

TEXAS DEPARTMENT OF LICENSING AND REGULATION

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FOR-PROFIT LEGAL SERVICE CONTRACT SALES REPRESENTATIVE REGISTRATION APPLICATION INSTRUCTIONS

This application is to be completed by the person who sells or offers to sell legal service contracts or group legal service contracts to another on behalf of a Legal Service Contract Company.

1. Provide your full name and any other names you may have used.
2. Provide your social security number.
The Social Security number disclosure is required by Section 231.302(1) of the Texas Family Code in order to obtain a license. Your social security number is subject to disclosure to an agency authorized to assist in the collection of child support payments. For more information regarding child support payments, contact the Texas Attorney General at (512)460-6000 or (800)252-8014.
4. Gender.
5. Date of birth (MM/DD/YYYY).
6. Telephone number including area code.
7. Email address.
If you provide your email address, the Department will add your address to the legal service contract email list. This list provides information from the Department on matters affecting legal service contracts. Your email address is confidential pursuant to the Texas Public Information Act. The Department will not share it with the public.
8. Mailing address.
This is the address which the Department will send all correspondence and may be a post office box.
9. Physical address
This address must be the physical address of the location in which you work and may not be a post office box.
10. List all the for-profit companies for which you sell legal service contracts.
11. If you have ever been convicted of a misdemeanor or felony, answer this question YES and attach a completed Criminal History Questionnaire. You may obtain this form on the TDLR website shown above. It is advisable to disclose all convictions other than minor traffic tickets (e.g. speeding, running a stop sign or driving without a current inspection).
10. If you have ever had an occupational license revoked, suspended, probated or denied in any state you answer this question YES and attach a completed Disciplinary Action Questionnaire. You may obtain this form on the TDLR website shown above.
11. Sign and date the application.
12. Fee for registering a Sales Representative is **\$50**. Make one check or money order for the total amount payable to the Texas Department of Licensing and Regulation and forward it to:

TDLR
P.O. BOX 12157
AUSTIN, TEXAS 78711