REGULATORY CHANGE TEMPLATE B
(EGG, GENERAL, AQUACULTURE, NURSERY FLORAL, WEIGHTS & MEASURES, ORGANICS – EXCEPT BROKER AND PRIVATE CERTIFIER)

SECTION A

1. VERIFICATION INFORMATION
Enter your Full Legal Business Name, TDA Client Number, and TDA License Number.

Please provide ONLY the information that has changed.

SECTION B

1. APPLICANT INFORMATION
This information will be used to generate your license. Enter the full legal business name as it is registered. If applicable, also enter a Doing-Business-As (DBA) name.

SECTION C

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 a sole proprietorship – the owner's full legal name
- For any other type of business – the general manager

2. RESPONSIBLE OFFICER, PARTNER, MANAGER, OR OWNER
Indicate name and title of person responsible for the business and enter contact information. If the person responsible indicates an e-mail address, they will receive via e-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.

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 D

1. PERSON TO CONTACT FOR LICENSE-RELATED MATTERS
Enter the name of a person, along with contact information, who can 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/certificate, the contact employee will receive a renewal invoice via email that will include a login ID and password to access TDA's internet website. The contact employee will then be able to conduct business related to their assigned license(s) online, including viewing their licenses, making changes to their company information, and renewing their licenses. A business can appoint one contact person to manage online all of the company's licenses.

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

SECTION E

1. FACILITY INFORMATION
Enter facility name and outlet number.

SECTION F

1. NEW RESIDENT AGENT - Out-of-State APPLICANTS Only
When changing your Resident Agent, check either the Texas Secretary of State or the “Other” box and enter the new Resident Agent’s contact information.

SECTION G

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.