



TEXAS DEPARTMENT OF LICENSING & REGULATION

P.O. Box 12157 • Austin, Texas 78711-2157

www.tdlr.texas.gov

MILITARY SERVICE MEMBER, MILITARY VETERAN, OR MILITARY SPOUSE SUPPLEMENTAL APPLICATION INSTRUCTIONS

Submit this supplemental application with the applicable license application if you are a military service member, a military veteran, or spouse of a military member that is serving on active duty as a member of the Armed Forces of the United States, in a reserve component of the armed forces of the United States, or is in the state military service of any state and you want to have education and/or examination requirements for this license waived.

1. MILITARY STATUS - Please select the box indicating whether you are a military service member (active duty), a military veteran, or the spouse of an active-duty military service member.
2. CONFIDENTIALITY OF INFORMATION - Please select the box indicating whether you choose to restrict public access to information that relates to your home address, telephone number, emergency contact, date of birth, social security number, and family members.
3. NAME – Provide your legal name in the spaces provided. (Last, First, Middle Name).
4. TYPE OF LICENSE FOR WHICH YOU ARE APPLYING – Provide the license type you are applying for such as Cosmetology Operator, Air Conditioning and Refrigeration Contractor, Journeyman Electrician, etc.
5. SOCIAL SECURITY NUMBER (SSN) – Social Security Number disclosure is required by the [Texas Family Code](#) 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](#).
If you do not have a Social Security Number, you must complete the [Social Security Number Status Certification](#) form. See additional information at [Verification of Lawful Presence](#).
6. PHONE NUMBER – Provide a telephone number, including the area code, where we can reach you. This may be your office phone number where we can leave a message.
7. EMAIL ADDRESS – Provide your email address. By providing my email address I authorize TDLR to send licensing communications and required notices to me by electronic mail. I understand that I may revoke this authorization in writing and that I must update my email address, or I will not receive these notices. I understand that the email address I provide on this application will be available to the public.
8. MAILING ADDRESS – Provide your current mailing address. This is the address where we will send you mail. This address can be a post office box. Add the zip code plus-4 to help the postal service deliver mail more efficiently and accurately. Always keep your mailing address current with TDLR.

REQUIRED DOCUMENTATION FOR ALL MILITARY APPLICANTS **(SEE EACH LICENSING OPTION FOR ADDITIONAL DOCUMENTATION REQUIRED)**

All applicants must attach the following required documentation (see each licensing option for additional documentation required):

- ☐ This completed supplemental military application
- ☐ **Military Servicemembers and Veterans Only:** Proof of military status, such as a copy of the activity duty orders, Permanent Change of Station (PCS) orders, or a copy of the Certificate of Release or Discharge from Active Duty (DD-214).
- ☐ **Spouses Only:** Proof of your spouse's active-duty military status such as an activity duty order, or Permanent Change Station (PCS) orders.
- ☐ **Spouses Only:** Proof of marital status including a copy of the marriage license or certificate and other documents such as the Defense Enrollment Eligibility Reporting System (DEERS) verification (DD-1172), the service member's most recent Permanent Change of Station (PCS) orders, or other supporting documentation of marital status.
- ☐ The document(s) required based on the method of licensure selected.

9. MILITARY SERVICE MEMBERS AND MILITARY VETERANS ONLY

**VERIFIED MILITARY EXPERIENCE, SERVICE, TRAINING, OR EDUCATION
(FEES WAIVED IF REQUIREMENTS ARE MET)**

This option is for military service members or military veterans who want to receive credit for verified military experience, service, training, or education applicable towards meeting the licensing requirements (except examination requirements) for a specific license issued by the Department.

TDLR credits certain verified military experience, service, training, and education towards a license in one of the TDLR programs listed below:

- Air Conditioning and Refrigeration (ACR Contractor and ACR Certified Technician)
- Barber (Class A Barber)
- Electrician
- Elimination of Architectural Barriers (Registered Accessibility Specialist)
- Water Well Drillers and Pump Installers (Well Driller and Pump Installer)

Visit the agency web page, Information for Military Service Members, Veterans, and Military Spouses for a current list of Military Occupational Specialty (MOS) codes. An applicant using this option must still meet all prerequisites, including a criminal history background check and pass all required examinations to obtain the license.

