LOCAL & STATE REGULATIONS

HOUSTON ONE STOP BUSINESS CENTER, P.O. Box 1562, Houston, Tx. 77251 - Ph.: 713-247-2982

PLEASE CONTACT AGENCIES CHECKED BELOW FOR REGULATIONS, REQUIREMENTS, FEES, LOCATIONS AND PROCESSING TIMES. (Area codes are 713 unless noted; "800" denotes toll-free calls). ***YOUR BUSINESS MAY BE REGULATED IN MORE THAN ONE CATEGORY.***

City of Houston (COH) / Harris County (HC) Agencies

www.houstontx.gov / www.co.harris.tx.us

- **BURGLAR AND PANIC ALARMS (COH & HC)** Inside city limits, call the Houston Police Dept. for first-time applications, at 713-308-1400 (1200 Travis, 14th Floor). In HARRIS CO., call the Sheriff's Office (Alarm Detail) at 713-755-4600 for commercial and residential alarms.
- **HARRIS COUNTY BAIL BOND BOARD (HC)** (713-755-8040) 49 San Jacinto. Bail bond agencies.
- **HARRIS COUNTY TAX OFFICE (HC)** (713-368-2000) 1001 Preston. Amusement Machines (713-368-2151), Motor vehicle registration (713-368-2000), Disabled parking permits.
  www.tax.co.harris.tx.us
- **HARRIS COUNTY SHERIFF (HC)** (713-221-6000) Pawn Shops, Firearm sales. Sexually Oriented Business Permit (SOBP) (713-693-3617), Wrecker permits (713-967-5870, see also Texas DOT & the City of Houston).
- **EMS Bureau (COH)** (713-640-4370) 7411 Park Place. Regulates public and private ambulance and EMS providers.
- **PUBLIC HEALTH ENGINEERING BUREAU (COH)** (713-640-4399) 7411 Park Place. Hazardous Waste, Swimming Pools, Spas, Landfills, Underground Storage Tanks (incl. gasoline stations & dry cleaning), Sewage Treatment Plants, Grease Traps, Auto Washing and Detailing (call for details), Waste Transport Vehicles (713-640-4276).
- **OCCUPATIONAL HEALTH BUREAU (COH)** (713-640-4359) 7411 Park Place. Indoor air pollution sources, Radiation, Infectious & Medical Waste Inspections, Licensed Funeral Homes, Lasers & Laser Beam Shows, Microwaves, Lead-based paint.
- **BUREAU OF ANIMAL REGULATION & CARE (COH)** (713-238-9600) Kennel licensing, assistance dogs. In HARRIS CO. call 281-999-3191.
- **TRAFFIC & TRANSPORTATION DIV. (COH)** (713-837-7280) 611 Walker, 5th Floor. Parade, parking, barricade, street closing, sidewalk cafes, and curb numbering contractor permits.
- **NEIGHBORHOOD PROTECTION CORPS (COH)** (713-525-2525, Complaints) 2636 South Loop West. Building demolition, weed control, neighborhood nuisances.

CALL FOR LOCATIONS, FEES, AND REQUIREMENTS *(713 area codes)*

AC/BOILER INSPECTIONS	**535-7755**	**PLANNING & DEVELOPMENT**	**837-7707(W)**
BUILDING PERMITS/LICENSES	**535-7800**	**PLAN REVIEW (Permits/records)**	**535-7548**
PLUMBING INSPECTIONS	**535-7700**	**EARTH HAULING PERMITS**	**535-7740**
STRUCTURAL INSPECTIONS	**535-7800**	**SPRINKLERS (Building)**	**535-7700**
ELECTRICAL INSPECTIONS	**535-7600**	**TRAFFIC ENGINEERING**	**535-7579**
ELEVATOR INSPECTIONS	**535-7755**	**WASTEWATER (Sewer)**	**535-7675**
FLOOD PRONE AREAS	**535-7605**	**WATER (Taps & meters)**	**371-1400**
HEALTH DEPT. (PLAN REVIEW)	**535-7772**	**STATIONARY ENGINEERS**	**535-7755**
MECHANICAL INSPECTIONS	**535-7755**	**WATER/SEWER CUSTOMER SERVICE**	**371-1400**
MICROFILM RECORDS	**535-7726**		

