



## TEXAS DEPARTMENT OF LICENSING AND REGULATION

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

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[www.license.state.tx.us](http://www.license.state.tx.us) - [automotive.parts.recyclers@license.state.tx.us](mailto:automotive.parts.recyclers@license.state.tx.us)

### USED AUTOMOTIVE PARTS RECYCLER BUSINESS APPLICATION INSTRUCTIONS

PURSUANT TO TEXAS OCCUPATIONS CODE, CHAPTER 2309

This application is to be completed by a company that is applying for a license to act a Used Automotive Parts Recycler Business in Texas.

1. Provide the company name.
2. Provide a DBA (Doing Business As) if appropriate.
3. Physical Location - This address must be the physical address of the primary location where the company is located and may not be a post office box.
4. Mailing Address - This is the address where the Department will send all correspondence and it may be a post office box.
5. Phone - Write the primary telephone number for the business.
6. Fax - Write the primary fax number for the business.
7. Contact Person - Provide the Name, Title, Phone Number and Email address for the designated contact person for this business.
8. Type of Ownership - Check the box that indicates how this business is organized.
9. Federal ID Number OR Social Security Number - Provide the Federal ID Number that is used by this business. OR If this business is a sole proprietor provide the Social Security Number of the owner.
10. Agent for Service - If this business is head quartered out of state, then list the Name, Phone, and Address for the agent for service.
11. Insurance - Attach a certificate of insurance documenting that this company has general liability insurance of not less than \$250,000 as required by the Texas Used Automotive Parts Recycling Act § 2309.153(2) and the Used Automotive Parts Recycling Administrative Rules § 87.40.
12. Storm Water Permit - Write the North American Industrial Classification System (NAICS) number that is appropriate for your business and write the storm water permit number. If you've applied for a storm water permit number but have not yet received it, please write the company name under which you applied.
13. Social Security Number Disclosure - Section 231.302 of the Texas Family Code REQUIRES all applicants to disclose their Social Security Number (SSN) when filing an application. The SSN that is provided is confidential and is required to enforce Child Support orders. Failure to provide the SSN will prevent a license from being issued and could ultimately lead to termination of the application. For more information regarding child support payments, contact the Texas Attorney General at: [www.oag.state.tx.us/child/index](http://www.oag.state.tx.us/child/index) or call (512)460-6000 or (800)252-8014.
14. Fees - Attach a fee of \$120 to your application. Make check or money order out to Texas Dept of Licensing and Regulation. Fees are not refundable.
15. Authorized Signature, Printed Name, Title, and Date—Sign the application, print your name, write your title, and date the application.

ATTACHMENT A - Background information on Applicants, Owners, Partners, Principals, Corporate Officers, and General Managers. For each person provide:

- the person's name, title; date of birth, gender, and social security number;
- Each person must indicate if they have ever been convicted of a misdemeanor or felony or been placed on deferred adjudication. If a person checks YES, attach a completed Criminal History questionnaire. You may obtain this form [www.license.state.tx.us/parts/aprforms.htm](http://www.license.state.tx.us/parts/aprforms.htm). Disclose all convictions other than minor traffic tickets (e.g. speeding, running a stop sign or driving without a current inspection); and
- Each person must indicate if they have ever had an occupational license revoked, suspended, probated or denied in ANY state. If a person checks YES, attach a completed Disciplinary Action Questionnaire. You may obtain this form at [www.license.state.tx.us/parts/aprforms.htm](http://www.license.state.tx.us/parts/aprforms.htm).