TEXAS DEPARTMENT OF INSURANCE
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

Licensed Employee Termination Notice
For All Types of
Fire Alarm, Fire Extinguisher & Fire Sprinkler
Licenses or Permits

This form should be completed and returned to the address below for any licensee who is to be terminated under a registered firm that is shown on his or her license.

LICENSEE INFORMATION

Name _____
(Last) (First) (Middle)

License number _____ Effective **DATE** of termination _____

TO BE COMPLETED BY THE EMPLOYER

I certify that this individual will not be an employee or agent of this firm on the effective date shown above.

Name of registered firm _____ Web site Addr: _____

C of R. No. _____ E-Mail Addr: _____

Signature of authorized representative of firm:

Signature _____ Date _____

Printed name _____ Title _____

Mailing Address: State Fire Marshal's Office
Mail Code 112-FM
P. O. Box 149221
Austin, Texas 78714-9221

Physical Address: State Fire Marshal's Office
333 Guadalupe Street
Austin, TX 78701
Fax No. (512) 490-1056
Web site address: www.tdi.state.tx.us/fire

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.