



License Agent Application Packet

Dear Prospective License Agent,

The Texas Parks and Wildlife Department (TPWD) is pleased that you have requested an Application Packet and may be interested in joining our statewide team of License Agents who sell Hunting and Fishing Licenses and other items on our behalf. TPWD has contracted with MCI to provide many of the services and all of the equipment needed to serve you and your license customers. Application packets that are completed and returned to us are evaluated based on a number of criteria, including the location of the applicant's business, the applicant's credit history, the proximity of the business to other License sales outlets, the type and size of the business and other factors. A refundable security deposit of \$75-\$150 per setup is required. There will be a monthly lease fee for equipment.

Applicants who are approved as License Agents are authorized to sell selected recreational licenses to hunters, anglers, and other outdoors enthusiasts. If you are interested in applying to become a License Agent, please follow the instructions below carefully and return the completed application form to:

Texas Parks and Wildlife Department
Attention: License Equipment Deposit
4200 Smith School Road
Austin, TX 78744

If you have any questions, please call a Customer Service Representatives at 1-800-895-4248, option 2 to speak with a member of the License staff.

1. READ ALL THE ENCLOSED MATERIALS AND FOLLOW DIRECTIONS CAREFULLY

2. MAIL TO TPWD THE FOLLOWING ITEMS:

1. A completed and signed License Agent Application
2. A check, payable to TPWD, for the security deposit (\$75 or \$150 per unit dependant upon system selected in Item #3 and 4 of the application).
3. A voided check to assist us in verifying the accuracy of the Routing/Transit Number.

3. LICENSE AGENT MUST CHOOSE ONE OF THE FOLLOWING ON THE APPLICATION:

- ◆ Personal Computer License Sales Application System – Your own computer to be used with supplied license printer and MCI software. For this item, you will need to supply the following equipment and agree to pay the stated deposit and monthly fees.
 1. A personal computer with:
 - Windows 95, 98, 98SE, NT, 2000 or XP
 - 1 Parallel printer port with a printer
 - Internet Explorer 5.0 or higher
 - A 56KB Modem
 - At least 28 MB of Memory
 - 1 free serial port (for the license printer)
 - It is recommended, but not required, that the monitor resolution be set to 1024 by 768.
 - At least 6 MB of free hard disk space
 - An account with an Internet Service Provider (ISP) of your choice
 2. An Internet Service connected to the PC mentioned above.
 3. A security deposit of \$75.
 4. \$8 monthly lease fee for equipment (do not send monthly lease fee; agent will be billed monthly).
- ◆ Hypercom Terminal License System – consisting of a supplied entry terminal & license printer
For this item, you will need to supply the following equipment and agree to pay the stated deposit and monthly fees.
 1. An available phone line to connect to the Hypercom terminal to, this phone line cost must be paid by you.
 2. A security deposit of \$150.
 3. \$15 monthly lease fee for equipment (do not send monthly lease fee; agent will be billed monthly).

4. ALLOW TWO TO THREE WEEKS FOR APPLICATION PROCESSING

Return both pages of the License Agent Application, a check payable to TPWD (check writer's name and address must be pre-printed on the check) or money order and a voided check.

License Agent Application Instructions

Please refer to this instruction sheet when filling out the attached application. If you are unclear about any of the information requested, please call 1-800-895-4248, option 2 to speak with a member of the License staff.

1. Place a check in the box provided to indicate whether this business is a Sole Owner, Partnership or a Corporation. Please see the Application to determine which additional questions should be completed.
2. Enter the name of your business that is used for payment of federal taxes.
- 3 – 4. Place the quantity by the selected equipment. Select (3.) Personal Computer License Sales Application System or (4.) Hypercom Terminal License System. Enter the total deposit enclosed.
- 5 – 7. Enter the name, telephone number, e-mail address (N/A if you do not have one) and home address of the owner, managing partner or corporate manager for the business location that will be selling licenses.
8. Place a check in the box provided and enter the Comptroller Vendor Number and/or Federal Employer's Identification Number and/or the Social Security Number that identifies your business.
9. Provide the name under which you would operate for license sales.
10. Indicate the address at which you wish to receive mail from the Texas Parks & Wildlife Department.
- 11 – 12. Enter the business telephone number and fax number for the business owner.
- 13 – 16. Provide the name, title, and contact information for the license system contact person at your company's corporate headquarters. (Corporate locations only)
17. Provide suggested identifying text for the business to be printed on licenses to be sold at this outlet. Please note that this identifying text (Business Information) has a maximum length of 13 characters and symbols (including spaces). EXAMPLE: A's Bait Shop.
18. Indicate the physical address for the business location, not a Post Office Box. Please use a street and number or postal directions (**not a P.O. Box number or Rural Route number**). Include the name of the city or town (**not a postal center**), since this information may be used for delivery of equipment and/or supplies.
19. Provide the name of the nearest major cross street/road for the location of the outlet.
20. Enter the name, title, and phone numbers for the primary contact people at your sales location (e.g. Manager, Assistant Manager).
21. Indicate your normal hours of operation. If you check B, enter the Opening and Closing Time for each day of the week (enter "Closed" for Opening Time on any day of the week that you are not opened).
22. Provide requested information on the Depository Financial Institution (**Bank/Credit Union**) and end of business week for the sales outlet. Also, include a copy of a voided check from the bank account you will use to deposit your license sales. We will use this information to electronically sweep your account for sales made on the License Sales System. ***Please note that a fee of \$35 will be charged for sweeps that do not process because of insufficient funds.
23. Sign and date the application form. Please return it promptly, along with a check payable to TPWD (check writer's name and address must be pre-printed on the check) or money order for the security deposit and a voided check (**DO NOT Include LEASE FEE**), to:

