



State Fire Marshal's Office

PO Box 12107 | Austin, TX 78711 | 512-676-6800 | tdi.texas.gov/fire

SF054 | 0622

Company Branch Office Update Form

Instructions

- Print or type your information.
- Use this form to list all branch office locations registered with the State Fire Marshal's Office (SFMO).
- If you have more than six branch office locations, list the additional locations on a separate page.

1. Type of Company: (mark one)

- Fire Alarm Company (Fire alarm companies **must** include the designated full-time employee for each branch office location that you are updating.)
- Fire Extinguisher Company

2. Company information

Company name

Certificate of registration number

3. Branch office locations to update (No P.O. box addresses)

► Location 1

Address

City

State

ZIP

County

Name of designated full-time licensed employee at this office

Employee's license number

► Location 2

Address

City	State	ZIP	County
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Name of designated full-time licensed employee at this office	Employee's license number
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► Location 3

Address

City	State	ZIP	County
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Name of designated full-time licensed employee at this office	Employee's license number
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► Location 4

Address

City	State	ZIP	County
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Name of designated full-time licensed employee at this office	Employee's license number
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► Location 5

Address

City	State	ZIP	County
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Name of designated full-time licensed employee at this office	Employee's license number
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► **Location 6**

Address

City	State	ZIP	County
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Name of designated full-time licensed employee at this office	Employee's license number
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4. Send this completed form by mail or email to:

Mailing address

State Fire Marshal's Office
P.O. Box 12107
Austin, Texas 78711-2107

Email

FMLicensing@tdi.texas.gov

Your rights

You can request information we have about you by emailing OpenRecords@tdi.texas.gov or writing to: Public Information Coordinator, Texas Department of Insurance, P.O. Box 12030 (mail code GC-ORO) Austin, Texas 78711-2030. You also have the right to ask that we fix information we have about you that is wrong. To ask for a correction, send (1) your name, mailing address, and your phone number, (2) details about what needs to be fixed, and (3) the reason or proof showing why the information is wrong. Send this by email to RecordCorrections@tdi.texas.gov or by mail to: Record Correction Request, Texas Department of Insurance, P.O. Box 12030 (mail code CO-AAL-CC), Austin, Texas 78711-2030. There is a different process to change or update information you submitted to the State Fire Marshall's Office (SFMO). To update information submitted to SFMO, email FMLicensing@tdi.texas.gov. There may be a fee to update information held by SFMO.