

**INSTRUCTIONS FOR  
APPLICATION FOR COMMERCIAL APPLICATOR LICENSE  
FORM NO. PA-401**

In order to obtain a Commercial Applicators 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. After that time, applicants must retest. License fees are nonrefundable. A person who operates a business or is employed by a business that applies restricted-use or state-limited-use pesticides to the property of another person for hire or compensation is required to obtain a commercial applicators license. Commercial applicators must renew annually and obtain five Continuing Education Units each year.

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**SECTION A**

**1. CLIENT INFORMATION**

Enter the full legal name, mailing address and primary telephone number.

If your spouse is an active duty member of the United States Armed Forces, please check yes. This allows for additional eligibility options.

If you intend to have examination scores transferred to Texas from another state, you must request the state where you took the exams to send a verification of your exam scores to the Texas Department of Agriculture (TDA). For fastest service please have the verification faxed to (888) 216-9865. Only certain exams from specific states can be transferred to Texas. Please contact TDA at (512) 463-7622 for specific information on your exam scores.

For sole proprietors or individuals applying for this occupational license, a social security number is required to assist in child support enforcement. In the event the applicant does not have a social security number, attach Form OGC-001, affidavit of no social security number, and provide a driver license number or state-issued ID number. Form OGC-001 is available on our website at [www.TexasAgriculture.gov](http://www.TexasAgriculture.gov) or upon request by U.S. mail. Failure to provide a social security number or an affidavit of no social security number will result in rejection of your application and a license will not be issued to you.

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**SECTION B**

**1. PERSON TO CONTACT FOR LICENSE-RELATED MATTERS**

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 identified in Section A, check the box stating "same as client".

All correspondence, licenses, and other documents will be sent to the Person to Contact at the email address listed in the application. 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. If the address is the same as the address listed in Section A, check the box stating "same as client".

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## SECTION C

### 1. FACILITY (PRINCIPAL LOCATION OF LICENSEE, LICENSED ACTIVITIES)

Enter the name of the primary facility of licensee and licensed activities (commercial pesticide applications). For example, the business name or person's name if there is not an established business name.

### 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.

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## SECTION D

### 1. COMMERCIAL APPLICATOR BUSINESS INFORMATION

All commercial applicators must be employed by a commercial applicator business or must register themselves as a commercial applicator business. Provide the commercial applicator business account number for you or your employee.

Provide the full legal name of the commercial applicator business as it is registered with the Texas Secretary of State. If the business name is the same as the facility name, please check box stating "same as facility". Provide a phone number for the commercial applicator business.

If you cannot provide a commercial applicator business account number, you or your employer must submit a completed PAB-300, Application for Commercial Applicator Business Registration. The application is available on our website at [www.TexasAgriculture.gov](http://www.TexasAgriculture.gov). A commercial applicators license cannot be issued without commercial applicator business information.

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## SECTION E

### 1. COMMERCIAL APPLICATORS ONLY

If you have been convicted of a felony in the last five years, you must provide full and complete information to TDA regarding any such conviction. Please enter your date of birth, (month, day and year), and attach a statement providing a full explanation of each felony conviction within the past five years, including the date of the conviction, the state and county where convicted, the sentence and terms of probation, if any, and a brief explanation of the circumstances of the crime and completion of any sentence or probation. State whether you are on parole or whether you are a registered sex offender.

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## SECTION F

### 1. OUT-OF-STATE APPLICANTS ONLY

Check either the Texas Secretary of State or the "Other" box and enter the resident agent's contact information. Only fill out the Resident Agent contact information if the Texas Secretary of State box is not checked. If the address provided in section A is out of state, agent information is required before a license can be issued.

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## SECTION G

### 1. PAYMENT

**NOTE: The 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 fee is \$200 for a license valid for one year.

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.

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## SECTION H

### 1. SIGNATURE

**TDA prefers the Person to Contact to sign this application.** After reading the summary, print and sign your name, and date the application. Your signature -that you have read the summary and that you are aware of your responsibilities regarding your license.

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## SECTION I

### 1. CHECKLIST

Check all boxes to verify you have completed the application process and attached or enclosed all requested items such as payment, reports, schedules, labels, etc.