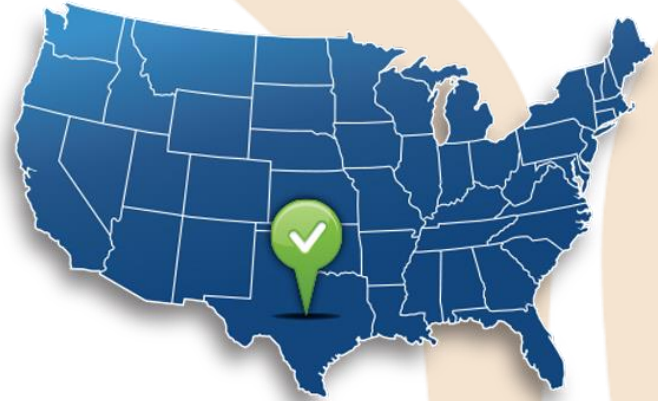


# Texas Licensing Process

1. Apply online with the Texas Department of Licensing and Regulation and pay the \$22 fee by credit card at: [www.license.state.tx.us](http://www.license.state.tx.us).
2. Print a copy of the license from [www.license.state.tx.us](http://www.license.state.tx.us) (under the search option) five to seven days after applying.
3. Submit a copy of your license with your associate number to:

LegalShield Licensing Department  
P.O. Box 1443, Ada, OK 74821  
Email: [licensing@legalshield.com](mailto:licensing@legalshield.com)  
Fax: (580) 436-7555



**LICENSE EXPIRATION:** The Texas license expires annually on the anniversary of the date of issuance. You will be notified of the renewal.

**NOTE:** If you have been convicted of a felony, you will need to complete the attached Criminal History Questionnaire. If you had an occupational license revoked, suspended or denied, you will need to complete the attached Disciplinary Action Questionnaire.