

**INSTRUCTIONS FOR
APPLICATION FOR PESTICIDE APPLICATOR LICENSE
FORM NO. PA-400N**

In order to obtain an Applicator License, you must submit a complete signed application along with the appropriate fees. The license will be issued to the person identified in Section B of this application. All applicators must first pass the appropriate TDA exams. Test scores are valid for 12 months for the noncommercial and noncommercial political categories. After that time, applicants must retest. License fees are nonrefundable. **It is unlawful for any person to apply restricted-use or state-limited-use pesticides or regulated herbicides without a license.**

SECTION A

1. TYPE OF LICENSE

Check the box for the requested type of license.

- **Noncommercial Applicator** -- A person required to use restricted-use or state-limited-use pesticides or regulated herbicides but who is not a private applicator or commercial applicator. Noncommercial applicators must obtain five Continuing Education Units each year.
 - **Noncommercial Applicator Political Subdivision** -- Government employees who apply restricted-use or state-limited-use pesticides or regulated herbicides in the course of their employment. Noncommercial applicators must obtain five Continuing Education Units each year.
-

SECTION B

1. CLIENT INFORMATION

Information entered into this form will be used to generate your license. A driver license or state-issued identification number is required. Indicate TX issued, and if not issued by the state of Texas, check OTHER and identify the state of issuance.

Provide your full legal name, address and phone number.

SECTION C

Enter the name and contact information for a person designated to discuss and answer questions about license-related issues. If this is the same person as the client identified in Section B, check the box stating "same as client".

NOTE: TDA prefers the Person to Contact named by the business to sign this application. A business may name the same individual as the Person to Contact and the Responsible Person. Either the Person to Contact or the Responsible Person may sign this application.

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

2. MAILING ADDRESS

Enter the mailing address for the Person to Contact.

SECTION D

1. FACILITY INFORMATION

Enter the name of the primary facility for the licensee and licensed activities (pesticide applications). For example, private applicators will indicate their name and the address of the primary location of their pesticide applications. Noncommercial and noncommercial political applicators should provide the business name of where you report to work and make applications.

2. PHYSICAL ADDRESS OF FACILITY

Enter the actual physical street address of the licensee and licensed activities and include directions to this location. Please do not enter a P.O. Box

SECTION E

1. NONCOMMERCIAL AND NONCOMMERCIAL POLITICAL SUBDIVISION

Provide the name and phone number of your employer. Please indicate if you own the business.

2. EMPLOYER'S INFORMATION

Provide the physical location of your employer's business and phone number. If this information is the same as provided in the facility section, check the box stating "same as facility".

SECTION F

1. SIGNATURE

After reading the summary, print and sign your name, and date the application. Your signature acknowledges that you have read the summary and that you are aware of your responsibilities regarding your license.

PAYMENT

NOTE: Texas Department of Agriculture accepts only checks, cashier's checks, or money orders.

- Licenses are not valid until you receive confirmation from TDA. Confirmation may be by phone call, e-mail or mail.
- License fees:
 - \$140 for Noncommercial
 - \$ 75 for Noncommercial Political Subdivision

Check method of payment. Enter check number, cashier's check number or money order number. Enter amount remitted.

Please remit to: The Texas Department of Agriculture, P.O. Box 12076, Austin, TX 78711-2076.