



TEXAS DEPARTMENT OF LICENSING & REGULATION

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

www.tdlr.texas.gov

ELECTRICAL, ELECTRICAL SIGN, OR RESIDENTIAL APPLIANCE INSTALLATION CONTRACTOR NOTICE OF CHANGE AND DUPLICATE LICENSE REQUEST INSTRUCTIONS

DOCUMENTS SUBMITTED WITH YOUR APPLICATION WILL NOT BE RETURNED. KEEP A COPY OF YOUR COMPLETED APPLICATION, ALL ATTACHMENTS, AND YOUR CASHIER'S CHECK OR MONEY ORDER.

The company owner must apply for a new license if the:

- company is sold or transferred to a new owner;
- the ownership type is changing (ex. Sole Proprietor to Limited Liability Company)

1. BUSINESS NAME - Provide your business name as it appears on your current license.
2. CONTRACTOR LICENSE NUMBER - Provide your complete license number as it appears on your license issued by TDLR.
3. CONTRACTOR LICENSE TYPE - Check the license type you want to update and/or request a duplicate license.
4. CHANGE MY BUSINESS NAME - If the business has been sold, the company owner must apply for a new license. Send an updated [Certificate of Insurance](#) matching the updated business name
 - if there is more than one business name, an assumed name certificate is required.
 - if the business is incorporated, contact the Texas Secretary of State's office for a certificate.
 - if the business is not incorporated, contact the local county clerk's office. List the full assumed names or DBA's for this business on the certificate of liability insurance form.
5. CHANGE MY MAILING ADDRESS - Provide your new mailing address in the spaces provided. This is the address where we will send you mail. This can be a post office box. Add the zip plus-4 to help the postal service deliver mail more efficiently and accurately. You can change your address [online](#).
6. CHANGE MY PHYSICAL ADDRESS - This is the physical location of your business. Do not use a post office box for this address. Add the zip plus-4 to help the postal service deliver mail more efficiently and accurately.
7. UPDATE MY PHONE NUMBER - Provide your new phone number, including the area code in the spaces provided. You can change your phone number [online](#).
8. UPDATE MY 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. You can change your email [online](#).
9. UPDATE MY ASSIGNED ELECTRICIAN - This section must be completed by your newly assigned electrician. As the business sponsor, if you do not own more than 50 percent of the contracting business, the following apply:
 - A licensed residential appliance installer can only be assigned to a single residential appliance installation contractor.
 - A licensed master sign electrician can only be assigned to a single electrical sign contractor
 - A licensed master electrician can only be assigned to either a single electrical contractor or a single electrical sign contractor
10. OWNER SIGNATURE - The owner must sign and date the request form. Changes to your business record cannot be made if the request form is not signed by the owner, officer or shareholder on record. Print your name and license number as it appears on your license issued by TDLR.



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The new company owner must apply for a new license if the:

- company is sold or transferred to a new owner;
- the ownership type is changing (ex. Sole Proprietor to Limited Liability Company, etc)

FEE: \$25 (FEE IS NON-REFUNDABLE)

I am requesting a duplicate license with no changes.

I am requesting a duplicate license with the changes below.

1. Business Name: (AS IT APPEARS ON YOUR LICENSE)

2. Contractor License Number:

3. Contractor License Type:

Electrical Contractor

Electrical Sign Contractor

Residential Appliance Installation Contractor

CHANGE MY BUSINESS NAME

An updated Certificate of Insurance is required

4. New Business Name:

(No more than 40 characters, including spaces)

CHANGE MY BUSINESS CONTACT INFORMATION

5. New Mailing Address: (PO box can be used for the address)

Street Number & Name Apt/Bldg/Ste #

City

State

Zip Code + 4

6. New Physical Address: (This address will be shown online)

Street Number & Name Apt/Bldg/Ste #

City

State

Zip Code

7. Update My Phone Number:

(Area Code) Phone Number

8. Update My Email Address:

Email address (ex: johndoe@gmail.com) (See Instruction sheet for disclosure information)

9. NEW ASSIGNED ELECTRICIAN

To be completed by the assigned electrician. See instruction sheet for qualified electricians.

New Assigned Electrician's Name:

Last

First

Middle

New Assigned Electrician's License #:

Do you own more than 50 percent of this electrical contractor business?

No

Yes

I agree to assign my license to this contractor and certify that I will comply with all applicable provisions of Texas Electrical Safety and Licensing Act; Texas Occupations Code, Chapter 1305 and Chapter 51; Texas Administrative Code, Chapter 60; and the Electricians Administrative Rules, Texas Administrative Code, Chapter 73. I understand that providing false information on this application may result in the revocation of my electrician license and this contractor license and the imposition of administrative penalties.

Print Name

Electrician Signature

Date

10. Owner Signature (Required):

Print Name

Owner Signature

Date