Texas Parks and Wildlife Department
Attention: License Equipment Deposit
4200 Smith School Road
Austin, TX 78744

Thank you for your interest in becoming a License Agent for TPWD and the Texas License Connection.



License Agent Application

TPWD USE ONLY	
Application #:	_____
Agreement #:	_____
Deposit Amount:	_____
Deposit Check #:	_____

- Indicate how the business is set up in accordance with the Texas Comptroller of Public Accounts:
 - A. Sole Proprietorship (Complete questions 2-12 and 17-23.
 - B. Partnership (Complete questions 2-12 and 17-23); enclose documentation disclosing all business partners who are authorized to sign the license agent agreement contract.
 - C. Corporation (Complete questions 2-23; multiple locations require an additional application and deposit(s) for each store)
2. Legal Name of the Business: _____

Equipment Options and Required Deposit (Please enter quantity and complete total deposit enclosed):

- _____ **License Printer(s)** to use with Personal Computer Setup (Personal Computer supplied by agent) (Requires \$75 Security Deposit per License Printer). A \$8 Monthly Lease Fee will apply per printer.
 _____ (Qty) X \$75 = \$ _____ (Total Deposit payable to TPWD)
- _____ **Hypercom License Terminal & License Printer Setup(s)** (Requires \$150 Security Deposit per setup). A \$15 Monthly Lease Fee will apply per setup.
 _____ (Qty) X \$150 = \$ _____ (Total Deposit payable to TPWD)

Information for Business Owner/Operator

- Owner's Name: _____ Other Owner's Name: _____
- Telephone (with area code): (____) _____ 7a. E-mail: _____
- Home Address: Street/PO Box: _____
 City: _____ State: _____ Zip Code: _____

Information about Business Selling Licenses

- Provide at least one of the following: Comptroller Vendor Number _____
 Federal Employer's ID Number: _____ SSN of Owner: _____
- Trade name of business (DBA Name): _____
- Business Mailing Address: Street/PO Box: _____
 City: _____ State: _____ Zip Code: _____
- Telephone (with area code): (____) _____ 12. Fax Number (with area code): (____) _____

Corporation Information

- Contact Name/Title: _____
- Headquarters Mailing Address: Street/PO Box: _____
 City: _____ State: _____ Zip Code: _____
- Telephone (with area code): (____) _____ 15a. E-mail: _____
- Fax Number (with area code): (____) _____

General Information

- Business information as it should appear on licenses:
Business Information _____ (maximum 13 characters)
- Physical Address of Outlet:
 (Also for shipping purposes; No Post Office Boxes)
 Street: _____
 City: _____ State: _____ Zip Code: _____

19. Please identify the closest major cross street to the location of the business: _____

20. Provide primary contact person(s) at the proposed outlet location (**Please Print**):

<u>First and Last Name</u>	<u>Title</u>	<u>Phone</u>
_____	_____	()
_____	_____	()

21. Normal business hours for the proposed location (Please Check Only One):

- A. Outlet is open 24 hours each day, seven days each week.
- B. Outlet is not open on a 24X7 schedule (Please specify normal hours of operation below).

<u>Day of Week</u>	<u>Opening Time</u>	<u>Closing Time</u>
Sunday	_____	_____
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____
Saturday	_____	_____

22. Provide the following information regarding the bank account for Electronic Funds transfers. **This account must already be established and the following information provided when returning this application:**

- A. Depository Financial Institution (Bank or Credit Union) Name: _____
- B. Business Name as shown on the account: _____
- C. Bank Account Number: _____ Checking Savings
- D. Routing/Transit Number: _____
- E. Last day of the business week for business: _____

23. The agent (**Taxpayer set up w/Texas Comptroller of Public Accounts**) who is financially responsible for the business must sign below.

I hereby certify that all information provided above and attached is true and correct. I hereby authorize the release of information including any credit history to the Texas Parks and Wildlife Department.

Signature: _____ Date: _____

Printed Name: _____

Title: _____ Phone Number: () _____

Texas Parks and Wildlife Department maintains the information collected through this form. With few exceptions, you are entitled to be informed about the information we collect. Under Sections 552.021 and 552.023 of the Texas Government Code, you are also entitled to receive and review the information. Under Section 559.004, you are also entitled to have this information corrected.