TEXAS Department of State Health Services

REGULATORY LICENSING UNIT
DEVICE DISTRIBUTOR
Initial / Renewal License Application

(Health and Safety Code, Chapter **431**)

Return both the completed application, and non-refundable fee made payable to:
Texas Department of State Health Services, RLU, Food & Drug Licensing,
P.O. Box 12008, Austin, Texas 78711
For assistance in completing this application call (512) 834-6727

DEVICE DIST
2503

BUDGET: **ZZ105**
FUND: **091**

LICENSE #

NOTE: Do not submit a device distributor application if physical address of business is located outside of Texas.

If you are a device manufacturer or a device distributor who is also required to be licensed as a drug distributor or food wholesaler, contact this office at (512) 834-6727 for the correct application.

Name Under Which Business is Conducted (DBA):_____

Physical Address to be Licensed: _____

City, County, State, Zip Code: _____

Telephone # at address:_____

Type of Operation: (Check all that apply) ☐ Distributor ☐ Initial Distributor (Importer) ☐ Own-label Distributor ☐ Broker

Type of Device: (Check all that apply) ☐ Class I ☐ Class II ☐ Class III ☐ Prescription ☐ OTC
☐ Sterile-Packaged ☐ Tracked ☐ Implantable ☐ Software-driven ☐ In-vitro diagnostic

FEE SCHEDULE FOR DEVICE DISTRIBUTOR

License fees are based on **ALL** gross annual device sales at each licensed place of business. "Distributor" means a person who furthers the marketing of a finished domestic or imported device from the original place of manufacture to the person who makes final delivery or sale to the ultimate consumer or user. The term includes an importer or an own-label distributor. The term does not include a person who repackages a finished device or who otherwise changes the container, wrapper, or labeling of the finished device or the finished device package. "Finished Device" means a device, or any accessory to a device, which is suitable for use, whether or not packaged or labeled for commercial distribution.

GROSS ANNUAL DEVICE SALES	FEE FOR INITIAL/RENEWAL LICENSE OR CHANGE OF OWNERSHIP
☐ LV1 $0 - $499,999.99	$495.00 for each establishment
☐ LV2 $500,000 - $9,999,999.99	$1,113.00 for each establishment
☐ LV3 $10,000,000 or more	$1,731.00 for each establishment

EXEMPTION FROM FEE:

☐ This place of business engages **ONLY** in the manufacture or distribution of radiation machines which are devices or the manufacture or distribution of devices which contain radioactive materials, and is currently licensed or registered with the Texas Department of State Health Services, Radiation Control under §289.252 or §289.226, 25 Texas Administrative Code.

☐ This place of business is a charitable organization as described in the Internal Revenue Code of 1986, §501(c)(3), or a nonprofit affiliate of the organization, to the extent otherwise permitted by law.

☐ **Late Fee** - A person who files a renewal application after the expiration date must pay an additional $100.00.
ANY RETURNED CHECKS RECEIVED AFTER EXPIRATION DATE WILL BE ASSESSED THE $100.00 LATE FEE.

VERIFICATION: I SWEAR OR AFFIRM THAT ALL INFORMATION IN THIS APPLICATION IS TRUE AND CORRECT. I FURTHER CERTIFY BY SIGNATURE HEREON, THAT I AM AUTHORIZED TO EXECUTE THIS DOCUMENT ON BEHALF OF THE CORPORATION AND AM ELIGIBLE TO RECEIVE A LICENSE. IF SIGNING THIS AS OWNER OF A SOLE PROPRIETORSHIP, I AM NOT DELINQUENT IN THE PAYMENT OF ANY CHILD SUPPORT OWED UNDER CHAPTER 232, FAMILY CODE. IF SIGNING AS A SOLE PROPRIETOR, I CERTIFY I HAVE FILED THE ASSUMED NAME CERTIFICATE IN APPROPRIATE COUNTIES PURSUANT TO BUSINESS AND COMMERCE CODE, CHAPTER 36. I FURTHER CERTIFY THAT I HAVE READ AND UNDERSTAND CHAPTER 431 OF THE HEALTH & SAFETY CODE, THE APPLICABLE PROVISIONS OF 25 TEXAS ADMINISTRATIVE CODE, CHAPTER 229, AND AGREE TO ABIDE BY THEM.

Print Name:	**Title:** ☐ Owner ☐ President ☐ Partner ☐ Corporate Designee / Agent
sign here ▶	**Date:**

PURPOSE OF THIS APPLICATION: Mark appropriate box to indicate purpose of application, and/or any change in status of firm.
Please Note: Initial licenses will expire two years from date of payment receipt by the Department.

☐ **New** - Start Date of Regulated Activity:_____

☐ **Change of Ownership: If change affects multiple licensed locations contact us at 512-834-6727 prior to submitting application.** Change of ownership requires submission of an initial application and fee as listed on Page 1.

