From the home page, click on the “Licenses” tab shown here in the red square.
Select "Apply for a License" shown here in the red square.
1. Check the box next to “I have read and accepted the above terms”.
2. Press “Continue Application”.

Please *allow pop-ups from this site* before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer
While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

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1. Choose “Select from Account”.

2. A new window will open. Choose the correct associated contact and press “Continue”.

3. A second window will open. Check the box next to “Mailing” and press “Continue”.

4. A primary contact is required for the license application. This section works the same way as the section above. You may select from your account or add a new contact.
Once the contact information is added for the applicant and primary contact, you will see in green letters “✓ Contact added successfully”.

Scroll down and verify the information. If you are satisfied, select “Continue Application”.
1. Select “Yes” or “No” to indicate if you are a Military veteran, active military service member or the spouse of an active military service member. If “Yes”, your application will be expedited.

2. Select the scope of the license. If you are operating in three or fewer counties, select “In the counties below” from the menu. You will be prompted to enter the county/counties for which you wish to apply. If you are intending to operate in more than three counties, you will not need to specify the counties as the surety bond required will be the maximum $10,000 allowing for operation in all Texas counties.

3. Specify the type of business. For Individuals, Partnerships, and Trusts, you will be prompted for a Social Security Number. For Corporations, Limited Liability Companies, and Limited Partnerships you will be prompted for the Secretary of State Assigned Charter (File) Number.

4. Once all contact information is correct, press “Continue Application”.

1. To upload attachments press the “Add” button.
2. This pop-up will open to upload your documents. Press “Add”. You have the ability to add multiple documents. Once you have uploaded your documents, press “Continue”.
   DOCUMENT EXAMPLES: DD214, Copy of Military ID, Discharge Papers, Surety Bond, Sec. of State Filing Information, etc.
3. You will return to this screen. Enter the document type in the “Type” menu and enter a brief description for each file you have attached. Press “Save”
4. After filling in all information the table will display the sign face information. Verify that the information is correct and press “Continue Application”.
1. This is the “Review” page. Scroll down through the information on the screen to ensure completeness and accuracy.
   NOTICE: The system does not provide an itemized receipt once you submit payment. You can print this page to attach to your receipt for your records.

2. At the bottom of the page you will check this box to indicate that you agree to the above certification.

3. Verify the information is correct and press “Continue Application” to complete the application.
1. Here you will see the application fee. Press “Check Out” to continue and place the application in your cart.

2. You will then be directed to your cart. Select “Checkout” to make payment on your application or select “Continue Shopping” to perform additional transactions before paying.
Select the form of payment you wish to use and press “Submit payment”. You will be routed to a third-party site to complete the payment process. Once the payment is made, you will be automatically returned to the EPS website home page. The transaction receipt will be sent to you via email.