



State Fire Marshal's Office (112-FM)

333 Guadalupe, Austin, Texas 78701 \* PO Box 149221, Austin, Texas 78714-9221
(512) 676-6800 | F: (512) 490-1063 | (800) 578-4677 | TDI.texas.gov | @TXSFMO

RENEWAL APPLICATION
FIRE SPRINKLER INDIVIDUAL LICENSE

Table with 5 columns: License Number, Expiration Date, \*Renewal Fee, Late Fee, Total Fee. Row 1 contains a '1' in the first cell.

2 Name & Mailing Address of Licensee: 3 Name & Home Address of Licensee:

4 Licensee's county of residence:

An additional \$35.00 revision fee is required for address changes.

Please note that LATE FEES will be required for renewal applications that are not postmarked by the expiration date and also for those that are not deemed complete, according to both statute and rules, before the expiration of the license or within the 30 day notice period allowed by the fire sprinkler rules. Please refer to page 2 for the fee schedule.

5 Have you had any convictions since your last renewal or that you have not reported in the past? (include all deferred adjudication) YES NO
If "YES", provide details. A Federal Bureau of Investigation (FBI) Criminal History Report is required through IdentoGO. Please visit our website at www.tdi.texas.gov/fire/fmli.html and click on In-State or Out-of-State Procedures for detailed information. Failure to report all convictions could result in denial of your license.

6 Signature of licensee:
Email Address:

7 I certify that this applicant is a
full-time employee of the firm shown on this application, covered by the general liability insurance policy of the firm shown on this application
Or
part-time employee of the firm shown on this application, covered by the general liability insurance policy of the firm shown on this application
and is designated to represent this firm, upon licensing, subject to Chapter 6003 of the Texas Insurance Code and the Fire Sprinkler Rules. We know of no reason why the applicant should be denied a license. By my signature, I verify that the information on this application and any attachments is true.

8 Signature of authorized representative of firm:
Printed Name Title Date
Name of Firm Certificate of Registration No. SCR-

Any fraudulent representation on this application may be cause for denial, suspension, or revocation of license.
Check or money order for the renewal fee should be made payable to the TEXAS DEPARTMENT OF INSURANCE and mailed with this complete application and current valid documents to:

STATE FIRE MARSHAL'S OFFICE, MAIL CODE 9999, P O BOX 149221, AUSTIN, TX 78714-9221.

NOTICE ABOUT CERTAIN INFORMATION LAWS AND PRACTICES
With few exceptions, you are entitled to be informed about the information that the Texas Department of Insurance (TDI) collects about you. Under sections 552.021 and 552.023 of the Texas Government Code, you have a right to review or receive copies of information about yourself, including private information. However, TDI may withhold information for reasons other than to protect your right to privacy. Under section 559.004 of the Texas Government Code, you are entitled to request that TDI correct information that TDI has about you that is incorrect. For more information about the procedure and costs for obtaining information from TDI or about the procedure for correcting information kept by TDI, please contact the Agency Counsel Section of TDI's General Counsel Division at (512) 676-6551 or visit the Corrections Procedure section of TDI's website at www.tdi.texas.gov.

## TEXAS DEPARTMENT OF INSURANCE - STATE FIRE MARSHAL'S OFFICE

To renew a license issued to an individual by the State Fire Marshal's Office:

- the licensee must be an employee or agent of a currently registered firm (except for fire alarm licensees), and
- a complete renewal application must be submitted.

A LATE FEE will be due if a renewal application with appropriate fee is not postmarked by the expiration date OR if a renewal application is not deemed complete, according to both statute and rules, before the expiration of the license or within the 30-day notice period.

TYPE OF LICENSE	FEE	LATE FEE		APPLICATION FORM
		DAY 1 – 90	DAY 91 – 2 YRS	
RME or RME-GD Fire Sprinkler Responsible Managing Employee	\$350.00	\$100.00	\$200.00	The criminal history question must be answered and the application form must be signed by the LICENSEE.
RME-U Fire Sprinkler Responsible Managing Employee – Underground	\$200.00	\$75.00	\$150.00	An AUTHORIZED REPRESENTATIVE of the registered firm must complete and sign the appropriate section on the application form.
RME-D Fire Sprinkler Responsible Managing Employee-Dwelling	\$200.00	\$75.00	\$150.00	Evidence of authorization to sign must be on file in the Licensing Administration section.
RME-I Fire Sprinkler Responsible Managing Employee- General Inspector	\$100.00	\$25.00	\$50.00	

**An additional \$35.00 revision fee is required for address changes.**

ALL FEES ARE NON-REFUNDABLE, except for overpayments resulting from mistakes of law or fact.

Please make all checks payable to the TEXAS DEPARTMENT OF INSURANCE and mail with complete applications to the:

State Fire Marshal's Office  
Mail Code 9999  
P. O. Box 149221  
Austin, Texas 78714-9221  
(512) 676-6809

Physical Address:  
333 Guadalupe  
Austin, Texas 78701  
FAX: (512) 490-1056  
Web site: [www.tdi.texas.gov/fire](http://www.tdi.texas.gov/fire)

**FBI Background Information:**

See In-State and Out-of-State Procedures located on our website at [www.tdi.texas.gov/fire/fmli.html](http://www.tdi.texas.gov/fire/fmli.html).