



TEXAS DEPARTMENT OF LICENSING & REGULATION

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

www.tdlr.texas.gov

CHANGE OF EMPLOYER NOTIFICATION FORM INSTRUCTIONS

1. REGISTRATION NUMBER - Provide your TDLR registration number as it appears on your certificate.
2. ARE YOU EMPLOYED BY THE ELECTED COUNTY ASSESSOR - Check YES or NO to indicate if you are employed by the elected county assessor-collector. If YES, you are no longer required to register.
3. NAME - Provide your name as it appears on your TDLR registration.
4. MAILING ADDRESS - Provide your mailing address in the space provided. 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.
5. PHONE NUMBER - Provide your phone number, including area code, where we can contact you during the day. This number can be a work number where we can leave a message.
6. EMAIL ADDRESS - Provide your email address so the department may email license information and required notices to you. Your email address is confidential pursuant to the Texas Public Information Act, and the department will not share it with the public.
7. NAME OF NEW EMPLOYER - Provide the name of your new employer as it appears on its TDLR registration.
8. NEW EMPLOYER TAXING ENTITY ID NUMBER - Provide your new employer's TDLR issued taxing entity ID number.
9. EMPLOYER'S STATEMENT - This section must be completed and signed by your new employer.

SEND YOUR COMPLETED APPLICATION 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, all attachments, and your check or money order. Do not send cash.

For additional information and questions, visit the [TDLR website](http://www.tdlr.texas.gov) 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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1. Registration Number:

2. Are you employed by the elected county assessor-collector? Yes No

IF YOU ARE AN ELECTED COUNTY ASSESSOR-COLLECTOR OR THEIR EMPLOYEE, REGISTRATION IS NO LONGER REQUIRED.

3. Name: (as it appears on your PTP registration)

Last

First

Middle

Suffix

4. Mailing Address: (Used to receive mail from TDLR) (A PO box is allowed for this address)

PO Box, Number, Street Name, Apartment/Suite Number

City

State

Zip Code + 4

5. Phone Number:

(Area Code) Phone Number

6. Email Address:

(Ex: johndoe@gmail.com) See instruction sheet for disclosure information

7. Name of New Employer:

8. Employer Taxing Entity ID Number:

9. EMPLOYER'S STATEMENT

THIS SECTION MUST BE COMPLETED BY YOUR EMPLOYER

The applicant, _____, is employed by _____

and is actively engaged in: (check one) Appraising Assessing/Collecting Collecting (only)

Employer Taxing Entity ID Number: (Issued by TDLR)

Employer Address: (Used to receive mail from TDLR) (A PO box is allowed for this address)

Number, Street Name, Suite/Building Number

City

State

Zip Code

Employer Phone Number:

Employer Email Address:

(Area Code) Phone Number

(Ex: johndoe@gmail.com) See instruction sheet for disclosure information

Employer Title:

Employer Name:

Employer Signature

Date Signed