State of Texas Agencies 1-800-888-0511

www.texasonline.com
www.tded.state.tx.us/guide/GENERALBUSINESSREGULATIONS.html

ENVIRONMENTAL AGENCIES

- ☐ **TEXAS COMMISSION ON ENVIRONMENTAL QUALITY (Formerly TNRCC)** (713-767-3500 or 1-800-648-3927) *The SMALL BUSINESS ASSISTANCE PROGRAM (800-447-2827) assists businesses in complying with the Federal Clean Air Act. The TCEQ regulates manufacturers, auto dealers, engine repair shops, auto body shops, dry cleaners, printers, waste hauling, a/c service, printing shops, furniture mfg. and repair, metal fabrication and finishing, refineries, auto inspection, gasoline stations, septic tank systems, bakeries and others. TCEQ also enforces storm water discharges from, construction sites under the TPDES Construction Permit (developments as small as 1 acre). City of Houston businesses also contact the Air Quality Control Bureau at 713-640-4200. For landfill regulations, hazardous waste storage & transportation, tire disposal/recycling, waste processing or disposal facilities, call 713-767-3500 or 512-239-6665.*
- ☐ **GENERAL LAND OFFICE** (512-475-1575) Oil Spill Prevention & Response Plan. *Coastal facilities that handle oil must have a prevention and clean-up plan approved by GLO.*
- ☐ **RAILROAD COMMISSION** (713-869-5001). *Oil and Gas Division (Mining activities, and Natural Gas Dealers and handlers). Pipeline Safety Division regulates wells and audits gas utilities (713-869-5769).*

TRANSPORTATION & MOTOR VEHICLES

- ☐ **AVIATION, Department of** (512-416-4500). *Air fields, airports, state facilities.*
- ☐ **MOTOR VEHICLE BOARD** (713-681-6637). *Registration & title information. Motor vehicle dealers license (incl. motorcycles, trailers, etc.) (512-416-4800).*
- ☐ **PUBLIC SAFETY, Department of** (512-465-2000). *After-market auto glass tinting, Hazardous waste transport (512-873-3100). Vehicle Inspection Stations (281-272-1150). ATV and motorcycle instructor permit (512-465-2021).*
- ☐ **PUBLIC SAFETY, Department of (License Issuance Bureau)** (713-633-9872) *8825 West Tidwell and other Houston locations. Issues all private, commercial, and motorcycle driver's licenses. Call for hours and locations.*
- ☐ **TRANSPORTATION, Department of** (713-869-4571). *TXDOT controls access to state highways, oversize and overweight loads (including portable building transport, escort vehicles, and manufactured housing and oversized equipment), right-of-way leasing for billboards. Aviation and state facilities (512-476-9262). The* ***Motor Carrier Division*** *(800-299-1700 option 3) registers trucking: Vehicles over 26,000 pounds (cargo or passengers), 16+ passenger buses, Hazardous waste transporters, Wreckers, movers. For vehicle storage facilities call 512-463-8620. For oversized load permits within the City of Houston, call 713-754-0830.*

