



**Texas State Board of Dental Examiners**

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**DUPLICATE ANNUAL REGISTRATION CERTIFICATE  
REQUEST FORM**

**(For Dental Mobile Dental Facilities/Portable Dental Units)**

**Instructions:**

1. The owner of the Mobile Dental Facility or Portable Dental Unit should complete this application.
2. Use this form to request a duplicate annual registration certificate for a Texas Mobile Dental Facility/Portable Dental Unit Certificate.
3. Mail this form and your non-refundable fee to the Texas State Board of Dental Examiners (TSBDE) at the address listed above. Payment can be made by check, money order or cashiers check (do not send cash). Please make payment payable to the TSBDE.
4. If requesting more than one certificate, please pay \$25.00 for each certificate requested.
5. **Processing and Receiving Your Annual Registration Certificate.** Please allow two weeks for processing. Your annual registration certificate will be mailed to your address on file with the TSBDE. If your address has changed, include a **TSBDE Change of Address Form** with this request form to avoid delays in receiving your annual registration certificate.

**Today's Date:** \_\_\_\_\_

**Full Name of  
Mobile Facility/Unit:** \_\_\_\_\_

**Facility/Unit Registration Number:** \_\_\_\_\_

**Contact  
Information\*:** \_\_\_\_\_

Street # and Street Name

City, State, Zip Code

Phone Number (Including Area Code)

\* The registration certificate will be mailed to the address listed above.

**Facility/Unit Owner Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Number of Additional Registration Certificates Requested:** \_\_\_\_\_ **Amount Due:** \_\_\_\_\_ \*

\* - Pay \$25.00 for each additional certificate requested.

I understand that my new certificate(s) will be mailed to the address currently on file with the TSBDE and that if a change of address is needed, I will submit a TSBDE Change of Address Form along with this request.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

**Non-Refundable Fee**

**\$25.00**

**Per Certificate**