**10. MILITARY SERVICE MEMBERS, MILITARY VETERANS AND MILITARY SPOUSES OF ACTIVE-DUTY
MILITARY SERVICE MEMBERS
LICENSE ISSUED IN ANOTHER STATE WITH A SIMILAR SCOPE OF PRACTICE
(FEES AND EXAMS WAIVED IF REQUIREMENTS ARE MET)**

This option is for a military service member, veteran, or military spouse who holds a current license issued by another jurisdiction that has licensing requirements that are similar in scope of practice to a license issued in Texas. Visit the [Military Licensing - Transfer a License From Another State](#) for qualifying licenses. An applicant under this option must pass a criminal background check.

Military Spouses: The military member must be serving on active duty to be eligible under this option.

Documentation required:

- ☐ Documents listed in "**REQUIRED DOCUMENTATION FOR ALL MILITARY APPLICANTS**" (page 1 of instructions)
- ☐ The applicable completed license application and supporting documents for the specific license type for which you are applying.
- ☐ Copy of the current occupational license from another jurisdiction. The Department will determine if the licensing requirements of the other jurisdiction are substantially equivalent to those in Texas.
- ☐ Documentation verifying the applicant's good standing (license verification) with the other state's licensing authority.

**11. MILITARY SERVICE MEMBERS, MILITARY VETERANS AND MILITARY SPOUSES OF
ACTIVE-DUTY MILITARY SERVICE MEMBERS**
PREVIOUSLY HELD TEXAS LICENSE
(LATE RENEWAL FEES WAIVED IF REQUIREMENTS ARE MET)

This licensing option is for a military service member and military veteran who held the same license in Texas in the last five years.

Military Spouses: The military member must be serving on active duty to be eligible under this option.

An applicant who qualifies for a license under this option is not required to take and pass any applicable examination required for obtaining the specific license. The applicant must also pass a criminal history background check.

Documentation required:

- ☐ Documents listed in "**REQUIRED DOCUMENTATION FOR ALL MILITARY APPLIANTS**" (page 1 of instructions)
- ☐ [Request to Renew Expired Texas License While Serving on Active Duty](#) application
- ☐ The applicable license renewal fee. (Late renewal fees are waived for military service members and veterans if the license expired while serving on active duty. Renewal fees and late fees are still applicable for a military spouse.)
- ☐ Renewal Requirements must be met, including any applicable continuing education requirements.

**12. MILITARY SERVICE MEMBERS, MILITARY VETERANS AND MILITARY SPOUSES OF ACTIVE-DUTY
MILITARY SERVICE MEMBERS**
DEMONSTRATION OF COMPETENCY BY ALTERNATIVE METHODS
(FEES WAIVED IF REQUIREMENTS ARE MET)

This licensing option is for a military service member, military veteran or military spouse who can demonstrate competency by alternative methods to meet the requirements for obtaining a specific license issued by the Department. The Department will evaluate applications on a case-by-case basis. The applicant must also pass a criminal history background check.

Military Spouses: The military member must be serving on active duty to be eligible under this option.

Documentation required:

- ☐ Documents listed in "**REQUIRED DOCUMENTATION FOR ALL MILITARY APPLIANTS**" (page 1 of instructions)
- ☐ The applicable completed license application and supporting documents for the specific license type for which you are applying.
- ☐ Documents and information showing proof of competency:
 - Proof of education (such as a diploma and transcript of hours);
 - Continuing education certificate;
 - Proof of examinations (written and/or practical)
 - Letter(s) of good standing;
 - Letter(s) of recommendation;
 - Proof of work experience; or
 - Any relevant information required by the executive director.

13.

**MILITARY SERVICE MEMBERS AND MILITARY SPOUSES OF
ACTIVE-DUTY MILITARY SERVICE MEMBERS ONLY**
RECOGNITION OF OUT-OF-STATE LICENSE
(FEES ARE WAIVED IF REQUIREMENTS ARE MET)

This licensing option is for a **military service member or military spouse** who holds a current license, issued by another state, that has a scope of practice similar to that of a license issued by the Department. An applicant whose out-of-state license is recognized must maintain the out-of-state license, including completing any out-of-state renewal requirements. Visit the [Military Licensing - Transfer a License from Another State](#) for qualifying licenses. The applicant must also pass a criminal history background check.