GENERAL PERMITS AND LICENSES

- ☐ **ADULT DAY CARE, NURSING, and PERSONAL CARE FACILITIES** (713-767-2700). *The Dept. of Human Services regulates Adult Personal Care, Day Homes, and Adult Foster Care Homes, some Halfway Houses and Group Homes, Long-term care facilities.*
- ☐ **AGRICULTURE DEPARTMENT** (713-921-8200 or 1-800-835-5832). *Regulates Nursery Products and Floral items (incl. Short-term sales) (512-463-4583), Weights and Measures (issues seal for scales, gas pumps, etc.), Antifreeze Mfg. Permit. Enforces Texas Egg Law for egg handling (512-463-7583) and handling of Texas-grown vegetables (512-463-7604). Also regulates and licenses Fish Farms/Aquaculture (512-463-7583).*
- ☐ **ANIMAL HEALTH COMMISSION** (512-719-0700). *Regulates exotic livestock and fowl.*
- ☐ **ATTORNEY GENERAL** (512-463-2100) *Complaints, Raffles, Deceptive Trade. Consumer Protection Div. (713-223-5886).*
- ☐ **BANKING DEPARTMENT** (713-932-6146). *Automatic Teller Machines (ATM's), Pre-paid Funeral Service accounts, Perpetual Care Cemeteries, Currency Exchanges. Trust Company Loans/Investments (512-475-1300).*
- ☐ **CONSUMER CREDIT COMMISSION** (1-800-538-1579). *Regulates consumer installment loans, interest rates, credit card & store card issuance & pawn shops. Contact if you extend credit to customers.*
- ☐ **FEED & FERTILIZER CONTROL SERVICE°** (979-845-1121). *Regulates feed, pet food and fertilizer manufacturers.*
- ☐ **HEALTH DEPARTMENT** (713-767-3000). *Licenses for Food and Drug Mfg. (Incl. Bottled Water and water dispensing), Shellfish Sanitation. For Milk and Dairy Product handling call 713-414-6125 x128.*
- ☐ **PARKS & WILDLIFE DEPARTMENT** (1-800-792-1112 TF). *Fur, Seafood Dealers- retail & wholesale, Hunting & Fishing*

Licenses (ask about new license program "Texas Outdoor Connection"). Also issues Fishing Guide permit. Boat Registration, call 1-800-262-8755.

- ☐ **PUBLIC UTILITY COMMISSION** (512-936-7120 Office of Consumer Affairs). *Regulates Automatic Dial Announcing Devices (ADAD's), Long Distance Services, Telephone and Electrical Companies.*
- ☐ **RESIDENTIAL & DAY CARE LICENSING** (713-940-5200 or 1-800-862-5252). *Dept. Of Family and Protective Services (DFPS) regulates Child Care Administrators, Adoption Agencies, drop-in care facilities, and group/family day care homes.*
- ☐ **SAVINGS AND LOAN DEPT.** (512-475-1350). *Regulates mortgage brokers and loan officers, banks.*
- ☐ **TEXAS MUSIC OFFICE** (Office of the Governor) (512-463-6666) *A clearinghouse for Texas music industry information. Provides referrals to Texas music businesses, talent and events to attract new business to Texas.*

