

## How To Change Your Address

The online licensing system link is found here:

<https://vo.licensing.hpc.texas.gov/datamart/mainMenu.do>

*If you do not have an online account, Check the “How to create an online account” guide.*

**Welcome to the Online Licensing System** | [FAQ](#) | [Public Search](#) | [Contact Us](#)

**Returning User**  
"\*" are required.  
\*User ID:   
\*Password:   
\*Click the white Checkbox next to "I'm not a robot"  
 I'm not a robot  reCAPTCHA  
Privacy - Terms   
[Forgot password?](#)  
[Forgot user ID?](#)

**New User**  
[Begin Here For Sign-up](#)  
 New Users must create an online account to use the Online Licensing System. Opening a second account will not delete the first account.

**Public Search**  
It is not necessary to register or login to view or search for a license or registration. To search by name, license number, license type, city, or county click on the "Public Search" link above.

**Sign-up and manage your licenses**  
**Apply for New License:** To apply for an initial license, please sign up using the link to the left. If you have previously registered using this system, it is not necessary to create another user registration to apply for a new license.  
**Renew or Maintain Your License:** To renew and/or maintain an existing license, please login with your existing user ID and password, or click on the link to the left to register as a new user.  
**Maintenance Window:** Click [here](#) to see our upcoming maintenance schedule

*Enter the requested information. NOTE – It is important to use an email address that you will always be able to access. Do not use work or school email addresses unless it will be yours in perpetuity. If you lose access to the email you will not be able to reset your password when it expires and will not be able to get into your account.*

*If the security measures section does not display the characters you should cancel the application and use a different web browser. Internet Explorer encounters this issue most often.*

Once you have successfully logged on, you will see the Quick Start Menu. Select Start a New Application. Initial Provisional. Click Select

**Quick Start Menu**



If you see your license on the right hand of the screen under the "License Information" section please **DO NOT** click on the "Add License to Registration" link at the bottom as your license is already associated with this online account. You should see your license options listed below.

If you are trying to apply for a license please choose the appropriate option under the "Start a New Application" section.

If you need to add your license to your online account please click on the "Add Licenses To Registration" option below.


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**Manage your license information**

Individual #. [REDACTED]    [Select](#)

**Start a New Application**

What are you applying for?



[Select](#)

**Additional Activities**

[Secure Mailbox](#) [Select](#)

[Add Licenses To Registration](#) [Select](#)

## Introduction

[Update Profile](#) | [Logoff](#) | [Contact Us](#)

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**Introduction**      Change of Address - Introduction

[Name and Personal Details](#)      Press "Next" to continue.

[Contact Information](#)      Press "Cancel" to cancel this application and return to the main menu.

[Summary \(pre-fees\)](#)

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


# Verify Contact Information

<b>Introduction</b>	<b>Change of Address - Name and Personal Details</b>
<b>Name and Personal Details</b>	Enter your personal details and press "Next" to continue. Press "Previous" to return to the previous section.
<b>Contact Information</b>	Press "Cancel" to cancel this application and return to the main menu.
<b>Summary (pre-fees)</b>	First Name: Second Name: Last Name: Social Security Number: ***** Date of Birth: (mm/dd/yyyy) Race: <input type="text"/>
<a href="#">Previous</a> <a href="#">Next</a> <a href="#">Cancel App</a>	


# You may edit the Contact Information.

<a href="#">Update Profile</a>   <a href="#">Logoff</a>   <a href="#">Contact Us</a>	
<b>Introduction</b>	<b>Change of Address - Contact Information</b>
<b>Name and Personal Details</b>	Press "Continue" to go to next page. Press "Previous" if you do not want to save your changes. Press "Delete" to delete this address. If Copy Button is available. Press "Copy" to copy a previously entered address. Press "Lookup" after entering the zip code to populate the U.S. city, state and county.
<b>Contact Information</b>	<input type="checkbox"/> Main Address
<b>Summary (pre-fees)</b>	<ul style="list-style-type: none"><li>* Is this your Home Address? <input checked="" type="radio"/> Yes <input type="radio"/> No</li><li>Street Number: <input type="text" value="1801"/></li><li>* Address: <input type="text" value="Congress Ave"/> <input type="text"/> <input type="text"/></li><li>* Zip Code: <input type="text" value="78701"/></li><li>* City: <input type="text" value="AUSTIN"/></li><li>* State: <input type="text" value="TEXAS"/></li><li>County: <input type="text" value="TRAVIS"/></li><li>* Country: <input type="text" value="United States"/></li><li>Phone Number: <input type="text" value="(512) 936-2474"/> (999) 999-9999</li><li>Extension: <input type="text"/></li><li>* E-mail: <input type="text" value="none@none.com"/></li><li>Contact #: <input type="text"/></li><li>Web Address: <input type="text"/></li></ul>
<a href="#">Previous</a> <a href="#">Next</a> <a href="#">Cancel App</a>	