Military Spouses: The military service member must be serving on active-duty to be eligible under this option.

Documentation required:

- ☐ Documents listed in "REQUIRED DOCUMENTATION FOR ALL MILITARY APPLICANTS" (page 1 of instructions)
- ☐ [Active-Duty Military Service Member or Spouse Recognition of Out-of-State License](#) application
- ☐ Copy of the current occupational license from another jurisdiction. The Department will determine if the licensing requirements of the other jurisdiction are substantially equivalent to those in Texas.
- ☐ Notarized [Military Affidavit Affirming Good Standing of Out-of-State License](#).

14. STATEMENT OF APPLICANT - Carefully read the statement of applicant before you sign and date your application. By signing this application, you certify that all information provided is true and accurate.

SEND YOUR COMPLETED DOCUMENT AND REQUIRED ATTACHMENTS TO:

Texas Department of Licensing and Regulation
P.O. Box 12157
Austin, Texas 78711-2157

Documents submitted with your application will not be returned. Keep a copy of your completed document, all attachments, and your check or money order. **Do not send cash.**

For additional information and questions, please visit the [TDLR website](#). You can request assistance or submit required attachments via [TDLR webform](#) or fax (512) 475-2871. You may contact Customer Service Representatives by calling (800) 803-9202 (in state only), or (512) 463-6599, Relay Texas - TDD: (800) 735-2989. Customer Service Representatives are available Monday through Friday (excluding holidays).

TDLR PUBLIC INFORMATION ACT POLICY:

This document is subject to the Texas Public Information Act. With certain exceptions, information in this document may be made available to the public. For more information, view the [TDLR Public Information Act Policy](#).



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MILITARY SERVICE MEMBER, MILITARY VETERAN, OR MILITARY SPOUSE SUPPLEMENTAL APPLICATION INSTRUCTIONS

**FOR EXPEDITED REVIEW THIS SUPPLEMENTAL APPLICATION MUST
BE AT THE FRONT OF ALL DOCUMENTS**

1. Military Status: ☐ Military Service Member ☐ Military Veteran ☐ Military Spouse (Spouse must be an Active-Duty Service Member)

2. I choose to restrict public access to my personal information: ☐ Yes ☐ No

3. Name: (as shown on your government issued identification)

Last First Middle Suffix

4. Type of License for which you are applying:

(ex: Barber, Cosmetology, Electrician, Air Conditioning Technician, etc.)

5. Social Security Number:

See instruction sheet for disclosure information

6. Phone Number:

7. Email Address:

8. Mailing Address:

Street Number and Name, Apt/Ste/Bldg City State Zip Code + 4

9. MILITARY SERVICE MEMBERS AND MILITARY VETERANS ONLY (FEES WAIVED IF REQUIREMENTS ARE MET)

- ☐ I want to receive credit for verified military experience, service, training, or education applicable towards meeting the licensing requirements (except examination requirements) for a specific license issued by the Department.

Refer to the instructions for MOS descriptions.

The initial application fee is only waived for the license types listed below:

- Air Conditioning and Refrigeration (ACR Contractor and ACR Certified Technician)
- Barber (Class A Barber)
- Electrician
- Elimination of Architectural Barriers (Registered Accessibility Specialist)
- Water Well Drillers and Pump Installers (Well Driller and Pump Installer)

Documentation required:

- ☐ Documents listed in **"REQUIRED DOCUMENTATION FOR ALL MILITARY APPLICANTS"** (see instructions page 1)
- ☐ The applicable completed license application and supporting documents for the specific license type for which you are applying
- ☐ Copy of the military orders or documents showing the type and amount of related military experience, service, training, or education applicable to a specific license. Examples: Verification of Military Experience and Training form (VMET-2586), military transcripts, training records, evaluation reports, or a letter from your commanding officer describing your relevant duties and training.

**10. MILITARY SERVICE MEMBERS, MILITARY VETERANS, AND MILITARY SPOUSES OF ACTIVE-DUTY
MILITARY SERVICE MEMBERS
LICENSE ISSUED IN ANOTHER STATE WITH A SIMILAR SCOPE OF PRACTICE
(FEES AND EXAMS WAIVED IF REQUIREMENTS ARE MET)**

- ☐ I hold a current license issued by another jurisdiction that has licensing requirements that are similar in scope of practice to a license issued in Texas. Visit the [Military Licensing - Transfer a License from Another State](#) for qualifying licenses.

