



**TEXAS DEPARTMENT OF AGRICULTURE**  
**Nursery-Floral Certificate Application**

**RNF-500**

COMMISSIONER SID MILLER

*You must complete ALL licensing activity (including testing) within one year of the application date. An incomplete application shall become void on the one-year anniversary of submission. A void application will not be processed and any application fee associated with the void application shall not be refunded.*

SECTION A		1 REGISTRATION INFORMATION - PLEASE INDICATE THE CLASS OF CERTIFICATE YOU ARE APPLYING FOR	
SECTION A	<input type="checkbox"/> CLASS 1 \$75 <sup>00</sup>	Businesses selling but not growing nursery/floral stock, such as garden centers, floral shops, stores, landscape contractors, interior decorators, street vendors, etc.	
	<input type="checkbox"/> CLASS 2 \$110 <sup>00</sup>	Businesses that sell nursery/floral stock and have a growing area of 435,600 sq. ft. (10 acres) or less.	
	<input type="checkbox"/> CLASS 3 \$145 <sup>00</sup>	Businesses that sell nursery/floral stock and have a growing area of 435,601 sq. ft. – 871,200 sq.ft. (in excess of 10 acres to 20 acres).	
	<input type="checkbox"/> CLASS 4 \$180 <sup>00</sup>	Businesses that sell nursery/floral stock and have a growing area of 871,201 sq. ft. or more (over 20 acres).	
	<input type="checkbox"/> CLASS M \$180 <sup>00</sup>	Businesses that sell, lease, or distribute nursery products and/or floral items at temporary location such as flea markets, arts and craft shows, plant or flowers shows, or other temporary markets.	
A Class M license consists of thirty Event Permit. See instructions for more information regarding Event Permits.			

SECTION B				1 TYPE OF APPLICATION		
SECTION B	<input type="checkbox"/> New Business		<input type="checkbox"/> Change of Ownership – previous certificate number: _____		<input type="checkbox"/> Change of Location – previous certificate number: _____	
	License Should Become Effective     /     /		REGISTRATION IS NOT VALID UNTIL APPROVED BY TDA.			
			Month   day   year			
	2 BUSINESS TYPE			TDA USE ONLY		
	<input type="checkbox"/> Corporation		<input type="checkbox"/> Sole Proprietorship		Client No.	
<input type="checkbox"/> Limited Liability Co.		<input type="checkbox"/> Government		Account No.		
<input type="checkbox"/> Limited Partnership		<input type="checkbox"/> Organization		Date (mm/dd/yy)		
<input type="checkbox"/> General Partnership				Initials		

SECTION C				3 CLIENT INFORMATION		
SECTION C	Full legal business name (owner’s name if sole proprietor – no aliases)					
	D.B.A. (if applicable)					
	Comptroller Taxpayer ID No.(In-state businesses)			Federal ID No.(Out-of-state businesses and nonprofit org. )		
	SOLE PROPRIETORSHIP ONLY					
	<input type="checkbox"/> Social Security No. (SSN - Required)			<input type="checkbox"/> If you do not have an SSN you must attach form <a href="#">Affidavit for Occupational License - No Social Security Number (OGC-001)</a> available at <a href="http://www.TexasAgriculture.gov">www.TexasAgriculture.gov</a>		
	<input type="checkbox"/> Driver License No. _____		(if SSN is not available)		<input type="checkbox"/> TX	
	<input type="checkbox"/> State Issued ID No. _____		(if DL is not available)		<input type="checkbox"/> Other _____	

Legal Business Name \_\_\_\_\_

SECTION C CONTD.	<b><sup>1</sup> RESPONSIBLE PERSON INSTRUCTIONS</b>		
	Please list the full legal name (no aliases or nicknames) of the primary person responsible for the business, as indicated:		
	<ul style="list-style-type: none"> <li>♦ For a corporation, limited liability company, or cooperative, the president or CEO,</li> <li>♦ For a limited or general partnership, the managing partner or general manager,</li> <li>♦ For a sole proprietorship, the owner,</li> <li>♦ For any other type of business, the general manager.</li> </ul>		
	<b><sup>2</sup> RESPONSIBLE OFFICER, PARTNER, MANAGER, OR OWNER</b>		
	First Name	M. I.	Last Name
	Phone No. (     )     -     Ext.	E-mail	
<b><sup>3</sup> RESPONSIBLE PERSON MAILING ADDRESS</b>			
Address			
City	State	Zip	
Web Address of Business (optional)			

