

**INSTRUCTIONS FOR
APPLICATION FOR PESTICIDE APPLICATOR LICENSE
FORM NO. PA-400P**

In order to obtain an Applicators License, you must submit a complete signed application along with the appropriate fees. The license will be issued to the name appearing under Section B of this application. All applicators must first pass the appropriate TDA exams. Test scores are valid for 5 years for private pesticide applicators. After that time, applicants must retest. License fees are nonrefundable. **It is unlawful for any person to apply restricted-use or state-limited-use pesticides or regulated herbicides without a license.**

SECTION A

1. TYPE OF LICENSE

- **Private Applicator** -- A person who uses or supervises the use of restricted-use or state-limited-use pesticides or regulated herbicides for the purpose of producing an agricultural commodity on property owned or rented by the person or the person's employer or under the person's general control. Private applicators must obtain 15 CEUs over their five-year license period.
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SECTION B

1. CLIENT INFORMATION

Information entered into this form will be used to generate your license. A driver license number is required. Indicate TX issued, and if not issued by the state of Texas, then check OTHER. If a drivers license is not available, you must provide a state issued identification number. If the state issued identification number provided is issued by another state, check other.

For sole proprietors/individuals applying for this nonoccupational license, a social security number is voluntary and not required. Social security numbers are used to assist in child support enforcement under Texas Family Code § 231.302. In the event the applicant does not have a social security number or does not wish to provide their social security number, the applicant must provide either a driver license number or a state-issued ID number. There is no penalty or consequence for refusing to provide a social security number.

Provide your full legal name, address and phone number.

SECTION C

Enter the name of a designated person, along with that person's contact information, who can discuss and answer questions about license-related issues. If this is the same person as the client check the box stating same as client name instead of providing name again.

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 the name of the primary facility of licensee and licensed activities (applications). For example, private applicators will indicate their name and the address of the primary location of their applications.

2. PHYSICAL ADDRESS OF FACILITY

Enter the actual physical street address of the licensee, licensed activities and 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. 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 F

1. PAYMENT

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

- Licenses are not valid until you receive confirmation from TDA. Confirmation may be by phone call, e-mail or mail.
- License fees: \$ 100 for Private

Check method of payment. Enter check number, cashier's check number or money order number. Enter amount remitted.

Please remit to: Texas Department of Agriculture, P.O. Box 12076, Austin, TX 78711-2076.

SECTION G

1. CHECKLIST

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