

Renewing a TDA Structural Pest Control Service business license

Changing Responsible Applicator

- Cross out previous applicator name and fill in new responsible certified applicator's name.
- If new responsible applicator is not currently employed with company, responsible certified applicator will need to complete a change of license form or renewal application and pay fee for re-issue.

Changing Business Name

- Submit insurance certificate reflecting new business name.
- When applicable a new business license number will be assigned.
- If insurance policy expiration date changes additional license fees may be due.
- Along with the submission of renewal forms for certified applicator and technicians, each apprentice must submit an application for technician license and pay a duplicate license fee for re-issue under new company name.

Changing Business address

- Submit insurance certificate reflecting new location address change.

Changing Business License Holder

- Submit letter from previous license holder relinquishing company to new business license holder.
- In lieu of business renewal application, new license holder will complete an application for business license.
- If insurance policy expiration date changes additional license renewal fees may be due.

Changing Insurance companies at renewal time

- Additional license fees may be due if the insurance expiration date changes.

Renewing a certified applicator or technician license

Changing Employer's

- Cross out the previous employer's name and list new employer in the corrections box.
- Pay a prorated fee based on your current license expiration date to the expiration date of your new employer's business license.
- If noncommercial, pay a prorated fee based on your license expiration date to your new employers insurance expiration date.
- If noncommercial governmental changing employers to another governmental entity pay the 12 month renewal fee.

Changing to inactive status

- If not currently employed or using your license, you may choose the INACTIVE STATUS. Inactive licensees must still submit yearly renewals and meet the appropriate CEU/Training requirements.

Changing Individual name

- If your name has changed enclose a copy of a legal document evidencing your name change, such as driver's license, marriage license or court decree verifying your identity.

Things to remember:

- Type or print legibly.
- If home address has changed, list new address.
- Sign and date renewal form.
- Make copy of your completed renewal form. This will help should you have questions in the future concerning your licenses.
- Contact your insurance agent and have them send us your renewal certificate by mail or fax.
- Employees of a governmental entity or inactive technicians and certified applicators are not required to submit proof of insurance.

Section 7.126 (d) states, "Licenses must be renewed by submitting a license renewal application to SPCS, paying the required fee, and meeting any additional requirements under Section 7.123 (Insurance Requirements) and subsection (h) of this section, 30 days prior to the license expiration date. Submitting a renewal application after the license expiration date makes the license renewal application subject to late fees prescribed in the Texas Structural Pest Control Act, Section 1951.310. A license renewal application is not considered to be submitted unless it is entirely completed and correct, submitted with the correct fees, and satisfying any additional requirements determined by SPCS rules. Applicants who apply for a renewal license more than 60 days after the license expiration date will be required to be reexamined by SPCS to obtain a license."

Late Fees will be applied to all applications that are received in our office AFTER your license expiration date.

Fees on late licenses are as follows: 90 days or less 1 ½ times normal renewal fee; 90 days to one year 2 times normal renewal fee. SPCS is not responsible for misdirected mail.

IT IS IMPORTANT THAT YOU SUBMIT RENEWAL FORMS AND FEES IN SUFFICIENT TIME FOR TDA TO PROCESS AND MAIL YOUR LICENSES. IF YOUR LICENSES EXPIRE AND YOU HAVE NOT RECEIVED YOUR NEW LICENSES DUE TO RENEWING LATE OR PENDING ADDITIONAL FEES, APPLICATIONS, INSURANCE, ETC.