

**INSTRUCTIONS FOR
EGG LICENSE APPLICATION
FORM NO. REG-200**

In order to obtain an Egg 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. Please note that Retailers selling eggs directly to consumers are not required to obtain a license.

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 a 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 drivers license number or state-issued ID number provided. This form is available on our website www.TexasAgriculture.gov 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.

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 company please provide (optional).

NOTE: The Person to Contact, named by the business in Section C of this form, is the preferred signatory of this application. That person may be the Responsible Person.

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.

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 TDA inspectors in locating your business in the event that an inspection is needed.

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. Only fill out the Resident Agent contact information if the Texas Secretary of State box is not checked. If the address provided in section A is out of state, agent information is required before a license can be issued.

SECTION F

1. BUSINESS CLASSIFICATION

Please check the box indicating the business classification. If you mark Dealer-Wholesaler, please complete **SECTION G 1** below. If you mark Processor please complete **SECTION G 2** below.

If you mark Broker - which means a person who never assumes ownership or possession of eggs, nor changes the grade or pack of eggs, but is engaged in the business of acting as agent, for a fee or commission, in the sale or transfer of eggs between producers, dealer-wholesalers as sellers and dealer-wholesalers, processors or retailers as buyers - please skip to **SECTION H - PAYMENT**.

SECTION G

1. DEALER-WHOLESALE CLASS

Identifies a person engaged in the business of buying eggs from producers or other persons on his own account and selling or transferring eggs to other dealer-wholesalers, processors, retailers or other persons and consumers. A dealer-wholesaler further means a person engaged in producing eggs from his own flock and disposing of any portion of this production on a graded basis.

Are you a packer? - Please check the appropriate box. If yes, please provide USDA Plant No. (if applicable).

Estimated Average Weekly Volume (check only one) – Please check the appropriate Dealer-Wholesaler Class box below. The volume of business determines the license fee for each plant operated by a Dealer-Wholesaler. Refer to the Egg License Fee Chart for the correct license fee.

The license fee for a **new applicant** is calculated based on an estimate of the average weekly volume of the month in which the applicant will handle the most eggs through the first year of operation.

If more than one license is required, a separate Egg License Application must be filed, and a separate fee must be paid.

Please check the appropriate Class for a Dealer-Wholesaler

2. PROCESSOR CLASS

Identifies a person who operates a plant for the purpose of breaking eggs for freezing, drying or commercial food manufacturing.

Estimated Average Weekly Volume (check only one) – Please check the appropriate Processor Class below. The volume of business determines the license fee for each plant operated by a Processor. Refer to the Egg License Fee Calculation for the correct license fee.

The license fee for a **new applicant** is calculated based on an estimate of the average weekly volume of the month in which the applicant will handle the most eggs through the first year of operation.

An Egg License Application is required for each location. If more than one license is required, a separate fee must be paid for each license.

SECTION H

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

1. PAYMENT

See chart below for correct fee based on classification. The license is valid for one year and shall expire on anniversary date. Check method of payment. Enter check number or money order number. See fee table for payment information. Enter amount remitted. Please remit to: Texas Department of Agriculture, P.O. Box 12076, Austin, Texas 78711.

Class	Fee
Dealer/Wholesaler	
Class 1	\$20.00
Class 2	\$40.00
Class 3	\$60.00
Class 4	\$100.00
Class 5	\$180.00
Class 6	\$270.00
Class 7	\$360.00
Class 8	\$720.00
Class 9	\$900.00
Class 10	\$1200.00
Class 11	\$1800.00
Class 12	\$2400.00
Processor	
Class 1	\$60.00
Class 2	\$120.00
Class 3	\$210.00
Class 4	\$420.00
Broker	\$420.00

SECTION I

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.

SECTION J

Please note that an incomplete application may result in processing delays.

1. CHECKLIST

Check all boxes to verify you have completed the application process and attached/enclosed the necessary items (e.g., payment, documents, labels, etc).