

RAILROAD COMMISSION OF TEXAS
Alternative Energy Division

LPG, CNG, LNG LICENSING CHECKLIST

- To expedite the licensing process, review the checklist below. Missing documentation (including signatures) or incomplete payment will delay the issuance of your license. A [licensing FAQ document](#) is available for assistance, or call **512-463-6462**.

- LICENSE CATEGORY: Determine the appropriate license category for your company. The explanation of categories can be found at the following links [LPG](#), [CNG](#), and [LNG](#).
- LICENSE APPLICATION: Complete and sign [Form 1/1001/2001, Application for License](#)
- OUTLETS: If your company has one or more outlets, complete [Form 1A/1001A/2001A, Branch Outlet List](#).
- VEHICLES: If you operate a transport, bobtail, or container delivery truck, complete [Form 7/1007/2007, Truck Registration](#)
- INSURANCE: New applicants must submit the industry-standard ACORD Certificate of Insurance form to comply with the licensing insurance requirements. Insurance requirements vary according to license category, whether the licensee transports fuel, and whether the licensee has employees.
- COMPANY REPRESENTATIVE: All licensees must designate a company representative. The individual must hold a current Railroad Commission management-level certification (blue card) appropriate for the company's license category.
- If your business is a corporation or a limited liability company, submit a copy of your [Franchise Tax Certification of Account Status](#) from the Texas Comptroller of Public Accounts.
- If your business is a corporation or a limited liability company, submit a copy of your Certificate of Filing letter from the Texas Secretary of State's office.
- DOING BUSINESS AS. If your company performs LPG, CNG or LNG activities under an assumed name (DBA) that does not appear on your Certificate of Filing letter, submit copies of your company's [Assumed Name Certificates \(Form 503\)](#) that are required to be filed with the respective county clerk's office and/or the Texas Secretary of State.
- PAYMENT. Pay the licensing and truck fees by credit card online at www.propane.tx.gov or by check (or money order). Include the credit card receipt or check with all of the applicable forms.
- MAIL COMPLETE PACKAGE: Mail or fax forms and payment to: Texas Railroad Commission, Alternative Energy Division, P.O. Box 12967, Austin TX 78711-2967, or fax to 512-463-7292.