PROFESSIONAL LICENSES

- ☐ **APPRAISER LICENSING & CERTIFICATION BOARD** (512-465-3950). *All real estate appraisers.*
- ☐ **ARCHITECTURAL EXAMINERS BOARD** (512-305-9000). *Interior Designers, Landscape Architects.*
- ☐ **BAR OF TEXAS, STATE** (1-800-204-2222). *Legal offices, law firms, paralegal (info only).*
- ☐ **BOARD OF PROFESSIONAL LAND SURVEYORS** (512-452-9427). *All surveyors and related activities.*
- ☐ **COURT REPORTERS CERTIFICATION BOARD** (512-463-1630).
- ☐ **DEAF AND HEARING IMPAIRED, COMMISSION FOR THE** (512-451-8494 or 1-800-332-3873). *Sign Language Interpreter certification.*
- ☐ **ENGINEERS REGISTRATION BOARD** (512-440-7723). *All types of engineers.*
- ☐ **FUNERAL SERVICE COMMISSION** (512-936-2474). *Regulates Morticians, Funeral Directors & Homes, Embalmers.*
- ☐ **GEOSCIENTISTS, BOARD OF PROFESSIONAL (New) www.tbpg.state.tx.us** *Regulates all geoscientists-professional certification required as of September 2003.*
- ☐ **HOUSING & COMMUNITY AFFAIRS, DEPT. OF** (800-500-7074). *Regulates manufacturers, retailers, installers, brokers, salvagers/rebuilders, and salespersons of manufactured housing in Texas (1-800-500-7074). Callers outside Texas: 512-475-2200.*
- ☐ **INSURANCE, DEPARTMENT OF** (800-252-3439 TF). *Insurance agencies, sales, continuing care facilities. Also regulates Amusement Rides & BUNGEE (512-322-3435), Adjusters & Title Insurers (512-322-4361), Bail bondsmen (512-322-3503).*
- ☐ **IRRIGATORS BOARD** (512-239-6719). *Lawn Sprinkler System Installers.*
- ☐ **LAND SURVEYING BOARD** (512-452-9427). *Land and property surveyors.*
- ☐ **LICENSING & REGULATION, Department of** (713-924-6300; 1-800-803-9202). *TDLR regulates: Auctioneers, AC & Refrigeration Contractors (also for duct cleaning and purchasing of refrigerant products), Boiler Operation & Inspection, Combative Sports, Court Interpreters, Career Counseling,* ***Electricians (new)****, Personnel Employment Services (Permanent Placement), Staff Leasing, Service Contract Providers,Talent Agents and Agencies, Industrialized Housing & Buildings and Property Tax Consultants. TDLR also regulates Elevators, Escalators, and their inspection (800-252-8026), Barbers (Effective 9-1-05) 888-870-8755 ans Cosmetologists (800-943-8922)* **.**
- ☐ **PLUMBING EXAMINERS BOARD** (512-458-2145 or 800-845-6584). *All plumbers. See COH also.*
- ☐ **POLYGRAPH EXAMINERS BOARD** (512-464-2058)
- ☐ **PRIVATE SECURITY BUREAU (TXDPS)** (512-424-7710). *Security System Consultants and sales, Installers, Dog Trainers, Alarm systems monitors, Security officers, Locksmiths.*
- ☐ **PUBLIC ACCOUNTANCY BOARD** (512-305-7800). *Certified Public Accountants.*
- ☐ **REAL ESTATE COMMISSION** (512-465-3989 or 800-250-8732). *Agents / Brokers / Offices. For real estate Inspectors/professional inspectors call 512/465-3915.*
- ☐ **STATE FIRE MARSHALL** (Texas Dept of Insurance) (512-305-7900, 1-800-578-4677). *Regulates businesses servicing, installing, monitoring, and maintaining fire detection and fire alarm devices and systems, including fire extinguishers and indoor sprinklers. Regulates foster and group home safety outside the COH. Also regulates FIREWORKS.*
- ☐ **STATE SECURITIES BOARD** (713-781-1094 or 512-305-8300). *Securities dealers & brokers, financial consultant or investment adviser permit. $275 initial fee.*
- ☐ **STRUCTURAL PEST CONTROL BOARD** (512-305-8250)
- ☐ **VETERINARY MEDICAL EXAMINERS BOARD** (512-305-7555).

GENERAL REGULATORY AGENCIES

- ☐ **ALCOHOLIC BEVERAGE COMMISSION (TABC)** (713-426-7900, 800-622-5991). *Alcohol retailers, Wholesalers, Restaurants, Breweries, Producers etc. Physicians or Lab Alcohol Permit (512-458-2500). See also the HARRIS COUNTY CLERK for various alcoholic beverage sales permits (713-755-6405).*
- ☐ **CONCEALED HANDGUN PERMIT, Dept. of Public Safety** (800-224-5744). Includes personal concealed carry and instruction.
- ☐ **EDUCATION AGENCY (Driver Training & Education Div.)** (512-997-6500) *Regulates and licenses driver education schools, driving safety schools, and related instructors.*
- ☐ **TEXAS WORKFORCE COMMISSION (Career School Licensing)** (512-719-5244). *Proprietary Business Schools & Veterans Education Div. (512-936-3100). Driver's Education Trainers call 512-719-5247. All private and technical schools issuing a certificate for completion of course work must meet TEA requirements. For info on CHILD LABOR, call 512-463-8812.*
- ☐ **LOTTERY COMMISSION** (800-37-LOTTO). *Application for Lottery Retailer License, Charitable Bingo operation.*
- ☐ **PARDONS AND PAROLES BOARD** (512-406-5750). *Offender rehabilitation, Halfway houses.*
- ☐ **RACING COMMISSION** (512-833-6699). *Parimutuel racing and related professions, activities.*
- ☐ **STATE TREASURER** (800-862-2260). *Sale of tobacco products now licensed by the State Comptroller (800-862-2260). Ask about new posting rules for tobacco retailers and vending machines effective 1-1-98.*
- ☐ **STATE BOARD FOR EDUCATOR CERTIFICATION** (888-863-5880 . For Texas public and private school teachers.
- ☐ **TEXAS ETHICS COMMISSION** (800-325-8506). Lobbyists.

