



P.O. Box 12847 Austin, Texas 78711 ♦ (877) 542-2474 ♦ (512) 463-7476 ♦  
Hearing impaired: (800) 735-2988 voice ♦ www.TexasAgriculture.gov

**INSTRUCTIONS FOR  
PESTICIDE REGISTRANT CHANGE OF BUSINESS INFORMATION  
FORM NO. PR-201**

COMMISSIONER SID MILLER

Complete only the sections where information has changed and return to:

Mail: Texas Department of Agriculture, Attn: Licensing, P.O. Box 12847, Austin, Tx. 78711;

**E-Mail: License.Inquiry@TexasAgriculture.gov or fax to 888-216-9860** The Texas Administrative Code requires you to provide TDA with current information. Changes should be submitted to TDA within 30 days. Failure to provide such information may be grounds for denial, suspension or revocation of the license.

The form may be duplicated. For assistance in completing the form, call 1-800-TELL-TDA (835-5832) or directly (512) 463-7407. For the hearing impaired, call Relay Texas 1-800-735-2988 (voice) or 1-800-735-2989 (TDD/TT).

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**SECTION A**

**1. VERIFICATION INFORMATION**

Enter your TDA Client Name, TDA Client Number, and check Yes or No to change all TDA Product License Number(s) for the TDA Client No. provided. If No, list the specific TDA Product License Number(s) to be changed in Section F of PR-201 Form

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**SECTION B**

**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 or CEO
- For a limited or general partnership – the managing partner or general manager
- For any other type of business – the general manager

**You may change the CEO, President, Managing Partner or General Partner information only.**

**If you are a Sole Proprietor, and there is a change in ownership, you must apply for a new license.**

**2. RESPONSIBLE OFFICER, PARTNER, OR MANAGER**

Indicate name and title of person responsible for the business. Enter contact information. The Responsible Person will receive, through regular mail, a login ID and a password. The Responsible Person will then be able to conduct business related to their license(s) online, including viewing their licenses, making changes to their company information, and renewing licenses.

The Responsible Person will receive correspondence from TDA, including licenses and other documents, **ONLY** if a separate Person to Contact becomes unavailable. Otherwise, the Responsible Person will not receive any correspondence or documentation from TDA.

**NOTE: The Person to Contact, named by the business in Section C of this form, is the preferred signatory of this application. That person may be the Responsible Person.**

**3. RESPONSIBLE PERSON MAILING ADDRESS**

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

## SECTION C

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

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

**NOTE: The Person to Contact, named by the business, is the preferred signatory of this application. That person may also be the Responsible Person.**

### SECTION C (cont'd)

All correspondence, licenses, and other documents will be sent to the Person to Contact.

### 2. MAILING ADDRESS

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

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## SECTION D

### 1. NEW RESIDENT AGENT - OUT-OF-STATE ONLY

An applicant for the registration of a pesticide whose principle 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. This information is REQUIRED if address in Section B is out of state.

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## SECTION E

### 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.

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## SECTION F

### 1. TDA PRODUCT LICENSE NO.(S) LIST

Please list the TDA Product License No.(s) to be changed for the TDA Client No. provided in Section A. If you need to access the TDA Product License No.(s) you can download the TDA Pesticide Products Registered Report located in the Reports and Publications tab of the Texas Department of Agriculture website.