

REGULATORY CHANGE TEMPLATE B
(EGG, GENERAL, AQUACULTURE, NURSERY FLORAL,
WEIGHTS & MEASURES, ORGANICS)

SECTION A

1. VERIFICATION INFORMATION

Enter your Full Legal Business Name, TDA Client Number, and TDA License Number.

Please provide ONLY the information that has changed.

SECTION B

1. APPLICANT INFORMATION

This information will be used to generate your license. Enter the full legal business name as it is registered. If applicable, also enter a Doing-Business-As (DBA) name.

SECTION C

1. RESPONSIBLE PERSON INSTRUCTIONS

Please list the full legal name (no aliases or nicknames) of the primary person responsible for the business, as indicated:

- For a corporation, limited liability company, or cooperative – the president, CEO, or equivalent
- For a limited or general partnership – the managing partner, general manager, or equivalent
- For a sole proprietorship – the owner’s full legal name
- For any other type of business – the general manager or equivalent

2. RESPONSIBLE OFFICER, PARTNER, MANAGER, OR OWNER

Indicate name and title of person responsible for the business and enter contact information.

The Responsible Person may be contacted by TDA concerning legal matters.

3. RESPONSIBLE PERSON MAILING ADDRESS

The Texas Department of Agriculture (TDA) website login ID will be mailed to the responsible person at this address at time of renewal. A password will be provided at time of login.

SECTION D

1. PERSON TO CONTACT FOR LICENSE-RELATED MATTERS

Enter the name of a person, along with contact information, who can discuss and answer questions about license-related issues.

All correspondence, licenses, and other documents will be sent to the Person to Contact. Approximately 30 – 45 days in advance of the expiration date of the license/certificate, the contact employee will receive a renewal invoice via email that will include a login ID to access TDA's internet website. A password will be sent at time of login. The contact employee will then be able to conduct business related to their assigned license(s) online, including viewing their licenses, making changes to their company information, and renewing their licenses. A business can appoint one contact person to manage online all of the company's licenses.

2. MAILING ADDRESS

Enter the address at which the Person to Contact receives general correspondence, where applicable.

SECTION E

1. FACILITY INFORMATION

Enter facility name and outlet number.

NOTE: New application must be completed if address changes.

SECTION F

1. NEW RESIDENT AGENT - Out-of-State APPLICANTS Only

Enter the new Resident Agent's contact information.

AN APPLICANT FOR LICENSURE WHO'S PRINCIPLE PLACE OF BUSINESS IS SITUATED OUTSIDE OF TEXAS MUST DESIGNATE A RESIDENT AGENT WITHIN TEXAS FOR SERVICE OF PROCESS FOR ACTIONS TAKEN IN ADMINISTRATION AND ENFORCEMENT OF LICENSURE. THE SECRETARY OF STATE CANNOT SERVE AS AN APPLICATORS REGISTERED AGENT.

SECTION G

1. SIGNATURE

After reading the summary, print and sign your name, and date the form. Your signature here indicates that you have read the summary and that you are aware of your responsibilities regarding the issuance of the requested license. The application must be signed in order to be complete. TDA will not process an incomplete application.