HEALTH-RELATED LICENSES/SERVICES

- ☐ **CHIROPRACTIC EXAMINERS BOARD** (512-305-6700)
- ☐ **COMMISSION ON ALCOHOL & DRUG ABUSE** (512-349-6606). *Alcohol & substance abuse clinics, counseling.*
- ☐ **DENTAL EXAMINERS BOARD** (512-463-6400). *Issues and verifies licenses for Dentists, Dental Hygienists & Commercial Dental Labs.*
- ☐ **DIETICIANS EXAMINERS BOARD c/o TDSHSH** (512-834-6601).
- ☐ **HEALTH DEPARTMENT (DSHS)** (713-767-3000 or HHS HOTLINE: 877-787-8999). *Product Safety Division* (713-767-3254) Bedding & Sleep Products, Playground Equipment, Hazardous Substances (Glue, Paint, etc.); Paramedics; Athletic Trainers (512-834-6615); Massage Therapists (512-834-6616); Home Health Care Facilities (512-458-7240); Hospital Licensing (512-834-6645); Marriage & Family Therapists (512-834-6657); Midwives (512-458-7700); Nursing, Personal & Residential Care Homes (713-767-2200); Physical Therapists (512-305-6900); Professional Counselors (512-834-6658); Respiratory Care Practitioner (512-834-6632); Speech-Language Pathologists & Audiology (512-834-6627); Social Workers Examiners Board (1-800-232-3162); Tattoo Studios (512-458-7236); Licensed Medical Physicists (512-834-6655); Medical Radiologic Technologists (512-834-6617); Perfusionists (512-834-6602). *General Sanitation Div.* (512-834-6635) Youth Camps, Pesticide Applicator, Swimming Pools, Migrant and Field Labor Sanitation.
- ☐ **HEARING AID FITTING AND DISPENSING BOARD c/o TDSHS** (512-834-6784)
- ☐ **MEDICAL EXAMINERS BOARD** (512-305-7030). *Physicians, including Acupuncture. Consumer complaints call 800-248-4062.*
- ☐ **NURSE EXAMINERS BOARD** (512-305-7400). *Nurse aid registry, medication aids (800-452-3934), Vocational nurses (512-305-8100).*
- ☐ **OPTOMETRY BOARD** (512-305-8500). *Optometrists, Opticians (512-834-6661 TDSHS) and contact lens dispensing, sales & service (512-834-4515 TDSHS). Vision screeners call 512-458-7420.*
- ☐ **PHARMACY BOARD** (512-305-8000). *Pharmacists, plus home health medication aide (512-834-6618).*
- ☐ **PODIATRY EXAMINERS BOARD** (512-305-7000). *Regulates professional podiatrists.*
- ☐ **PSYCHOLOGISTS EXAMINERS BOARD** (512-305-7700).
- ☐ **RADIATION CONTROL BUREAU c/o TDSHS** (713-767-3252; 512-834-6688). *Tanning Salons, X-ray machines. Licenses to possess or use radioactive materials are issued by the Low-Level Radioactive Waste Disposal Authority (512-451-5292).*
- ☐ **REHABILITATION COMMISSION, Houston Regional Office** (713-735-3470 V & TDD or 1-866-281-1804). *The VOCATIONAL REHABILITATION PROGRAM regulates and serves people with a wide variety of disabilities and provides retraining activities, job placement assistance and counseling. See also TDSHS for Halfway Houses for the mentally impaired (713-995-1112).*

FEDERAL REGULATIONS

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FEDERAL AGENCY WEBSITE: www.lib.lsu.edu/gov/fedgov.html
FEDERAL RELAY SERVICE (FRS): www.fts.gsa.gov/frs/tollfree.htm

