

District Registration Form



When completed, mail to:

UTILITIES AND DISTRICT SECTION, MC-152
TCEQ
PO BOX 13087
Austin, Texas 78711-3087 or fax to: 512-239-6190

Legal Name of District or Authority: _____

District's Mailing Address: _____

City: _____ **Zip Code:** _____

District's Telephone Number (Include Area Code): _____

A. BOARD MEMBERS (as applicable):

TITLE	FULL NAME OF (First, Middle, Last)	FULL MAILING ADDRESS <small>According to U.S. Post Office</small>	TELEPHONE NUMBERS			TERM OF OFFICE		
			Business	Fax	Home	Elected(E) Appointed (A) Elected by Precinct (P)	Term Begins (mm/dd/yyyy)	Term Ends (mm/dd/yyyy)

B. CONSULTANTS AND REPRESENTATIVES (as applicable):

POSITION	FULL NAME OF INDIVIDUAL	NAME OF FIRM OR ORGANIZATION	FULL MAILING ADDRESS <small>According to U.S. Post Office Standards</small>	TELEPHONE	
				Business	Fax

*All information provided herein is subject to the Public Information Act and will be made available on our web site (www.tceq.state.tx.us)

District Registration Form (continued)

A. BOARD MEMBERS: (continued)

TITLE	FULL NAME	FULL MAILING ADDRESS <small>According to U.S. Post Office</small>	TELEPHONE NUMBERS			TERM OF OFFICE		
			Business	Fax	Home	Elected(E) Appointed (A) Elected by	Term Begins (mm/dd/yyyy y)	Term Ends (mm/dd/yy yy)

Certification: I certify that the information contained herein is correct and complete to the best of my knowledge.

, Legal Assistant

Signature	Printed Name and Title	(Area Code) Daytime Telephone	Date Signed
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If you have questions on how to fill out this form or about the Water District program, please contact us at (512) 239 - 4691. Individuals are entitled to request and review their personal information that the Agency gathers on its forms. They may also have any errors in their information corrected. To review such information, contact us at (512) 239 - 3282.

C. ADDITIONAL STATUTORY REQUIREMENTS (Texas Water Code):

1. Requirement Generally Applicable to Most Districts and Authorities:
 - a) §49.055(d). File copies of directors' sworn statements, bonds, and oaths with the District's records. File copies of directors' sworn statements and oaths with the Secretary of State within 10 days after its execution.
 - b) §36.054(e) and §49.054(f). File the directors' names, mailing addresses, and terms of office with the TCEQ within 30 days after any election or appointment.
 - c) Annual Audit and Financial Reports:
 1. §49.194(a). File audit with the TCEQ within 135 days of the District's fiscal year end, or §49.197(d). File financial dormancy affidavit with the TCEQ by January 31, or §49.198(c). File financial report with the TCEQ within 45 days of the District's fiscal year end.
 2. §49.194(c). File audit, financial dormancy affidavit, or financial report with the District's records.
 3. §49.194(d). Annually, submit the District's filing affidavit to the TCEQ with the District's audit, financial dormancy affidavit, or financial report.
 4. §49.158. Notify the TCEQ of the District's adoption of a fiscal year within 30 days of initial financial activity, or after a change in the District's fiscal year.
 - d) §49.199(a). Adopt a code of ethics and other specified policies and procedures.
2. Requirements Applicable to Certain Districts and Authorities, as Specified in the Statutes:
 - a) §49.453. File with the TCEQ the name, address, and telephone number of the District's *Agent for Notice* (the person responsible for issuing forms to comply with the Notice to Purchaser requirements of §49.452).

- b) §49.455. File information form and map, or any amendments, with each county clerk and the TCEQ.
- c) §49.451. Post district name signs at two principal entrances to the District within 30 days of the District's creation.
- d) §49.062 Publish and file with the TCEQ a resolution establishing a meeting place outside the District.
- e) §49.307(b), §49.301(f) & §49.302. File orders excluding and annexing land with the TCEQ and in the deed records of each county(ies) in which the District is situated.

Texas Statutes can be viewed at: <http://www.capitol.state.tx.us/>