BUSINESS FILING AND VERIFICATION SECTION
In-State Milk Processing Plant
Initial/ Renewal/Amended license application
(Health and Safety Code, Chapter 435)
Return the completed application and non-refundable check or money order to:
Texas Department of State Health Services - Food & Drug Licensing,
MC-2003 PO Box 149347, Austin, Texas 78714-9347

For Assistance call (512) 834-6727

(PL)(MA)
Name business is conducted under (DBA): ________________________________

Physical address to be licensed: ________________________________________

City                                County                                ST                        Zip Code

Telephone number at physical address: ____________________________________

For New and/or Amended: Application and fee must be received prior to an inspection. Please allow 4-6 weeks for processing time.

Check only one below:  FEE DUE
New licenses only (includes change of ownership)

☐ Start date of regulated activity within Sept 1 – Feb 28/29            $800.00

☐ Start date of regulated activity within March 1 – Aug 31             $600.00

Amend license only:  FEE DUE
☐ Amend license (For change of dba name and/or location change only)  $400.00
**Renewal only:** A late fee of $100.00 will be assessed if payment is not received on or before August 31.

If renewing your license check here ☐ **Renewal fee due** $824.00

**Inspection Fees:** All milk product processors will be assessed a monthly inspection fee of $.045 as stated in 25 Texas Administrative Code Chapter 217, Subchapter E, 217.91. Fees are assessed on a monthly basis and a minimum payment of $5.00 is required. If a plant has no production and still maintains an active permit in the State of Texas, the facility will still be required to pay the minimum fee. Facilities shall submit monthly production data to the department no later than 15 days after the end of each monthly reporting period, accompanied by the required fee. The department may revoke a permit issued under Health and Safety Code 435, if the permit holder is delinquent in the remittance of the inspection fee.

**List of Products Distributed in Texas (attach a list if needed):**

____________________________________________________________________
____________________________________________________________________

**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, I am not currently delinquent in the payment of any corporation franchise taxes owed the State of Texas under chapter 171, Tax Health & Safety Code, nor am I delinquent in the payment of any child support owed under Chapter 232, Family Code. I further certify that I have read and understood Chapter 435 of the Health & Safety Code, and the applicable provisions of 25 TAC, Chapter 217, and agree to abide by them.

_______________________________ Date: ______________________
Print name

_______________________________
Signature

**Title:** ☐ Owner  ☐ President  ☐ Partner  ☐ Corporate Designee/Agent

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**Purpose of this application:** Mark appropriate box to indicate purpose of this application and/or any changes in the status of firm.

- **Renewal** – 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.

- **New**  Estimated start date of regulated activity: ______________________

- **Change in ownership** – Requires submission of application and fee as listed on page 1. If change affects multiple licensed locations contact us at 512-834-6727 prior to submitting application.

Previous owner name: ______________________________________________________

Previous business name (dba): ___________________________________________

Effective date of change: ________________________________

- **Amended** – If business name (DBA) or location has changed, submission of fee is required as listed on page 1.

- Change of location (previous location): ________________________________

- Change of DBA name (previous name): ________________________________

- Other: ____________________________________________________________

Effective date of change: ________________________________

- Notice that firm is out of business. Date closed: _________________________

  **Sign & date page 1 & return for deletion from our records.**

- Not required to license. Reason: _______________________________________

**WEBSITE / INTERNET ADDRESS:** [http://www.](http://www.)__________________________
Mailing address information. The license and/or courtesy renewal notice will be sent to the address below.

Mailing name: __________________________________________________________

Mailing address: ________________________________________________________

City, State, Zip Code: __________________________________________________

Name of application preparer (contact person): _____________________________

Telephone number of contact person: ____________________________________

Email address of contact person: _________________________________________

Fax number of contact person: ___________________________________________

License Holder Information: Please list the 11 digit state Taxpayers Number on file with the Texas Comptroller of Public Accounts and the 9 digit Employee Identification Number (EIN).

Taxpayer number _______________________________________________________

EIN number ____________________________________________________________

For the information below, complete the box that applies to the ownership of the license.

☐ Sole Owner / Proprietorship

Name of sole owner: _____________________________________________________

☐ University/College  ☐ County/Department  ☐ Family Trust

Name of entity

______________________________________________________________

President / Officer

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□ Partnership  □ LP  □ LLP  □ LTD

Effective date of partnership: ____________________________________________

Name of partnership

Partner name

Partner name

Partner name

□ Corporation  □ LLC

Date & Place of Incorporation: ____________________________________________

Name of corporation: _____________________________________________________

President’s name: ________________________________________________________

Officer name: _____________________________________________________________

Officer name: _____________________________________________________________

Name of registered agent: ________________________________________________

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 have the right to ask the state agency to correct any information that is determined to be incorrect.

You may visit our website at: www.dshs.texas.gov/milk

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BE SURE TO COMPLETE ALL PAGES OF THIS FORM