FOR IMPORT / EXPORT LICENSES:

☐ **U.S. CUSTOMS SERVICE:** 281-985-6700 (x 6814) **(NEW!)**
www.cbp.gov/xp/cgov/import/
2350 N. Sam Houston Pkwy. E
IMPORT regulations on all goods brought into the U.S. Depending on the goods imported, other local, state and federal agencies may also apply, such as the US Dept. of Agriculture, the Fish and Wildlife Service, or the EPA. Customs Brokers are also licensed by the Texas State Comptroller (800-531-5441 x50381). All mail originating in foreign countries and U.S. overseas territories is subject to Customs examination upon entering the US.

☐ **INTERNATIONAL TRADE ADMINISTRATION (Export Assistance Center):** 281-449-9402
www.export.gov
15600 John F. Kennedy Blvd., Suite 530, Houston, TX 77032-2349
Regulates all EXPORTING activities. The ITA provides industry and country analysis for businesses, and counseling through its Commercial Service. The ITA has a business library available to exporters in its Houston office. The Trade Information Center (TIC) can answer questions and assist new exporters via their 1-800-USA-TRADE.

FOR THE FEDERAL OPERATOR call 800-333-4636 (800-FED-INFO)

☐ **AGRICULTURE DEPT. (USDA):** 202-720-2791 (DC Main #). Animal & Plant Inspection & Quarantine (956-504-4150 Brownsville). Inspects foreign plants, plant products & byproducts for Import & Export. Food Safety Inspection Service, Import Meat Inspection (214-767-9116); Grain Inspection (281-338-2787); Fruit & Vegetable Div./Processed products (210-804-1478). FOOD STAMP SALES call 703-305-2286.

☐ **BUREAU OF ALCOHOL, TOBACCO & FIREARMS (BATF):** 281-372-2900 or 800-398-2282 for forms and applications. Regulates wholesaling, manufacture (incl. breweries and brew pubs), mfg., and Import/Export.

☐ **COAST GUARD MARINE INSPECTION OFFICE (DOT):** 713-671-5180. Tank, freight, vessel inspections.

☐ **COMMODITY FUTURES TRADING COMMISSION:** 202-418-5080. Commodities brokers and trading activities.

☐ **CONSUMER PRODUCT SAFETY COMMISSION:** 713-209-3447. The CPSC administers a wide range of product safety standards. Call 800-638-2772 for Toll Free recorded information.

☐ **COPYRIGHT OFFICE / Library of Congress:** 202-707-3000. Public Information Office. Forms & Applications Hotline (202-707-9100). **WEBSITE:** www.copyright.gov

☐ **ENVIRONMENTAL PROTECTION AGENCY (EPA):** 281-983-2100. Regulates all pollution sources. See also the Texas Natural Resource Conservation Commission (Airborne pollutants, hazardous waste transportation, storage and disposal). "Right-to-Know" Disclosure Info (800-535-0202). EPA SMALL BUSINESS REGULATORY HOTLINE (800-368-5888).

☐ **FEDERAL AVIATION ADMINISTRATION (DOT):** 281-230-5300. Aircraft and facilities operations.

☐ **FEDERAL COMMUNICATIONS COMMISSION (FCC):** 1-888-225-5322. Regulates radio & television, telephone

(including 800, 888, and 900 numbers), telegraph, satellite communication, two-way radio, cable television, and computer manufacturing. The Mobile Services Div. regulates cellular telephone networks. No FCC Houston office.

