



RAILROAD COMMISSION OF TEXAS

Oversight and Safety Division
Alternative Fuels Safety Department

LPG FORM 1

Vendor change

New license

License renewal
License number _____

The information provided on this form is legible.

Applicant's Company Name: _____
(Exact Legal Name of Company)

(dba) _____ (dba) _____
(Doing Business As – please include a copy of the assumed name certificate required to be filed with the respective county clerk's office and/or the Secretary of State's office.)

OFFICIAL RAILROAD COMMISSION COMMUNICATIONS ARE TO BE MAILED TO:

(Name of Contact Person) _____ (Area code and telephone No.) _____ (Area code and FAX No.) _____

(Mailing Address) _____ (Physical Address) _____

(City) _____ (County) _____ (State) _____ (Zip Code) _____

(Email Address) _____ 24- hr Emergency Contact Phone Number
(Required for all licensees engaging in LP-gas product activities)

CHECK APPROPRIATE BOX

Applicant is: Sole Proprietor Partnership Corporation Limited Liability Company

NOTE: Limited partnerships, registered limited liability partnerships, corporations and limited liability companies must be registered with the Secretary of State.

Is the applicant registered with the Secretary of State and authorized to do business in Texas? YES NO

If the applicant is a corporation, limited partnership or limited liability company (LLC), submit a copy of the current Certificate of Account Status from the Texas Comptroller of Public Accounts. please provide the following:

Texas Taxpayer ID: _____ Charter Number: _____

Subject to franchise tax? Yes No

Please list owner in sole proprietorship, partners for a partnership, or officers for a corporation or limited liability company:

Name _____ Owner _____ Partner _____ Officer _____

Name _____ Owner _____ Partner _____ Officer _____

(Attach additional sheets if necessary)

PLEASE CHECK THE APPROPRIATE BOX TO INDICATE THE TYPE OF LICENSE THAT YOU ARE APPLYING FOR OR RENEWING:

A	A1	A2	B	C	D	E	F	G
H	I	J	K	L	M	N	O	P

Please provide the name of your company representative(s) below. A company representative must comply with all applicable requirements of Section 9.17 of the *LP-Gas Safety Rules*.

Name _____ Social Security Number _____ Telephone Number _____

Name _____ Social Security Number _____ Telephone Number _____

NOTICE: Both pages of this form must be completed, and a signature must be included on the second page.

LPG FORM 1

Page 1

ANSWER EACH OF THE FOLLOWING QUESTIONS AS THEY PERTAIN TO YOUR COMPANY'S OPERATIONS
ATTACH THE APPROPRIATE FORMS, IF NEEDED

YES NO Does your company have an outlet? If YES, submit LPG Form 1A.

YES NO Does your company operate any bobtails, transports, or container delivery units? If YES, submit LPG Form 7.

YES NO Does your company operate any LPG bulk storage containers, cylinder filling plants or service station containers that were transferred from another licensee? If YES, submit LPG Form 19.

YES NO Are you applying for a Category A, A1 or A2 LPG license? If YES, submit copy of your current ASME certificate of authorization and/or DOT authorization.

YES NO Are you applying for a Category B or O LPG license? If YES, submit LPG Form 505.

YES NO Has your company's ownership or type of business entity changed (e.g., sole proprietor, corporation, LLC, LP)?

Per §9.26 of the LP-gas Safety Rules, licensees must provide proof of general liability, worker's compensation and motor vehicle coverage. License renewal applicants shall verify the current policy information and submit the appropriate form if the current policy on file is expired. Indicate the forms being submitted with this application.

