TEXAS DEPARTMENT OF INSURANCE
Regulatory Policy Division - Engineering Services Program (104-ENG)
333 Guadalupe, Austin, Texas 78701 ✯ PO Box 149104, Austin, Texas 78714-9104
(800) 248-6032 | TDI.texas.gov | @TexasTDI

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CONTACT INFORMATION UPDATE REQUEST

THIS CONTACT INFORMATION UPDATE REQUEST IS TO BE COMPLETED BY AN APPOINTED WINDSTORM QUALIFIED INSPECTOR WHEN REQUESTING A NAME CHANGE, A BUSINESS NAME CHANGE, A BUSINESS ADDRESS CHANGE, A BUSINESS PHONE NUMBER CHANGE, A HOME ADDRESS CHANGE OR A HOME PHONE NUMBER CHANGE.

COMPLETED CONTACT INFORMATION UPDATE REQUEST MAY BE SUBMITTED VIA E-MAIL OR MAILED TO:

Texas Department of Insurance
P.O. Box 149104 – MC 104-ENG
Austin, Texas 78714-9104
E-Mail Address: Engineering@tdi.texas.gov

PLEASE COMPLETE PART I AND PART II OF THE CONTACT INFORMATION UPDATE REQUEST

PART I
CONTACT INFORMATION UPDATE REQUEST

TBPE Registration Number: _____
Located on TBPE Registration card and Form ENG-1 Application for Appointment as a Qualified Inspector

Which address should be used for correspondence? ☐ **Business or** ☐ **Home** *(check one)*

Do you inspect completed structures (Forensic Inspections)? ☐ **Yes or** ☐ **No** *(check one)*

Engineer's Name:

_____ _____ _____
Last name First Name Middle Name

Business Name: _____

Business Mailing Address:

_____
Street, Physical Location, Route or P.O. Box Number

_____ _____ _____ _____
City County State Zip Code

Business Phone No.: _____

Business E-Mail Address: _____

***TDI may release my e-mail address in response to a public information request?** Please Select

PART II
CONTACT INFORMATION UPDATE REQUEST

Home Mailing Address:

_____

Street, Physical Location, Route or P.O. Box Number

_____ _____ _____ _____

City County State Zip Code

Home Phone No.: _____

Home E-Mail Address: _____

***TDI may release my e-mail address in response to a public information request?**

THIS CONTACT INFORMATION UPDATE REQUEST MUST BE SIGNED AND DATED BY THE APPOINTED QUALIFIED INSPECTOR REQUESTING TO UPDATE HIS OR HER CONTACT INFORMATION.

_____ _____

SIGNATURE **DATE**

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Austin, Texas 78714-9104
E-Mail Address: Engineering@tdi.texas.gov

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.