

**PLUMBER'S APPRENTICE REGISTRATION APPLICATION**

**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/>



**Minimum Requirements for the Apprenticeship Registration:**

- Must provide proof that the applicant is authorized to work lawfully in the United States
- Must be at least 16 years of age
- Must submit non-refundable Apprenticeship Registration application fee (\$15)

**IF THE APPLICANT HAS A PLUMBER'S APPRENTICE REGISTRATION THAT IS CURRENT OR HAS BEEN EXPIRED FOR LESS THAN TWO YEARS:** DO NOT REAPPLY. Instead, please either renew the applicant's license online (see top of this page) or call the TSBPE Licensing Department at 512-936-5248 to request a renewal form.

**Processing Time:** Allow up to 45 business days for the processing and return of your pocket card when sending applications via the US postal service. As stated at the top of this page, Apprenticeship Registration Applications submitted online are processed considerably faster than physical applications sent via US Mail.

**Renewal of Registration:** Plumber's Apprenticeship Registrations are assigned a random expiration date. The expiration date will be printed on the pocket card the applicant will receive after their registration application is approved. Apprenticeship registrations must be renewed each year on or before the expiration date. A renewal notice will be sent via email approximately 65 days before the registration's expiration date. **It is the Apprentice's responsibility to make sure his or her current address is on file with the Board.** All personal information can be updated quickly using the Online Licensing System (see above).

**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, must be submitted with this application.

**Credit for Work Experience:** When applying for a plumbing license or certain endorsements, applicants must submit proof of work experience in the plumbing trade. **APPLICANTS WILL ONLY RECEIVE CREDIT FOR HOURS WORKED IF THE WORK WAS COMPLETED WHILE THE APPLICANT HELD A CURRENT PLUMBER'S APPRENTICE REGISTRATION.**

**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.

**PLUMBER'S APPRENTICE REGISTRATION APPLICATION**

**An applicant may not work as a Plumber's Apprentice until this application has been approved and the applicant has received their Plumber's Apprentice Registration pocket card.**

1. Has the applicant ever held a license/registration issued by the TSBPE? Yes  No  License/Reg # \_\_\_\_\_
2. Date \_\_\_\_\_ ▶ Incomplete applications expire one year from receipt. (See instructions in #12, below)
3. Last name (Print) \_\_\_\_\_ First \_\_\_\_\_ M \_\_\_\_\_
4. Mailing address \_\_\_\_\_ City \_\_\_\_\_
5. State \_\_\_\_\_ Zip Code \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_
6. 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.
7. Telephone # \_\_\_\_\_ Email (Required) \_\_\_\_\_
8. Is the applicant employed? If so, who is their employer? \_\_\_\_\_ Employer Tel. # \_\_\_\_\_
9. Responsible Master Plumber Name \_\_\_\_\_ RMP License# \_\_\_\_\_
10. Has the applicant ever been convicted of a felony or misdemeanor in this or any other state? Yes  No   
If applicant answers yes to this question and the offense was a felony, applicant must submit a **Supplemental Criminal History Information Form** (and all documentation listed on that Form) with this application. The **Supplemental Criminal History Information Form** is available on the TSBPE website at [tsbpe.texas.gov](http://tsbpe.texas.gov) under "Forms."
11. Is the applicant an active member of the military or a veteran?  Yes  No
12. Each of the following items must be checked and submitted for your application to be considered complete. **Incomplete applications will not be processed.**
  - Non-refundable examination application fee of \$15 (cashier's check, money order, or personal/company check)
  - A copy of applicant's current US or state government-issued photo ID
  - Proof that the applicant is authorized to work lawfully in the United States  
Applicable proof includes either of the following: (1) a copy of applicant birth certificate issued by a city/county/state/federal authority (if born in the United States); or (2) a copy of both sides of a U.S. Immigration and Naturalization document stating that you are authorized to work lawfully in the United States.
  - If applicant answered "yes" to #9: the **Supplemental Criminal History Information Form** 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)
13. **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.**

\_\_\_\_\_  
Applicant Signature

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

Fee \_\_\_\_\_ Entity No. \_\_\_\_\_  
Date Received \_\_\_\_\_ Date Processed \_\_\_\_\_

# WHY NOT DO IT ONLINE?

The TSBPE has two websites that together allow you to take care of just about anything related to your plumbing license or registration.

## The Online Licensing System

<https://vo.licensing.hpc.texas.gov/>

- Address change
- Renew your license/registration
- Apply for an examination
- Update Certificate of Insurance (COI)
- Order a duplicate pocket card
- Change of company

## Public License Search

<https://vo.licensing.hpc.texas.gov/datamart/selectSearchType.do>

- View renewal status
- Check fingerprint status
- Review CE History
- View disciplinary actions/documentation
- Check Certificate of Insurance (COI) expiration date

## FINGERPRINTING INSTRUCTIONS FOR PLUMBERS & INSPECTORS

TSBPE IdentoGO Service Code: **11J66Z**

If an Plumber's Apprentice plans to eventually obtain a plumbing license, it would be in their best interest to take care of this one-time requirement as soon as possible so as to avoid delays in the future. 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* your 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 as a precaution. **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.