Acord 25
Insurance form adopted by the Texas Department of Insurance
LPG Form 996B
LPG Form 997B
LPG Form 998B

CERTIFICATION: The undersigned person understands the requirements of all Railroad Commission of Texas rules, and of the Texas Natural Resources Code relating to the duties of a licensee, will comply with each provision, and will furnish any and all information requested by the Commission pursuant to its regulatory authority. The undersigned agrees that any change in ownership, or change in name, will be reported to the Commission by Registered Mail prior to the change in ownership, change in name, or prior to operating as a dealership under new ownership or under a changed name. I declare, under penalties prescribed in Sections 91.143 and 113.232 of the Texas Natural Resources Code that I am authorized to sign this form and bind the applicant for license; that this form was prepared by me, or under my supervision and direction; and that the statements made are true and correct, and complete to the best of my knowledge. By filing this application via facsimile transmission, the licensee stipulates and agrees that the filed facsimile copy may be treated as an original document for all purposes in any court or administrative proceeding.

If this application is submitted for a license renewal, the person signing this form is notifying the Commission that no changes have occurred with regard to ownership, type of business entity or insurance coverage.

Additionally, applicant agrees that this application may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature.

NAME OF LICENSEE: _____

BY: _____
(Signature) _____ (Date) _____

Printed Name: _____ Title: _____

Return to:

Railroad Commission of Texas
Alternative Fuels Safety Department
P.O. Box 12967
Austin, Texas 78711-2967
(800) 64-CLEAR
Fax (512) 463-7292

RAILROAD COMMISSION OF TEXAS

ALTERNATIVE FUELS SAFETY

INSTRUCTIONS FOR COMPLETING LPG FORM 1

1. Legible document. In order to properly process and avoid a delay in processing the LPG Form 1 all information must be legible. Forms which are not legible will not be processed and will be returned if possible.
2. Applicant's Company Name: Please list the exact legal name of the company. Be sure to include any suffix initials such as "Inc.", "LLC", or "L.P." if applicable. Please note that all business organizations in Texas must be organized under the statutes of the [Texas Business Organizations Code](#) before the Commission may issue a license.
3. dba: "doing business as" (also referred to as assumed name filing). In addition to the legal name of the company, please list any additional names under which jurisdictional activities are or may be performed. All dba's must be registered as stated in item #4, and a copy of the appropriate assumed name certificate must be submitted with the license application.
If the business entity is a sole proprietorship or a general partnership, an Assumed Name Certificate listing each assumed name must be on file with the county clerk in each county where a business premise will be maintained. If no business premise will be maintained, the Assumed Name Certificate must be filed in each county where business will be conducted.
If the business entity is a corporation, a limited partnership, or a limited liability company, an Assumed Name Certificate listing each assumed name must be filed with both the Texas Secretary of State and each county where the business will have an office.
Please keep in mind that Assumed Name Certificates are valid for a specific amount of time (usually 10 years) and must be renewed periodically. For additional information concerning the steps required to establish a business entity, please contact the [Governor's Office, Division of Economic Development and Tourism](#).
3. Name and Address of Contact Person: Please list the name, mailing address, physical address and telephone number of the principal person we can contact if we have any questions concerning your license or activities. All official communications from the Railroad Commission will be mailed to this person at this address. This person may or may not be a company representative listed elsewhere on Form 1. It is recommended that this person be a principal decision-maker within the company.
4. Type of Business Entity
Sole Proprietorship. License is non-transferable. If the sole proprietor leaves or dies, the license immediately expires and all jurisdictional activity must cease pursuant to section 9.22 of the *LP-Gas Safety Rules*. A sole proprietorship with an assumed name must be registered with the county.
Partnership. License is non-transferable. If a partner leaves or dies, the partnership is immediately dissolved. A new license is required to add or delete a partner. General partnerships are registered with the county. Limited partnerships and registered limited liability partnerships with assumed names are registered with both the Secretary of State and the county.
Limited Liability Company. License is non-transferable. LLC's are treated much like sole proprietorships, except that an assumed name is registered with the Secretary of State.
Corporations. License is transferable through sale of corporation, provided that the corporation remains active and registered with the Secretary of State. The two types of corporations are domestic and foreign. Domestic corporations are chartered by the Texas Secretary of State. Foreign corporations are chartered in states other than Texas or in other countries. The Secretary of State must register both types of corporations before a Railroad Commission LP-gas license may be issued.
5. Is the license applicant registered with the [Secretary of State](#) and authorized to do business in Texas? Select Yes or No.
6. Is the license applicant a corporation, limited partnership, or limited liability company? These entities shall be approved to transact business in Texas by the Texas Comptroller of Public Accounts. The applicant must submit a copy of the current [Certificate of Account Status](#) from the Texas Comptroller of Public Accounts.
7. Company Ownership
Sole Proprietorship. List name and address of owner.
Partnership. List name and address of all partners. Partners may be individuals or business entities such as corporations or other partnerships. If partnership is classified as a Limited Partnership, please identify all general partners and limited partners.
Limited Liability Company. List the name and address of the owners.
Corporations. List the names and addresses of all corporate officers.

