



## Texas Department of Insurance

**State Fire Marshal's Office**, Mail Code 112-FM  
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August 11, 2010

Re: Adjustment of Branch Office License Expiration Dates

The State Fire Marshal's Office is in the process of transitioning to a new software package for administering the licensing program that will eventually lead to on-line licensing capabilities. As a result we will no longer be able to maintain staggered expiration dates for branch offices and main offices. This month we will be adjusting expiration dates so that branch office license expirations will coincide with main office expiration dates.

If your branch office license(s) expire before your main office license, the branch office license(s) will be extended so they match the main office's license expiration date. These offices will be charged a prorated fee for the extension. If your branch office license(s) expire after your main office license, the branch office licenses will have their terms shortened to bring them into line with the main office expiration date. These offices will receive a prorated refund of licensing fees for the time that remained between the new expiration date and the old expiration date.

We will be sending notices to you explaining what action you will need to take in the next few weeks. If you do not receive a notice by August 23, 2010 please contact us.

If you have any questions regarding this correspondence, please feel free to contact Susan Light at 512.305.7932 or by e-mail at [susan.light@tdi.state.tx.us](mailto:susan.light@tdi.state.tx.us).

Sincerely,

Ed Salazar  
Director