

GOVERNING BODY/DIRECTOR DESIGNATION

“Texas law gives you the right to know what information is collected about you by means of a form you submit to a state government agency. You can receive and review this information, and request that incorrect information about you be corrected by contacting your licensing representative.”

SECTION A - GOVERNING BODY DESIGNATION

Name of Operation:			Operation Number:
Address:			
Governing Body or Organization Name			Telephone Number (A/C)
Address:	<i>Street</i>	<i>City</i>	<i>State</i> <i>Zip</i>
Please Print the Name of Chief Executive Officer of Governing Body			Telephone Number (A/C)
Mailing Address:	<i>Street</i>	<i>City</i>	<i>State</i> <i>Zip</i>
Name of Designee of Governing Body:			Telephone Number (A/C)
Mailing Address:	<i>Street</i>	<i>City</i>	<i>State</i> <i>Zip</i>

I hereby designate the person stated above as official representative (designee) to speak for and act on our organization's behalf.

- I understand that all correspondence, copies of compliance documents, will be sent to the designee.
- I understand that as the permit holder, the governing body is ultimately responsible for maintaining compliance with the childcare licensing law and minimum standards.
- I understand that all waivers and variances must be requested and signed by me or by the designee.
- I understand that anytime there is a change in the designee or director of an operation, the governing body is responsible for notifying the licensing division.
- I understand that the licensing division will notify the governing body of any due notice or remedial action against the operation.
- I DO DO NOT want to also receive routine compliance information.

Chief Executive Officer of Governing Body (Signature)	Title	Date
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SECTION B - DIRECTOR DESIGNATION

I (we) hereby designate _____ as director of _____

located at _____

Authorization:

Signature of Owner, Governing Body or Designee	Title	Date
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