

How To Request a Renewal Card/Permit

1. Log Into the Online Licensing System

Go to:

<https://vo.licensing.hpc.texas.gov/datamart/login.do>

If you do not yet have an online account, select the **Account Creation Guide** at the top of the login page and follow the steps.

2. Start the Duplicate Permit Request

- From the **Quick Start Menu**, open the dropdown for **Manage your license information**.
- Select **Duplicate Permit**.
- Click **Select**.

Quick Start Menu

If you see your license on the right hand of the screen under the "License Information" section please **DO NOT** click on the "Add License to Registration" link at the bottom as your license is already associated with this online account. You should see your license options listed below.

If you are trying to apply for a license please choose the appropriate option under the "Start a New Application" section.

If you need to add your license to your online account please click on the "Add Licenses To Registration" option below.

Manage your license information

Licensed Clinical Social Worker (LCSW)

Duplicate Permit

Select



3. Proceed Through the Application

- Click **Next**.

Introduction

Contact Information

Summary (pre-fees)

Duplicate Permit - Introduction

Effective November 1, 2020 BHEC ceased issuing renewal permits to its licensees as the online verification resource has made them largely redundant. However, a licensee may purchase a renewal permit via this "Duplicate Permit" request process. There is a \$10 fee for the permit that must be paid via credit/debit card. Please note, this is for a renewal permit, not the 8.5 by 11 parchment wall license. Please click "Next" to continue.

Press "Next" to continue.

Press "Cancel" to cancel this application and return to the main menu.

Next Cancel App



- Verify your contact information. Update if necessary.

☐ Main Address

* Is this your Home Address? Yes No

Street Number:

* Address:

* Zip Code:

* City:

* State:

* County:

* Country:

Phone Number:

Extension:


* E-mail:

Contact #:

Web Address:

Add Another Contact

Contact Type:



- Click **Next**.

If the information is correct, click **Submit**.

Introduction

Contact Information

Summary (pre-fees)

Duplicate Permit - Application Summary


If you have uploaded and attached files to this application, they will appear in the Attachments section of this application summary. Please check to ensure they appear. If not, you can select the Edit button in that section and attach them.


Review the data and press "Submit" to submit this application.

Press "Previous" to return to the previous section.

Press "Cancel" to cancel this application and return to the main menu.

Application	License Type: Licensed Clinical Social Worker (LCSW) Application Date: 12/09/2025
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General Addresses	Main Address: <input type="text" value="24015"/> 24015 US Is this your Home Address? Yes Phone Number: (936) 730-5571 E-mail: Test_mac2@bellsouth.net Contact #: <input type="text"/> Web Address: <input type="text"/>	<input type="button" value="Edit"/> 
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4. Attestation

- Answer **Yes** to the attestation question.
- Click **Submit**.

Introduction Duplicate Permit - Attestation

Contact Information Press "Previous" to return to the previous section.

Summary (pre-fees) Press "Submit" to continue.

Press "Cancel" to cancel this application and return to the main menu.

I hereby certify that the information on this form is true and correct.

Yes

No

[Previous](#) [Submit](#) [Cancel](#)

5. Payment

- Click **Pay Now**. You can also download a summary of your application at this point.

Fee and Summary Report

Your application data has been submitted. Click on "View PDF Summary Report" and print this report for your records.

Deficiencies that are currently associated with your online application may be listed below.

You are required to pay the amount below for your application to be processed.


Press "Pay Now" to proceed to the fee payment page.

Fees

Total Amount Due: \$10.00

Deficiencies

1. Insufficient money received

[Fix](#) [Pay Now](#) [View PDF Summary Report](#) 

- Click **Next**.

Online Application Payment

Select the applications you wish to pay for and press "Next" to continue

Press "Main Menu" to return to the main menu

Application Number	Description	License Number	License Type	Applicant Name	Fee
[REDACTED]	Duplicate Permit	[REDACTED]	BHEC - Social Worker	[REDACTED]	\$10.00 <input checked="" type="checkbox"/>

Payment Method Credit Card


[Next](#) [Main Menu](#)

- Click **Next** again — this will redirect you to the payment processor website.

Confirm Payment Details
 Select payment method and press "Next" to pay for these applications.
 Press "Cancel" if you do not wish to continue with the payment.

Application Number	Description	License Number	License Type	Applicant Name	Fee
451572	Duplicate Permit	[REDACTED]	BHEC - Social Worker	[REDACTED]	\$10.00
Total					\$10.00


Payment Method: Credit Card




6. Complete Payment

You will be taken to the payment processor page:



1. Enter your customer information
2. Enter your credit card information → click **Next**.



Texas Behavioral Health Executive Council



Card Information

Card Number*  Expiration Date* CVV* 

Billing Address

First Name* Last Name*

Address Line 1* Address Line 2

City* State*

Zip* Country*

Phone Email

* Required fields

Duplicate Permit	\$ 10.00
Total	\$ 10.00

**Payment includes Texas.gov cost recovery fees for the state of Texas.

I am human
 





Once the payment is processed, you will be redirected to the **Payment Success** page, where you may view or save your transaction summary.

Online Application Payment Success
Press "Main Menu" to return to the main menu.
Press "View PDF Summary" and print this page for your records using the print function of your browser.

Amount Paid: \$10.00
Authorization Number: [REDACTED]
Trace Number: [REDACTED]

Application Number	Description	Applicant Name	Fee
5272-451572	Duplicate Permit	[REDACTED]	\$10.00

[Next](#) [View PDF Summary Report](#) 



7. Confirmation Emails

You will receive **two confirmation emails**:

- One from the **online licensing system**
- One from the **payment processor**

Please save both emails for your records.

8. After Submission

This completes your duplicate permit request.

Please allow up to two weeks to receive the permit.