☐ Previous owner name: _____ Previous license number: _____

☐ Previous dba name: _____

☐ Effective date of change: _____

☐ **Amended: If change affects multiple licensed locations contact us at 512-834-6727 prior to submitting application.** Any minor amendment including change of name or change in the location of a licensed place of business requires submission of a minor amendment application and fee as listed on page 1 of that application. The current expiration date remains in effect.

☐ Change of location (previous location): _____

☐ Change of dba name (previous name): _____

☐ Current License number: _____Effective date of change: _____

☐ Other: _____

☐ **Renewal** - Renewals are valid from the anniversary date. **Failure to submit the renewal fee before the expiration date will result in a delinquency fee for each location and must be remitted before the license or permit will be issued**.

☐ **Notice that firm is out of business. Date out of business: _____**
Sign and date 1st page and return original license for deletion from our records.

☐ **Not required to license/permit**
Reason: _____

RESPONSIBLE INDIVIDUAL IN CHARGE AT PHYSICAL ADDRESS

A license cannot be issued for manufacturing or holding of foods for distribution in any room used as living or sleeping quarters; or for the manufacturing, assembling, testing, processing, packing, holding or labeling of drugs and/or devices from any personal residence.

***Please Note:** **Only** drug, device, and/or certificate of authority applicants are required to fill in residence address, driver's license number, and date of birth.

Name & Title	*Residence Address	*Driver's License Number	*Date of Birth

BUSINESS HOURS OF OPERATION: _____m. to _____m.

WEBSITE/ INTERNET ADDRESS: _____

MAILING ADDRESS INFORMATION (The license and/or courtesy renewal notice will be sent to the following):

Mailing Name:_____

Mailing Address:_____

City, State, Zip code:_____

Name of Application Preparer (Contact Person):_____

Telephone Number of Application Preparer (Contact Person): _____

Fax Number of Application Preparer (Contact Person): _____

E-mail Address of Application Preparer:_____

PRIVACY NOTIFICATION: With few exceptions, you have the right to request and be informed about information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. You may visit our website listed below for more information on the Privacy Notification (Reference: Government Code, Section 552.021, 552.023 and 559.004).

ALL THREE PAGES OF THE APPLICATION FORM MUST BE COMPLETED
BEFORE A LICENSE WILL BE ISSUED. Please allow 4-6 weeks for processing.
Visit our website at: www.dshs.state.tx.us

Please address **correspondence only** to:
Texas Department of State Health Services
RLU, Food and Drug Licensing Group, MC 2835
PO Box 149347
Austin, Texas 78714-9347

LICENSE HOLDER INFORMATION: Please enter the 11 digit State Tax Payer's Identification number **or** Federal Identification number.

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**Please Note: For ONLY Drug, Device, and/or Certificate of Authority Applications:

* Has the applicant, licensee, and/or managing officer(s) been convicted of a felony or misdemeanor? ☐ Yes ☐ No
(If yes, please attach a statement explaining the conviction.)

* Please include a copy of Driver's License with application.

*Applicants are required to fill in residence address, driver's license number, and date of birth below.

☐ SOLE OWNER / PROPRIETORSHIP

Sole Owner: _____ _____ _____ _____
Name | Residence Address | DLN | DOB

☐ Partnership ☐ LP ☐ LLP ☐ LTD

Effective Date of Partnership_____

Name of Partnership: _____

Partnership Address: _____ _____ _____ _____
STREET | CITY | STATE | ZIP

*** Each of the Below Must Include: Name, Residence Address, Drivers License Number & Date of Birth:**

Partner 1: _____ _____ _____ _____
Name | Residence Address | DLN | DOB

Partner 2: _____ _____ _____ _____
Name | Residence Address | DLN | DOB

Partner 3: _____ _____ _____ _____
Name | Residence Address | DLN | DOB

☐ Association ☐ State Agency

Name of Association / State Agency: _____

Address: _____ _____ _____ _____
STREET | CITY | STATE | ZIP

*** Each of the Below Must Include: Name, Residence Address, Drivers License Number & Date of Birth:**

Contact 1: _____ _____ _____ _____
Name | Residence Address | DLN | DOB

Contact 2: _____ _____ _____ _____
Name | Residence Address | DLN | DOB

☐ Corporation ☐ LLC

Date and Place of Incorporation:_____

Corporation Name: _____

Corporation Address: _____ _____ _____ _____
STREET | CITY | STATE | ZIP

***Each of the Below Must Include: Name, Residence Address, Drivers License Number & Date of Birth:**

President: _____ _____ _____ _____
Name | Residence Address | DLN | DOB

Officer 1: _____ _____ _____ _____
Name | Residence Address | DLN | DOB

Officer 2: _____ _____ _____ _____
Name | Residence Address | DLN | DOB

Registered Agent: _____ _____ _____ _____
Name | Residence Address | DLN | DOB