



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

Fire Alarm Instructor Renewal Application

- **Renewal fee: \$50** (TDI code 572)
- Please print or type your answers.
- Make sure the addresses shown below are correct.
 - For address changes, complete the Revision Transfer Application [SF033](#).
 - An additional \$20 fee is required.
- All fees are nonrefundable, except for overpayments from mistakes of law or fact.
- Send only one payment to cover all fees. Fee payments for various applications need to be combined.
- Answer questions completely and truthfully. We may deny, suspend, or revoke your license if you misrepresent or knowingly give wrong information on this application.

1. Applicant information

FAI license number		Expiration date		Email (required)	
First name	Middle name	Last name		Suffix	
Home address	City	State	ZIP	County	
Mailing address	City	State	ZIP	County	

2. Question

Have you had any convictions since your last renewal or any convictions that you have not reported in the past? Yes No

If **yes**, please complete a supplemental criminal history information document ([SF261](#)) for each conviction.

3. License information

- ▶ Your APS, RAS, or FAL license must be current to renew this application.

Current APS, RAS, or FAL license number

4. Applicant signature

Signature

Date

Email (required)

5. Payment

Pay by check or money order payable to the Texas Department of Insurance. Mail your completed application, additional documents, and payment 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

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.