Military Spouses: The military service member must be serving on active-duty to be eligible under this option.

Documentation required:

- ☐ Documents listed in "REQUIRED DOCUMENTATION FOR ALL MILITARY APPLICANTS" (see instructions page 1)
- ☐ The applicable completed license application and supporting documents for the specific license type for which you are applying.
- ☐ Copy of the current occupational license from another jurisdiction. The Department will determine if the licensing requirements of the other jurisdiction are substantially equivalent to those in Texas.
- ☐ Documentation verifying the applicant's good standing (license verification) with the other state's licensing authority.

**11. MILITARY SERVICE MEMBERS, MILITARY VETERANS, AND MILITARY SPOUSES OF
ACTIVE-DUTY MILITARY SERVICE MEMBERS
PREVIOUSLY HELD TEXAS LICENSE WITHIN THE LAST FIVE YEARS (LATE RENEWAL FEES
WAIVED IF REQUIREMENTS ARE MET)**

- ☐ My previously held Texas license expired in the last five years while I was serving on active duty.

Documentation required:

- ☐ Documents listed in "REQUIRED DOCUMENTATION FOR ALL MILITARY APPLICANTS" (see instructions page 1)
- ☐ [Request to Renew Expired Texas License While Serving on Active-Duty](#) Application.
- ☐ The applicable license renewal fee. (See instructions page 3 for renewal fees to avoid delays in processing).
- ☐ Renewal requirements must be met, including continuing education requirements.

**12. MILITARY SERVICE MEMBERS, MILITARY VETERANS AND MILITARY SPOUSES OF ACTIVE-DUTY
MILITARY SERVICE MEMBERS
DEMONSTRATION OF COMPETENCY BY ALTERNATIVE METHODS
(FEES WAIVED IF REQUIREMENTS ARE MET)**

- ☐ I can demonstrate competency by alternative methods.

Military Spouses: The military member must be serving on active-duty to be eligible under this option.

Documentation required:

- ☐ Documents listed in "REQUIRED DOCUMENTATION FOR ALL MILITARY APPLICANTS" (see instructions page 1)
- ☐ The applicable completed license application and supporting documents for the specific license type for which you are applying.
- ☐ Documents and information showing proof of competency:
- Proof of education (such as a diploma and transcript of hours);
 - Continuing education certificate;
 - Proof of examinations (written and/or practical);
 - Letter(s) of good standing;
 - Letter(s) of recommendation;
 - Proof of work experience; or
 - Any relevant information required by the executive director.

13. MILITARY SERVICE MEMBERS AND MILITARY SPOUSES OF ACTIVE-DUTY MILITARY SERVICE MEMBERS ONLY

**RECOGNITION OF OUT-OF-STATE LICENSE
(FEES WAIVED IF REQUIREMENTS ARE MET)**

- ☐ I want my out-of-state license to be recognized in Texas. I hold a current license, issued by another state, that has a scope of practice similar to that of a license issued by the Department. (The out-of-state license must be maintained, including completing any out-of-state renewal requirements).

Military Service Members and Spouses: The military service member must be serving on active-duty to be eligible under this option and must be stationed at a military installation in Texas.

Documentation required:

- ☐ Documents listed in "**REQUIRED DOCUMENTATION FOR ALL MILITARY APPLICANTS**" (see instructions page 1)
- ☐ [Active Duty Military Service Member or Spouse Recognition of Out-of-State License](#) Application
- ☐ Copy of the current occupational license from another jurisdiction. The Department will determine if the licensing requirements of the other jurisdiction are substantially equivalent to those in Texas.
- ☐ Notarized [Military Affidavit Affirming Good Standing of Out-of-State License](#).

14. STATEMENT OF APPLICANT

I certify that I will comply with all applicable laws and rules related to my licensed occupation or profession. I further certify that all information I have provided is true and correct. I understand that providing false information may result in the denial of this application and/or revocation of the license.

Applicant Signature

Date Signed