8. Type of License: [LP-Gas Safety Rule §9.6](#), list the various categories of license and the activities that each allows. You may check one or more categories of license. However, your company representative or representatives must be management-level qualified for all categories of license checked. Additionally, multiple licenses require multiple license fees.
9. Company Representative: Each license category (except LP-Gas Category P and licensed plumbers and air conditioning and refrigeration contractors specified in [LP-Gas Safety Rule §9.13](#)) requires at least one employee who has passed the management-level examination for that category of license. It is recommended that more than one employee be qualified as a company representative. All jurisdictional activities must immediately cease if the company no longer employs a company representative and there is not another employee who has passed the applicable management-level examination.
10. "Does your company have an outlet?" The definition of an outlet in the *LP-Gas Safety Rules* is "a site operated by an LP-gas licensee from which any regulated LP-Gas activity is performed." An outlet includes such operations as a retail store, storage facility, cylinder filling station, or service and repair facility. Sites with multiple functions may be grouped into a single outlet. If yes, submit [LPG Form 1A](#) listing all outlets. Use multiple forms if necessary. Each outlet must designate an operations supervisor that meets the requirements of [LP-Gas Safety Rules §9.17](#). This individual is to be listed on the LPG Form 1A, as applicable.
11. "Does your company operate any bobtails, transports, or container delivery units?" The Railroad Commission requires the registration of LPG transportation units in Texas by the operating licensee. If yes, submit [LPG Form 7](#). Units that have never been registered in Texas must submit a copy of the Manufacturer's Data Report, a copy of the US DOT Certificate of Compliance and a copy of the hydrostatic or pneumatic test required by US DOT.
12. "Does your company operate any LPG bulk storage containers, cylinder filling plants or service station containers transferred from another licensee?" If the license applicant has purchased an existing installation submit an [LPG Form 19](#) to transfer installation ownership. These installations are also considered outlets and must be included on the LPG Form 1A submitted with this application.
13. "Are you applying for a Category A, A1 or A2 LPG license?" This question applies to container assembly and repair and requires that a copy of their American Society of Mechanical Engineers (ASME) and/or U.S. Department of Transportation (DOT) certificate of authorization be submitted with the license application.
14. "Are you applying for a Category B or O LPG license?" This question applies to a licensee who is registered with either the ASME or DOT to perform specific testing procedures on containers. Submit [LPG Form 505](#) certifying that the applicant will follow the testing procedures indicated. The LPG Form 505 must be signed by one of the Company Representatives indicated on the licensee's LPG Form 1.
15. "Has your company's ownership or type of business entity changed?" License renewal applicants that have changed ownership or type of business entity may need to apply for a new license. Review [§9.22](#) to determine if a new license is required. If so, make the necessary changes to LPG Form 1, and any other required forms, and submit the original license fee indicated in §9.6.
16. Insurance verification. For new license applicants submit a copy of your Acord 25 form, or other form approved by the Texas Department of Insurance, showing the coverage required by [§9.26](#) of the LP-Gas Safety Rules. Applicants qualifying for statements in lieu of submit [996B](#), [997B](#) and/or [998B](#).