



TEXAS DEPARTMENT OF LICENSING AND REGULATION
PO Box 12157 ● Austin, Texas 78711-2157
(800) 803-9202 ● (512) 463-6599 ● FAX (512) 475-2871
www.tdlr.texas.gov ● cs.legal.service.contracts@tdlr.texas.gov

FOR-PROFIT LEGAL SERVICE CONTRACTS ADMINISTRATOR REGISTRATION APPLICATION INSTRUCTIONS

The application must be completed and signed by the applicant. An application is not considered complete and will not be processed until all required items have been submitted. All information provided must be typed or printed in black ink. Attachments must be submitted on separate pieces of single-sided, 8½" x 11" paper. Use a paperclip to fasten all pages together, with a cashier's check or money order on top. **Do not use staples.**

DOCUMENTS SUBMITTED WITH YOUR APPLICATION WILL NOT BE RETURNED. KEEP A COPY OF YOUR COMPLETED APPLICATION, ALL ATTACHMENTS, AND YOUR CASHIER'S CHECK OR MONEY ORDER.

1. BUSINESS NAME - Write the full name of the business to be registered as an administrator for a for-profit legal service contract company or companies (40 character maximum).
2. ASSUMED NAME(S) or "DOING BUSINESS AS" (DBA) NAME(S) - List the full assumed names or DBAs for the business to be registered as an administrator.
3. TYPE OF OWNERSHIP - Check the box that shows how the business is organized.
4. FEDERAL ID NUMBER - Write the federal ID number that is used by the business. Information about Federal or Employer ID numbers can be found at: www.irs.gov/businesses.
5. BUSINESS PHONE NUMBER - Write the main business phone number, including the area code.
6. MAILING ADDRESS - Write the current business mailing address. This is the address where we will send mail to the business. A post office box can be used. You can add the zip plus-4 to help the postal service deliver mail more efficiently and accurately.
7. PHYSICAL ADDRESS - Write the physical address of the business. Do not use a post office box.
8. POINT OF CONTACT - Write the name, title, phone number, and email address of a person we can contact about the business. Please provide your email address so the Department may email license information and required notices to you. Your email address is confidential pursuant to the Texas Public Information Act, and the Department will not share it with the public.
9. NAME AND REGISTRATION NUMBER - Write the name and TDLR registration number of the company or companies for which this business will be acting as an administrator.
10. STATEMENT OF APPLICANT - Carefully read the statement of applicant before you sign and date your application.

State law prohibits renewing a license more than once after a licensee has defaulted on a student loan guaranteed by the **Texas Guaranteed Student Loan Corporation (TGSLC)** unless the licensee has entered into a repayment agreement with TGSLC. **YOU SHOULD CONTACT TGSLC BEFORE FILING THIS APPLICATION** if you have defaulted on a student loan. An application or renewal may be rejected if this agency has received information from TGSLC that the applicant has defaulted on a student loan. The Texas Guaranteed Student Loan Corporation can be contacted at: **Texas Guaranteed ATTN: Collections PO Box 83100, Round Rock, TX 78683-3100, Telephone: (800) 222-6297.**

