TEXAS PARK AND WILDLIFE DEPARTMENT

SUBPERMITTEE REQUEST FORM

INSTRUCTIONS

Use this form to add, remove, or modify subpermittees on your permit. Complete the table below and submit the form to wpoffice@tpwd.texas.gov. All fields are required when adding a subpermittee. To remove a subpermittee, only the legal name is required.

REGULATORY REQUIREMENTS

Individuals conducting activities authorized by a permit must be named as a subpermittee unless they are working under the direct on-site supervision of the permit holder. A subpermittee making unsupervised collections must carry the written permission of the permittee on their person while conducting authorized activities. Unpermitted assistants may perform authorized activities only under the direct on-site supervision of the permit holder. The permittee must maintain a signed and dated list of all unpermitted assistants and possess this list on their person while in the field. See Texas Administrative Code, Title 31, §69.302(e)–(f).

PERMIT AND SUBPERMITTEE INFORMATION

Permit Holder Name: _____ **Permit Number**: _____

Action	Legal Name	Driver's License Number	Driver's License State	Phone Number	Notes
Add, Remove, or Modify					

Texas Parks and Wildlife Department maintains the information collected through this form. With few exceptions, you are entitled to be informed about the information we collect. Under Sections 552.021 and 552.023 of the Texas Government Code, you are also entitled to receive and review the information. Under Section 559.004, you are also entitled to have this information corrected. Please note that the customer information collected through this form, including name, address, and telephone number, is considered public and is subject to disclosure under 31 Tex. Admin. Code § 51.303.