



TEXAS DEPARTMENT OF LICENSING & REGULATION

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

www.tdlr.texas.gov

MESSAGE THERAPY ESTABLISHMENT REQUEST FOR DUPLICATE CERTIFICATE AND NOTIFICATION OF CHANGE INSTRUCTIONS

1. CURRENT NAME OF THE MESSAGE ESTABLISHMENT – Provide the facility name as it currently appears on the Massage Establishment License.
2. MESSAGE ESTABLISHMENT LICENSE NUMBER – Provide the Massage Establishment License number.
3. REQUEST FOR DUPLICATE MESSAGE ESTABLISHMENT LICENSE – Check the appropriate box if you want a duplicate of your Massage Establishment License. (\$25 fee for each duplicate.)
4. NOTICE OF CHANGE – Check the appropriate box for the change(s) you are requesting.
5. CHANGE MY MESSAGE ESTABLISHMENT NAME – Provide the new Massage Establishment name as reflected on the ASSUMED NAME filing with the County Clerk or Secretary of State (SOS). You must provide a copy of the Assumed Name Filing with the County Clerk or Secretary of State with this form.
6. CHANGE BUSINESS MAILING ADDRESS – Provide your new mailing address in the spaces provided. This is the address where we will send you mail. This address can be a post office box.
7. CHANGE BUSINESS PHONE NUMBER – Provide your new phone number, including the area code.
8. CHANGE BUSINESS EMAIL ADDRESS – Provide your new 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 have provided in this application will remain confidential except as permitted or required by law.
9. STATEMENT OF APPLICANT – Carefully read, print the name, and title of the person requesting the change(s), and must be signed and dated.

NOTE: Once your license has been issued, you can only change the business's physical address by applying for a new license.

SEND YOUR COMPLETED APPLICATION AND REQUIRED DOCUMENTS TO:

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

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

For additional information and questions, please visit the [TDLR website](http://www.tdlr.texas.gov). You can request assistance or submit required attachments via [TDLR webform](http://www.tdlr.texas.gov/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).

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