SECTION D	<b><sup>1</sup> CONTACT FOR LICENSE-RELATED MATTERS</b> <input type="checkbox"/> SAME AS RESPONSIBLE OFFICER		
	First Name	M. I.	Last Name
	Primary Phone (     )     -     Ext.	Secondary Phone (optional) (     )     -     Ext.	
	Fax (optional) (     )     -     Ext.		
	E-mail Address		
	<p><b>***Important Note***</b> I understand that my email address is required for the Texas Department of Agriculture to keep me informed of critical information, including licensing and regulatory updates; renewal invoices; and other important communications. Failure to provide an email address may result in my not receiving time-sensitive information that could affect my compliance with state regulations, thereby, resulting in monetary penalties.</p>		
	<b><sup>2</sup> MAILING ADDRESS</b> <input type="checkbox"/> SAME AS CLIENT MAILING ADDRESS		
	Address		
City	State	Zip	

Legal Business Name \_\_\_\_\_

<b>SECTION E</b>	<b><sup>1</sup> FACILITY INFORMATION</b>			
	Facility Name			
	<b><sup>2</sup> PHYSICAL ADDRESS OF LOCATION OF LICENSEE, LICENSED ACTIVITIES OR EQUIPMENT</b>			
	Address (No P.O. Box)			
	City	State	Zip	County
Directions to Physical Location if address above is difficult to find				

<b>SECTION F</b>	<b><sup>1</sup> OUT-OF-STATE APPLICANTS ONLY</b>		
	An applicant for a Nursery-Floral license whose principal place of business is situated outside the State of Texas must appoint and designate a resident citizen of Texas as said applicant's resident agent within Texas. If the address provided in Section C is out of state resident agent information is REQUIRED.		
	Resident Agent Name		
	Resident Agent Address		
	City	Zip	Business Phone (   )   -

<b>SECTION G</b>	<b><sup>1</sup> PAYMENT</b>	
	Please see instructions for applicable fees.	
	Method of Payment (payable to Texas Department of Agriculture) <input type="checkbox"/> Check # _____ <input type="checkbox"/> Cashier's Check # _____ <input type="checkbox"/> Money Order # _____	
	Amount remitted \$	Mail to: Texas Department of Agriculture P.O. Box 12076, Austin, TX 78711-2076
	TDA USE ONLY	Receipt No.                      Date Receipt Issued

Legal Business Name \_\_\_\_\_

<b>SECTION H</b>	<b><sup>1</sup> SIGNATURE</b>	
	The applicant, by and through their personal or agent's signature below (1) certifies that all information provided in connection with this application at any time is true and correct to the best of the applicant's knowledge; (2) acknowledges that any misrepresentation or false statement made by the applicant, or an authorized agent of the applicant, in connection with this application, whether intentional or not, will constitute grounds for denial, revocation, or non-renewal of any license issued pursuant to this application and/or assessment of monetary administrative penalties; and (3) if applying as an individual, further acknowledges that this application may be denied and that any license issued pursuant to this application may be suspended, revoked, or denied renewal due to delinquency in payment of a guaranteed student loan and that any license issued pursuant to this application may be suspended or denied renewal for failure to pay child support. If signed by an agent (including employee) of the applicant, the person signing certifies that he or she is authorized to make the preceding certifications on behalf of the applicant.	
	Applicant Name	Title
	Applicant Signature	Date (mm/dd/yy)

<b>SECTION I</b>	<b><sup>1</sup> CHECKLIST</b>
	Please use this checklist to ensure you are sending all of the necessary information and documents.
	<input type="checkbox"/> Nursery-Floral Certificate Application <input type="checkbox"/> Fee (see instructions for correct fee.) <input type="checkbox"/> Nursery-Floral Event Permit Request, if applicable. <input type="checkbox"/> Integrated Pest Management Plan, if applicable.
Please note that an incomplete application may result in processing delays.	

This document becomes public record and is subject to disclosure. With few exceptions, you have the right to request and be informed about the information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. (Reference: Government Code, Sections 552.021, 552.023, and 559.004.)