



APPLICATION FOR DISABLING/RE-ENABLING METALS REGISTRATION

I am applying to:

☐ DISABLE ☐ Re-enable

☐

**Disable/Re-enable
User**

☐

**Disable/Re-enable
Business/Certificate**

☐

**Disable/Re-enable
User & Business/Certificate**

Metal Registration
Number:

Expiration Date:

Owner Name:

APPLICANT INFORMATION

Last Name: First Name: Middle Name: Suffix: (IF ANY)

Business Name: Email Address:

User ID (if applicable):

Relationship to Business:

Registered
Business Address:
(Physical Address
required, if using PO box.)

City: State ZIP Code: County:

Phone Number Type: ☐ Office ☐ Cell ☐ Home Number: ext. International Phone # ☐ Yes ☐ No

DISABLE/RE-ENABLE USER INFORMATION

Name of Users (Last, First, M.)

Email Address of Users

Login User ID of Users

DISABLE/RE-ENABLE BUSINESS/CERTIFICATE INFORMATION

**Certificate ID number for
Location**

Location Physical Street Address (no P.O. Box)

Location City, State, Zip

REASON FOR REQUEST

I verify the information provided below is true and correct, and I understand any required fee is **non-refundable**. I also understand this is an official government record and any missing information and/or false statement made on this document or any other supplement provided to DPS may result in criminal prosecution.

Date:

Signature of Applicant

(Printed Name and Title)

Consent to Inspect: Signature of the applicant or authorized individual further grants the director or his designee, the right to enter and to inspect the premises or any records required to be kept.

Note: Applicant is not required to submit Page 2 of this form.

Online Payment Instructions

There is not a fee for this form. But a renewal of previously disabled certificate will require all applied fees as normal. Any late fees applied to renewal fee of previously disabled certificate are subject to discussion and/or refund.

Submission Options

- Email: [Contact Us](#), with "Application to Disable / Re-Enable Metals Registration" in the subject line
- Fax: (512) 424-5774
- Mail: **Texas Department of Public Safety
Metals Registration Program
P.O. Box 4087
Austin, Texas 78773-0001**