

**INSTRUCTIONS FOR  
GENERAL AQUACULTURE LICENSE APPLICATION  
FORM NO. RAQ-100**

In order to obtain a General Aquaculture License, you must submit a complete signed application along with the appropriate fees. The license will be issued to the name appearing under Section A of this application.

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**SECTION A**

**1. TYPE OF APPLICATION**

Check the box that identifies the application type. A new business application is an application for a business that has not held a TDA license or is a recently established business. A change of ownership application is an application where a business has been acquired from a previous owner or is an established business changing type (see below). If the most recent license account number is known please indicate in space provided.

**2. BUSINESS TYPE**

Check the box that identifies your type of business. Once submitted, this information cannot be changed. If you have to change in your business type, a new application will be required.

**3. CLIENT 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. For in state businesses (except sole proprietors) a Comptroller Taxpayer ID is required. For out of state business (except sole proprietors) a Federal ID is required.

For sole proprietors applying for this occupational license, a social security number is mandatory and required by Texas Family Code § 231.302. Social security numbers are required to assist in child support enforcement. In the event the applicant does not have a social security number, an affidavit of no social security number (form OGC-001) must be attached and a driver license number or state-issued ID number provided. This form is available on our website [www.agr.state.tx.us](http://www.agr.state.tx.us) or by mail. Failure to provide a social security number or an affidavit of no social security number will result in rejection of your application and a license will not be issued to you.

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**SECTION B**

**1. RESPONSIBLE PERSON INSTRUCTIONS (see form).**

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

Indicate name of person responsible for the business. Enter contact information.

**3. RESPONSIBLE PERSON MAILING ADDRESS**

Enter mailing address for indicated responsible person. If a web address is available for the company please provide (optional).

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.

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## 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 be the Responsible Person.**

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.

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## SECTION D

### 1. FACILITY INFORMATION

Enter facility name.

### 2. PHYSICAL ADDRESS OF LOCATION OF LICENSEE, LICENSED ACTIVITIES or EQUIPMENT

Enter the actual physical street address of the licensee, licensed activities or the equipment, including directions to this location if the address is difficult to locate. Please do not enter a P.O. Box. This information will assist Texas Department of Agriculture (TDA) inspectors in locating your business in the event that an inspection is needed.

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## SECTION E

### 1. OUT-OF-STATE APPLICANTS ONLY

Check either the Texas Secretary of State or the "Other" box and enter the resident agent's contact information. If the address provided in Section A is out of state then resident agent designation and information is **REQUIRED**.

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## SECTION F

### 1. AQUACULTURE FACILITY INFORMATION

Please check the box provided to indicate that the Texas Commission on Environmental Quality (TCEQ) wastewater discharge permit number or exemption letter is enclosed.

Please indicate in the box provided whether you engage in the production of shrimp. If yes, please indicate how many surface acres are dedicated to shrimp production at this facility location.

Please indicate in the box provided whether you are a commercial aquaculture facility located in the coastal zone and engaged in the production of shrimp. If the "Yes" box is checked, please be sure to send the required environmental report to both TCEQ and Texas Parks and Wildlife Department (TPWD).

### 2. SPECIES INFORMATION

The Texas Department of Agriculture is required by law to collect information on Redfish and Speckled Sea Trout. Please indicate whether you engage in the production of these species. If yes, please indicate the estimated percent of your production in the boxes provided.

### 3. OTHER STATE AGENCIES INFORMATION

List all other species you will be culturing (common name and scientific name)

Sources of cultured species:

- a. Please indicate if you will be obtaining cultured species from another culturist by marking Yes or No  
If you mark yes, please list the culturist name(s) under Item a.
- b. Please indicate if you will be obtaining wild-caught species by marking Yes or No.  
If you mark yes, please indicate if you have a Texas Parks and Wildlife Department collecting permit by marking Yes or No.

If you will be culturing species that are not native to Texas, contact Texas Parks & Wildlife Department at (512) 389-8037 for exotic species permit requirements

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## SECTION G

### 1. PAYMENT

**NOTE: Texas Department of Agriculture accepts only checks, cashier's checks, or money orders.**

#### License Fee

Fee is \$120 per two (2) years.

Check method of payment. Enter check number or money order number. Enter amount remitted.

Please remit to: Texas Department of Agriculture, P.O. Box 12076, Austin, TX. 78711.

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## SECTION H

**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 I**

**1. CHECKLIST**

Please note that an incomplete application may result in processing delays. Check all boxes to verify you have completed the application process and attached/enclosed the necessary items (e.g., payment, documents, labels, etc).