

## CE Automatic Fine Payment Voucher

### Instructions

Use this form to mail in your CE fine payment. Please allow 5-10 business days for your payment to process after we receive it.

### Appeal your fine

If you would like to appeal your fine, submit form [FIN517 - Application for Continuing Education Exemption or Extension](#) (PDF) to make your request. Be sure to attach all required documentation to avoid delays.

**Important:** Per Texas Administrative Code, fine payments are non-refundable. Payments made prior to the approval of an exemption or extension request will not be refunded.

### Calculating your automatic fine

Fines are \$50 for each deficient hour, up to a maximum of \$500. To determine your CE deficiency, go to [Sircon.com/Texas](#) and select "[Look up education courses/credit](#)" to view your CE transcript online.

### Your information

Name \_\_\_\_\_

License # \_\_\_\_\_ Email \_\_\_\_\_

Fine amount enclosed \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Mailing instructions

Make your check or money order payable to "Texas Department of Insurance." Mail your payment with this completed form to one of the addresses below. **Important:** Include the licensee's legal name and Texas license number on the check or money order.

#### Via USPS:

Agent and Adjuster Licensing, MC-CO-AAL  
Texas Department of Insurance  
PO Box 12069  
Austin, Texas 78711-2069

#### Via FedEx and UPS:

Lockbox Department, MC-CO-AAL  
Texas Department of Insurance  
208 E. 10th Street  
Austin, Texas 78701

### For Accounting use only

Use 462 and CRE100; return to:

**Agent and Adjuster Licensing, MC-CO-AAL  
Administrative Operations, Continuing Education**