- ☐ **FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION (DOT)** Issues USDOT Number for interstate trucking. Data Analysis & Information Systems, MC-RIS, 400 7th Street, SW, Washington, D. C. 20590, or fax it to 1-703-280-4003, or 2) call 1-800-832-5660 to request an MCS-150 to be mailed to you.
  Website / FAQ: www.63.72.112.205/news.htm#adds
- ☐ **FEDERAL TRADE COMMISSION (FTC):** 877-382-4357 (Regional Office/Dallas: 214-979-0213). The FTC regulates Mail Order (see Texas State Comptroller for Sales Tax collection requirements), Used Car Sales (Odometer setbacks), Care Labeling, Fair Packaging and Labeling, Consumer Leasing, Door-to-door sales, Appliance Labeling & Octane Posting, and other business activities such as Debt Collection and Advertising.
  ➜ For information on Telemarketing and the Federal **DO NOT CALL** Registry, go to the following website:
  www.ftc.gov/bcp/conline/edcams/donotcall/index.html
- ☐ **FISH & WILDLIFE SERVICE INSPECTION OFFICE:** 713-672-4420. Regulates Import/Export of all fish & wildlife.
- ☐ **FOOD AND DRUG ADMINISTRATION (FDA):** NO HOUSTON OFFICE. (214–253-4952) Regulates food and drug manufacturing, labeling and sales. Also regulates the manufacture and use of medical devices, and radiation-emitting electronic products. Regulates pet food, animal drugs, feed, additives, and veterinary medical devices.
  Also: 1-888-INFO-FDA (1-888-463-6332)
- ☐ **HOUSING & URBAN DEVELOPMENT (HUD):** 713-313-2274. Regulates mobile home manufacturing.
- ☐ **IMMIGRATION & NATURALIZATION SERVICE (INS):** 281-847-7900. SEE "Employer Responsibilities". For VISA's call 281-847-7900.
- ☐ **INTERNAL REVENUE SERVICE (IRS):** 281-541-0440 or 713-643-8000. SEE "Minimum Requirements".
- ☐ **INTERSTATE COMMERCE COMMISSION:** ICC has been phased out.
- ☐ **JUSTICE DEPT. ANTITRUST DIVISION:** 202-514-2401. Antitrust laws apply to every phase of business, and prohibit practices such as price fixing, restraint of trade, and mergers that reduce competition.
- ☐ **MARITIME COMMISSION, FEDERAL:** 202-523-5707 (Houston office is closed). Regulates all ocean-based freight forwarding.
- ☐ **NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION (DOT):** 1-800-424-9393. Regulates motor vehicle and parts mfg. including replacement parts for motor vehicles. Auto Safety Hotline (800-424-9393 TF).
- ☐ **NATIONAL LABOR RELATIONS BOARD:** 713-718-4632.
- ☐ **OCCUPATIONAL SAFETY & HEALTH ADMINISTRATION (OSHA):** 281-591-2438 or 281-286-0583
- ☐ **OFFICE OF HAZARDOUS MATERIALS TRANSPORTATION (DOT):** 202-366-0656. Also regulates pipeline safety from its Houston office (713-718-3950).
- ☐ **OFFICE OF LABOR MANAGEMENT STANDARDS:** 713-209-3135. Administers Labor-Management Reporting and Disclosure Act, as well as labor union activities.
- ☐ **PATENT AND TRADEMARK OFFICE:** 703-308-4357 (1-800-786-9199). General information on registering patents. Patent searches can be performed at the Rice University Patent Library (713-348-5483).
- ☐ **POSTAL SERVICE BUSINESS CENTER, U.S.:** 713-226-3350, 401 Franklin St. Call for Bulk Mail rates and regulations, Business Reply Mail, Bar Coding and Zip+4 Coding. FREE "POSTAL ANSWER LINE" at 1-800-725-2161.
- ☐ **SECURITIES & EXCHANGE COMMISSION:** 817-978-3821 (Fort Worth) (1-800-732-0330). Regulates investment advisors, securities dealers & brokers.
- ☐ **STATE DEPARTMENT, U.S.:** For Passports call the Automatic Appointment System at 713-751-0294. National Passport Information System: 1-888-362-8668 ($5 charge).
- ☐ **TREASURY DEPT. (IRS):** 1-800-829-1040. Businesses having large currency transactions must follow specific record keeping and reporting procedures. This includes businesses such as: Check cashers, Travel agencies, Liquor stores, Food stores, Convenience stores, Currency exchanges, Money order issuers, Banks, Misc. retail, and Pawn shops.

(GSP-06C.WPD, 11-05)