

How To Request A Duplicate Wall Certificate

Log into the Online Licensing System here: <https://vo.licensing.hpc.texas.gov/datamart/login.do>.
If you do not yet have an online account, Check the [How to create an online account](#) guide.

From the “Quick Start Menu” use the “Manage your license information” dropdown to highlight “Duplicate Wall Certificate” then click “Select”.

The screenshot shows the 'Quick Start Menu' with several sections: 'It is time to Renew!', 'Manage your license information', 'Applicant Activities', 'Start a New Application', and 'View Application Status'. The 'Manage your license information' section is expanded, showing a dropdown menu with options: 'Admin Duplicate Certificate', '<Choose Application>', 'Change (FD, EM) to Dual', 'Change of Address', 'Individual/Provisional Order Law Books', 'Print License Certificate', and '<Choose Application>'. The 'Admin Duplicate Certificate' option is highlighted, and an orange arrow points to the 'Select' button next to it. On the right side, there are four 'License Information' sections, each with a 'Show Details' button. The top right corner has links for 'Update Profile', 'Logoff', and 'Contact Us'.

Click “Next”.

The screenshot shows the 'Duplicate Wall Certificate - Introduction' screen. On the left, there is a navigation menu with 'Introduction', 'Contact Information', and 'Summary (pre-fees)'. The main content area contains the following text: 'Duplicate Wall Certificate - Introduction', 'Please note, this is for a wall license, not a renewal permit.', 'Press "Next" to continue.', and 'Press "Cancel" to cancel this application and return to the main menu.'. At the bottom right, there are two buttons: 'Next' and 'Cancel App'. An orange arrow points to the 'Next' button.

Verify or edit your contact information and click “Next”.

Introduction

Contact Information

Summary (pre-fees)

Duplicate Wall Certificate - Contact Information

Main Address

Street Number:

Address:

Zip Code:

City:

State:

County:

Country:

Phone Number: (999) 999-9999

Extension:

E-mail:

Contact #:

Web Address:

Add Another Contact

Contact Type:

Indicate the number of duplicates certificates request. Click Next

Update Profile | Logoff | Contact Us

Introduction

Name and Personal Details

Contact Information

Certificate(s) Requested

Summary (pre-fees)

Admin Duplicate Certificate - Information

Certificate(s) Requested

Cert(s) Request:

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Review the data and press “Submit”

Admin Duplicate Certificate - Application Summary

Review the data and press "Submit" to submit this application.
Press "Previous" to return to the previous section.
Press "Cancel" to cancel this application and return to the main menu.

Application	License Type: Individual Application Date: 10/09/2023
Personal Details	Full Name: <input type="text"/> Edit Social Security Number: <input type="text"/> ***** Birthdate: <input type="text"/> **/**/**** Race: <input type="text"/>
General Addresses	Main Address <input type="text"/> Edit Is this your Home Address? <input type="checkbox"/> Phone Number: <input type="text"/> E-mail: <input type="text"/> Contact #: <input type="text"/> Web Address: <input type="text"/>
Certificate(s) Requested	Cert(s) Request: <input type="text"/> 2 Edit

Previous **Submit** **Cancel App**

Answer “Yes” to the attestation and click “Next”.

Introduction	Duplicate Wall Certificate - Attestation
Contact Information	Press "Previous" to return to the previous section. Press "Next" to continue. Press "Cancel" to cancel this application and return to the main menu.
Summary (pre-fees)	I hereby certify that the information on this form is true and correct. <input checked="" type="radio"/> Yes <input type="radio"/> No


Previous **Next** **Cancel**

Click "Pay Now".

Fee and Summary Report
Your application data has been submitted. Click on "View PDF Summary Report" and print this report for your records.
You are required to pay the amount below for your application to be processed.
Press "Pay Now" to proceed to the fee payment page.

Fees

Total Amount Due:	\$10.00
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[Pay Now](#) [View PDF Summary Report](#) 

Click "Next"

Online Application Payment
Select the applications you wish to pay for and press "Next" to continue
Press "Main Menu" to return to the main menu

Application Number	Description	License Number	License Type	Applicant Name	Fee
44098	Duplicate Wall Certificate	00001		MCTESTERSON, TESTY	\$10.00 <input checked="" type="checkbox"/>

Payment Method: Credit Card

[Next](#) [Main Menu](#)

Click "Next" (again!). This will redirect you to the payment processor's website.

Confirm Payment Details
Select payment method and press "Next" to pay for these applications.
Press "Cancel" if you do not wish to continue with the payment.

Application Number	Description	License Number	License Type	Applicant Name	Fee
44098	Duplicate Wall Certificate	00001		MCTESTERSON, TESTY	\$10.00
Total					\$10.00

Payment Method: Credit Card

[Next](#) [Cancel](#)

You will be redirected to the payment processor. Enter your customer information in the required fields then click “Next”.

Customer Information

Complete all required fields [*]

Country *
United States

First Name *
Testy

Last Name *
McTesterson

Address *
123 Test Way

Address 2


City *
Query

State *
TX - Texas

ZIP/Postal Code *
75991

Phone Number
5125551171

Email * ?
testy@netscape.com


Next >

Enter your credit card information and click “Next”.

Credit Card





Customer Information ✓


[Edit](#)

Address Testy McTesterson 123 Test Way Query, TX 75991	Phone Number 5195551711
Country United States	Email Address testy@netscape.com

Payment Information

Complete all required fields [*]

Credit Card Number * <input type="text" value="5499888777666"/> ✓	Credit Card Type    
Expiration Month * <input type="text" value="11 - November"/> ✓	Expiration Year * <input type="text" value="2023"/> ✓
Security Code * <input type="text" value="123"/> ✓	
Name on Credit Card * <input type="text" value="Testy McTesterson"/> ✓	


[Next >](#)

Credit Card

Customer Information



Edit

Address

Testy McTesterson
123 Test Way
Query, TX 75991

Phone Number

5195551711

Country

United States

Email Address

testy@netscape.com

Payment Information



Edit


Credit Card

MasterCard ****6666
Exp: 11/2023

Name on Credit Card

Testy McTesterson

Verification

 I'm not a robot



Cancel

Submit Payment





After your payment is processed you will be redirected to the payment success page. This will give you the opportunity to view/save a summary of your transaction.

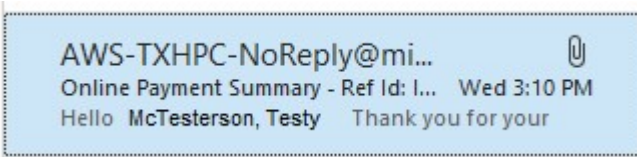
Online Application Payment Success
Press "Main Menu" to return to the main menu.
Press "View PDF Summary" and print this page for your records using the print function of your browser.

Amount Paid: \$10.00
Authorization Number: TEST123
Trace Number: 510BH14594ID4

Application Number	Description	Applicant Name	Fee
5272-322496	Duplicate Wall Certificate	MCTESTERSON, TESTY	\$10.00

 [Next](#) [View PDF Summary Report](#) 

You will also receive an email confirming your online payment.



This completes the permit request process. Please allow two weeks for receipt of the duplicate license.