

OUT-OF-STATE EXAMINATION REQUEST

If you are licensed to do plumbing work in Louisiana, you may qualify for a reciprocal plumbing license. Please use the Online Licensing System (see web address/QR code at the bottom of this page) to submit your information. Click “Begin Here for Sign-Up” if you haven’t already created an account.

Minimum Requirements for an Out-of-State Examination:

- Must provide proof that the applicant is authorized to work lawfully in the United States
- Must be able to prove applicant is currently licensed as a Journeyman or Master Plumber in another state
- Must have held the above license for at least four (4) years
- Must submit non-refundable Out-of-State Examination processing fee (\$40 – Journeyman, \$175 - Master)

The Applicant’s Identity Will be Verified: Current (not expired) US or state government-issued photographic identification, such as a driver license, passport, or state-issued identification, will be required from the applicant on the day of the examination.

Fingerprinting: Fingerprints are required for all out-of-state examinees. If you have not previously submitted fingerprints, see the last page of this application. This application will not be approved until corresponding fingerprint data is on file.

Waiting Periods for Examination Failures: The following waiting periods are required for any examination failure (all or part): (1) First failure: a 30-day waiting period, (2) Second failure, a 60-day waiting period, (3) Third and subsequent failures: a 90-day waiting period.

Americans with Disabilities Act: The TSBPE offers reasonable accommodations for persons taking the examination, as required by the Americans with Disabilities Act. If the applicant requires special accommodations, please make such requests in writing and submit with this application for examination.

Equal Opportunity Statement: The Texas State Board of Plumbing Examiners does not discriminate based on race, color, national origin, sex, religion, age or disability in employment or the provision of services.

This Examination May Include a Computer-Based Test Component: Formerly referred to as the “written” exam, the examination for Journeymen from out-of-state is now computer-based and is administered by Pearson VUE. See the third page of this application for details. Master Plumbers from out-of-state are still required to take a written examination.

REMINDER: This application (and many others) can be completed entirely online via the Online Licensing System. Applications submitted online are processed and approved considerably faster than those sent via US Mail. To login to your online account or create a new account, scan the code on the right with your phone or go to: <https://vo.licensing.hpc.texas.gov/>



TEXAS STATE BOARD OF PLUMBING EXAMINERS
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1. Date _____ ▶ Incomplete applications expire one year from receipt. (See requirements in #11 below)
2. Last name (Print) _____ First _____ M _____
3. Mailing address _____ City _____
4. State _____ Zip Code _____ Date of Birth _____ Age _____
5. Driver's License/ID No. _____ Social Security No. _____
Disclosure of applicant's social security number is required. Applicant's social security number is being solicited pursuant to Texas Family Code § 231.302 for use by the state's Title IV-D agency to assist in the administration of laws relating to child support enforcement under 42 U.S.C. §§ 601-617 and 651-669.
6. Out-of-State License # _____ Issued by State of _____ Date Issued _____
7. Telephone # _____ Email (Required) _____
8. Employed by _____ Employer Tel. # _____
9. Has the applicant ever been convicted of a felony or misdemeanor in this or any other state? Yes No
If applicant answers YES to #10, applicant must submit a Supplemental Criminal History Information Form (SCHIF). The SCHIF is available on the TSBPE website at tsbpe.texas.gov under "Forms."
10. Is the applicant an active member of the military or a veteran? Yes No
11. Each of the following items must be checked and submitted for this application to be considered complete. **Incomplete applications will not be processed.**
- Examination processing fee (non-negotiable): \$40 – Journeyman, \$175 Master
 - Legible copy of the applicant's current, state-issued Residential, Journeyman or Master plumbing license
 - Proof that the applicant is a citizen or national of the United States, or an alien lawfully admitted to the United States for permanent residence, or an alien authorized to work lawfully in the United States. **A state-issued Birth Certificate is the best example of this; Social Security cards are NOT ACCEPTED AS PROOF OF CITIZENSHIP.**
 - Legible copy of applicant's current, government-issued photographic identification
 - If applicant answered "yes" to question #9: **Supplemental Criminal History Information Form (SCHIF)** and required documents
 - If applicant answered "yes" to #10: a copy of applicant's active military ID or Certificate of Release or Discharge from Active Military Duty (DD214)
 - One-time, electronic submission of fingerprint data through Identigo (see final page of this application). Check this box if applicant have already submitted your fingerprints via Identigo.
12. **BY SIGNING BELOW, I TESTIFY THAT I UNDERSTAND THAT SUBMITTING ANY FALSE INFORMATION TO THE BOARD IS A CRIMINAL OFFENSE AND WILL ALSO RESULT IN DISCIPLINARY ACTION, UP TO AND INCLUDING REVOCATION OF MY PLUMBING LICENSE OR REGISTRATION AND AN ADMINISTRATIVE PENALTY UP TO \$5,000.00**

Signature of Applicant

----- TSBPE USE ONLY -----

Fee _____ Entity No. _____
Date Received _____ Date Processed _____



Here's What You Need to Know...

- If the applicant is a Journeyman from out-of-state, the examination they are required to take by the State of Texas is computer-based.
- All computer-based tests (CBTs) are administered by the TSBPE's testing partner Pearson VUE. Pearson VUE operates over 40 conveniently located testing locations across the state of Texas.
- When the applicant's request is approved* by the TSBPE, the applicant will receive an email from Pearson VUE that includes detailed instructions on how to schedule their Computer-Based Test.
- Once the applicant passes the computer-based test, the TSBPE will schedule their practical exam (if applicable) and send confirmation details and instructions via email.
- For more information, please see the TSBPE landing page on Pearson VUE's website: <https://home.pearsonvue.com/tsbpe>

*Please note: the TSBPE does not process or approve incomplete applications; it is therefore imperative that you make sure the submitted application is accurate and complete before sending it in. To check the applicant's license status, including fingerprint and training data, use the Public License Search: <https://vo.licensing.hpc.texas.gov/datamart/selSearchType.do>

FINGERPRINTING INSTRUCTIONS FOR PLUMBERS & INSPECTORS

TSBPE Identogo Service Code: **11J66Z**

New and renewal license/registration applicants are required to obtain a fingerprint background check. Fingerprints are submitted electronically to the Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI) through Identogo. The fee is \$39.05 and is collected by Identogo. This fee is *in addition to* the applicant's initial license or renewal fees. Cash and personal checks are not accepted.

To register online:

1. Go to the TSBPE registration page on the Identogo website:
<https://uenroll.identogo.com/workflows/11J66Z>
2. Click "Schedule or Manage Appointment" and complete the pages that follow.
3. When asked for an Authorization code, mark "No."
4. Do not request a hard card, as it will not be accepted by the TSBPE.
5. Make sure you bring proof of identification with you to the appointment.

To register by phone:

1. Call 1-888-467-2080. Use service code **11J66Z**. You **MUST** use this code. If you use the wrong code you will not be refunded for sending your information to another agency.
2. When asked for an Authorization code, answer "No."
3. Do not request a hard card, as it will not be accepted by the TSBPE.
4. Make sure you bring proof of identification with you to the appointment.

Once completed, the background check will then be sent electronically to the TSBPE, but please keep the receipt for record keeping purposes. **Fingerprint background checks for any other license or agency are not accepted as fingerprint data is not shared between State Agencies.** This service is NOT available at the TSBPE.