# Review Application Summary

<b>Introduction</b>	<b>Change of Address - Application Summary</b>						
<b>Name and Personal Details</b>	Review the data and press "Submit" to submit this application.						
<b>Contact Information</b>	Press "Previous" to return to the previous section.						
<b>Summary (pre-fees)</b>	Press "Cancel" to cancel this application and return to the main menu.						
	<table border="1"><tr><td><b>Application</b></td><td>License Type: <b>Individual</b> Application Date: <b>02/20/2024</b></td></tr><tr><td><b>Personal Details</b></td><td>Full Name: <span style="float: right;"><a href="#">Edit</a></span> Social Security Number: ***** Birthdate: **/**/**** Race: . . . . .</td></tr><tr><td><b>General Addresses</b></td><td>Main Address <span style="float: right;"><a href="#">Edit</a></span> 1801 Congress Ave AUSTIN, TEXAS TRAVIS 78701 US Is this your Home Address? Yes Phone Number: (512) 936-2474 E-mail: none@none.com Contact #: Web Address:</td></tr></table> <p style="text-align: right;"> <a href="#">Previous</a> <a href="#">Submit</a> <a href="#">Cancel App</a></p>	<b>Application</b>	License Type: <b>Individual</b> Application Date: <b>02/20/2024</b>	<b>Personal Details</b>	Full Name: <span style="float: right;"><a href="#">Edit</a></span> Social Security Number: ***** Birthdate: **/**/**** Race: . . . . .	<b>General Addresses</b>	Main Address <span style="float: right;"><a href="#">Edit</a></span> 1801 Congress Ave AUSTIN, TEXAS TRAVIS 78701 US Is this your Home Address? Yes Phone Number: (512) 936-2474 E-mail: none@none.com Contact #: Web Address:
<b>Application</b>	License Type: <b>Individual</b> Application Date: <b>02/20/2024</b>						
<b>Personal Details</b>	Full Name: <span style="float: right;"><a href="#">Edit</a></span> Social Security Number: ***** Birthdate: **/**/**** Race: . . . . .						
<b>General Addresses</b>	Main Address <span style="float: right;"><a href="#">Edit</a></span> 1801 Congress Ave AUSTIN, TEXAS TRAVIS 78701 US Is this your Home Address? Yes Phone Number: (512) 936-2474 E-mail: none@none.com Contact #: Web Address:						

# Review the Attestation


<b>Introduction</b>	<b>Change of Address - Attestation</b>
<b>Name and Personal Details</b>	Press "Previous" to return to the previous section.
<b>Contact Information</b>	Press "Submit" to continue.
<b>Summary (pre-fees)</b>	Press "Cancel" to cancel this application and return to the main menu.
	<p>By checking here I attest to the fact the information on this form, as well as the information on any attachment(s) sent to the Texas Funeral Service Commission, associated with submittal of this renewal, is true and correct. I understand that providing false or incorrect information may constitute a violation of the Rules and Regulations and may be grounds for revocation, suspension, penalties, or refusal to issue or renew the individual or provisional license.</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p style="text-align: right;"> <a href="#">Previous</a> <a href="#">Submit</a> <a href="#">Cancel</a></p>

Summary report: Click “Return” to go back to the Quick Start Menu or “View PDF Summary Report” for a PDF confirmation.

[Update Profile](#) | [Logout](#) | [Contact Us](#)

**Fee and Summary Report**

Your application data has been submitted. Click on "View PDF Summary Report" and print this report for your records.  
Press "Return" to return to the main menu.



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

