

**INSTRUCTIONS FOR
APPLICATION FOR PESTICIDE DEALER'S LICENSE
FORM NO. PD-100**

In order to obtain a Pesticide Dealer License, you must submit a complete signed application along with the appropriate fees. The license will be issued to the name appearing under Section B of this application. A person must obtain a license for each location in the state that is used to distribute a restricted-use or state-limited-use pesticide or regulated herbicide. A pesticide dealer license is not required for a formulator or manufacturer who does not distribute directly to the user or a pesticide applicator that distributes a pesticide as an integral part of the pesticide application business and dispenses the pesticide only through pesticide application equipment used in the business. Distribution includes offering for sale, holding for sale, selling, bartering or supplying a pesticide.

SECTION A

1. TYPE OF APPLICATION

Check the box that identifies the application type. A new business application is for a business that has not held a TDA license. A change of ownership application is for a business acquired from a previously licensed owner or an established business changing its business structure (see "Business Type" below). Provide the most recent license account number if known.

2. BUSINESS TYPE

Check the box that identifies your type of business. Once submitted, this information cannot be changed without a new application. Any change in business type requires a new application.

3. CLIENT INFORMATION

This information will be used to generate your license. Enter the full legal name of your business as it is registered with the Texas Secretary of State. If applicable, also enter an assumed name. For in-state businesses, except sole proprietors, provide a Comptroller Taxpayer ID. For out-of-state businesses and non-profit organizations, provide a Federal Taxpayer ID.

For sole proprietors applying for this 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 or upon request through 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.

SECTION B

1. RESPONSIBLE PERSON INSTRUCTIONS

For a corporation state the name of the chief executive officer or president.

For a limited liability company state the manager, member, or other officer making daily business decisions.

For a limited partnership state the general partner.

For a sole proprietorship state the owner.

For a general partnership state the managing partner or partner making the daily business decisions.

For any other type of business entity state the office and name of the person making the daily business decisions.

2. RESPONSIBLE OFFICER, PARTNER, MANAGER, OR OWNER

Enter the name and contact information for the person responsible for the business.

3. RESPONSIBLE PERSON MAILING ADDRESS

Enter the mailing address for the responsible person. Provide an internet address for the company if applicable.

NOTE: TDA prefers the Person to Contact, named by the business in Section C, to sign this application. The business may name the same individual as the Person to Contact and the Responsible Person. The application may be signed by either the Person to Contact or the Responsible Person.

SECTION C

1. PERSON TO CONTACT FOR LICENSE-RELATED MATTERS

Enter the name of and contact information for a person designated to discuss and answer questions about license-related issues.

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 their assigned license(s) online, including viewing the license(s), making changes to their 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 facility 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. This information will facilitate inspection of your business by TDA inspectors.

SECTION E

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. Fill out the Resident Agent contact information only 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

SECTION F

1. PAYMENT

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

The license fee is \$250.00. Pesticide dealer's licenses are not valid until you receive confirmation from TDA. You may receive confirmation by phone call, e-mail or mail.

Set the effective date for license. 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.

SECTION G

1. SIGNATURE

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

SECTION H

1. CHECKLIST

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