



TEXAS DEPARTMENT OF INSURANCE

State Fire Marshal's Office (112-FM)

333 Guadalupe Street, Austin, Texas 78701 ★ PO Box 149221, Austin, Texas 78714
 (512) 676-6800 | F: (512) 490-1056 | TDI.texas.gov/fire | @TXSFMO

Licensed Employee Termination Notice for Fire Alarm, Fire Extinguisher, or Fire Sprinkler Licenses and Permits

- Please print or type your answers.
- Answer all questions completely.
- Complete this form for any licensee who has been terminated by the registered company.

1. Licensee information (Use full name as it appears on the State Fire Marshal's Office [SFMO] license.)

First name	Middle name	Last name	Suffix
SFMO license number		Effective date of termination	

2. Company information

Company name	Certificate of registration number
Email (required)	Website (optional)

3. Authorized representative signature

I certify that this employee is no longer employed by our company as of the effective termination date.

Print name	Title
Signature	Date

4. Send this completed form to:

Mailing address

State Fire Marshal's Office
P.O. Box 149221
Austin, Texas 78714-9221

Street address

State Fire Marshal's Office
333 Guadalupe St.
Austin, Texas 78701

Email: FMLicensing@tdi.texas.gov

Your rights: You can request information we have about you by emailing OpenRecords@tdi.texas.gov or writing to: Public Information Coordinator, Texas Department of Insurance, PO Box 149104 (mail code 112-1C) Austin, Texas 78714-9104. You also have the right to ask that we fix information we have about you that is wrong. To ask for a correction, send (1) your name, mailing address, and your phone number, (2) details about what needs to be fixed, and (3) the reason or proof showing why the information is wrong. Send this by email to RecordCorrections@tdi.texas.gov or by mail to: Record Correction Request, Texas Department of Insurance, PO Box 149104 (mail code 113-1C), Austin, Texas 78714-9104. There is a different process to change or update information you submitted to the State Fire Marshal's Office (SFMO). To update information submitted to SFMO, email FMLicensing@tdi.texas.gov. There may be a fee to update information held by SFMO.