



TEXAS DEPARTMENT OF LICENSING & REGULATION

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

www.tdlr.texas.gov

SERVICE CONTRACT PROVIDER CONTROLLING PERSON – PERSONAL INFORMATION FORM

This form must be completed by each controlling person as defined in Occupations Code, Section 1304.0035

1. Name of registered or proposed service contract provider under which this personal information is required:

2. Controlling Person's Full Name:

Last

First

Middle

Suffix (Sr., Jr., III)

3. Other Name(s): (if applicable)

4. Date of Birth:

5. Gender:

Male

Female

MM/DD/YYYY

6. Social Security Number:

7. Title:

8. Percentage of Ownership:

See below for disclosure information

%

9. Phone Number:

10. Email Address:

(Area Code) Phone Number

(ex:johndoe@gmail.com) See below for disclosure information

11. Home Address: (A P.O. Box cannot be used for this address)

Number, Street Name, Suite/Apartment Number

City

State

Zip Code

12. ANSWER THE FOLLOWING QUESTIONS:

(If you have any doubt about the accuracy of an answer, the question should be answered "Yes" and an explanation provided)

- a) ☐ Yes ☐ No Has any business for which you are or were a controlling person filed a petition under any chapter of the U.S. Bankruptcy Code or been placed in receivership?
- b) ☐ Yes ☐ No Are you operating or acting as a controlling person for any other service contract provider, administrator, or seller?
- c) ☐ Yes ☐ No Have you or a service provider, administrator, or seller in which you are or were a controlling person ever been denied or refused a license or license renewal in any state?
- d) ☐ Yes ☐ No Have you or a service provider, administrator, or seller in which you are or were a controlling person ever been disciplined by a state regulatory body?
- e) ☐ Yes ☐ No Have you or a service contract provider, administrator or seller in which you are or were a controlling person ever been subject to a cease and desist letter or order, or enjoined, either temporarily or permanently, in any judicial, administrative, regulatory or disciplinary action?
- f) ☐ Yes ☐ No Have you or a service contract provider, administrator, or seller in which you are or were a controlling person ever had a license issued under Title 13 of the Texas Insurance Code revoked?
- g) ☐ Yes ☐ No Have you or a service contract provider, administrator, or seller in which you are or were a controlling person ever had a provider, administrator, or seller license or registration revoked in any state?
- h) ☐ Yes ☐ No Have you or a service contract provider, administrator, or seller in which you are or were a controlling person ever been convicted of, or placed on deferred adjudication for, any misdemeanor or felony, other than a minor traffic violation?

If you answered "Yes" to any of the above questions, attach copies of documentation and separate pages providing the necessary details including names, contact information, dates, locations, and dispositions.

13.

SIGNATURE

I certify that I will comply with all applicable provisions of Texas Occupations Code, Chapters 51, and 1304, and 16 Texas Administrative Code, Chapters 60 and 77. I certify all information submitted on this form and any attachments is true and accurate. I understand that providing false information on this application or any attachment may result in imposition of administrative penalties and/or sanctions, including revocation of the registration.

Applicant Signature

Date Signed

Printed Name

Title

* Social security number (SSN) disclosure is required by Section 231.302(1) of the Texas Family Code in order to obtain a license. Your SSN 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](#) or call (512) 460-6000 or (800) 252-8014

** By providing my email address I authorize 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.

For additional information and questions, please 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.

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