

Adding or Deleting a Related Person to a License Record

As defined in Chapter 1201.003(23), a related person means a person who directly or indirectly participates in management or policy decisions.

ADD A RELATED PERSON

List any person(s) who meet the definition of a related person who is/are hereby authorized to be listed as such on the license record. A date of birth is needed for a criminal background check.

Full Name

Date of Birth

Social Security Number

Full Name

Date of Birth

Social Security Number

DELETE A RELATED PERSON

List any person(s) no longer authorized to be listed as a related person, and should be removed from the license record.

Full Name

Date of Birth

Full Name

Date of Birth

CERTIFICATION

I am authorized to make the above mentioned changes and attest that all statements made are true and correct.

Printed Name of License Holder

Title

Signature

License Number (Example R-1234, I-1234, M-1234)

This form can be emailed or faxed to:

Email: licensing@tdhca.state.tx.us

Fax: 512-475-3506

Contact the Enforcement and Licensing Unit at 877-313-3023 with any questions.