



## TEXAS DEPARTMENT OF LICENSING AND REGULATION

P.O. Box 12157 - Austin, Texas 78711-2157

1-800-803-9202 - (512) 463-6599 - FAX (512) 463-5984

[www.license.state.tx.us](http://www.license.state.tx.us) - [automotive.parts.recyclers@license.state.tx.us](mailto:automotive.parts.recyclers@license.state.tx.us)

### USED AUTOMOTIVE PARTS RECYCLER EMPLOYEE LICENSE APPLICATION INSTRUCTIONS

This application must be completed to become a Used Automotive Parts Recycler Employee.

1. Provide your full name.
2. Provide your Date of Birth (MM/DD/YYYY).
3. Indicate Gender by checking the appropriate box.
4. Provide your social security number.  
Section 231.302 of the Texas Family Code REQUIRES all applicants to disclose their Social Security Number (SSN) when filing an application. The SSN that is provided is confidential and is required to enforce Child Support orders. Failure to provide the SSN will prevent a license from being issued and could ultimately lead to termination of the application.
5. Physical Address - This address must be the physical address of the location in which you work and may not be a post office box.
6. Mailing Address - This is the address to which the Department will send all correspondence and may be a post office box.
7. Provide your phone number.
8. Provide your fax number.
9. Provide your E-mail address.
10. Indicate whether you have you ever been convicted of a criminal offense or been placed on deferred adjudication, including all felonies and misdemeanors other than traffic tickets, by checking YES or NO. If you check YES, attach a "Criminal History Questionnaire" to the application. You can view and print a Criminal History Questionnaire at [www.license.state.tx.us/parts/aprforms.htm](http://www.license.state.tx.us/parts/aprforms.htm).
11. Indicate if you have you ever had an occupational license, certification or registration suspended, revoked or denied in any state by checking YES or NO. Please note this is not referring to a driver's license, but rather any type of work-related license, certification or registration. If you check YES, attach a "Disciplinary Action Questionnaire" to the application. You can view and print a Disciplinary Action Questionnaire at [www.license.state.tx.us/parts/aprforms.htm](http://www.license.state.tx.us/parts/aprforms.htm).
12. Sign and Date application.

**FEES:** Attach a check or money order for \$30 payable to the Texas Department of Licensing and Regulation. Fees are not refundable.