

4. Code Enforcement Officer in Training #:

5. Email Address:

Ex: johndoe@gmail.com (See Instruction Sheet for Disclosure Information)

6. Personal Phone Number:

(Area Code) Phone Number

7. Mailing Address:

P.O. Box, Number, Street Name/Apartment Number

City

State

Zip Code + 4

8. Have you ever had a professional license, certification or registration suspended, canceled, revoked or denied in any state?

If YES, complete and submit a [Disciplinary Action Questionnaire \(PDF\)](#) with this application.
This does not include your driver's license

Yes No

9. Have you ever been convicted of, or placed on deferred adjudication for, any misdemeanor or felony, other than a minor traffic violation?

If YES, complete and submit a [Criminal History Questionnaire \(PDF\)](#) for each offense.
See instructions sheets for more information

Yes No

10. STATEMENT OF APPLICANT

I certify that I have read and will comply with all applicable provisions of the Code Enforcement Officers Act, Texas Occupations Code, Chapter 1952; Texas Occupations Code, Chapter 51; and 16 Texas Administrative Code, Chapter 62. I understand that providing false information on this application may result in denial of this application and/or revocation of the license I am requesting and the imposition of administrative penalties.

Signature of Applicant

Date