



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

RENEWAL APPLICATION  
 FIRE SPRINKLER CERTIFICATE OF REGISTRATION

<b>1</b>	Certificate of Registration Number	Expiration Date	Renewal Fee	*Late Fee	Total Fee

\*Please note that LATE FEES will be required for renewal applications that are not postmarked on or before the expiration date.

Please refer to **page 2 for the fee schedule.**

<b>2</b>	Name & Mailing Address of Firm:		<b>3</b>	Location Address of Firm:
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<b>4</b>	Location County: _____
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PLEASE MAKE SURE ADDRESSES SHOWN ABOVE ARE CORRECT. **An additional \$35 is required for address changes.**

All or some of these documents (*as required for your firm*) are currently on file. If the document is expired or will expire at the time of renewal, a new one will need to be submitted before this renewal can be processed.

*Certificate of General Liability Insurance (Expires every year)* *If applicable, Franchise Tax Account Status must be ACTIVE*

*Assumed Name Certificate (Expires every 10 years or sooner)*

Please note the insurance certificate must specifically indicate the type of business the company is licensed.

COMPLETE ANSWERS MUST BE GIVEN TO ALL QUESTIONS. ANY FRAUDULENT REPRESENTATIONS ON THIS RENEWAL APPLICATION MAY BE CAUSE FOR DENIAL, SUSPENSION, OR REVOCATION OF THE CERTIFICATE OF REGISTRATION.

		YES	NO
<b>5</b>	Has there been a change of owners or officers of your firm in the last two years? If "YES", list current owners or officers on a separate sheet.		
<b>6</b>	The firm regularly has fewer than 20 employees.		
<b>7</b>	The firm regularly has fewer than 100 employees.		
<b>8</b>	The firm is independently owned and operated. (i.e. not a subsidiary or subject to control by another entity or not publicly traded).		
<b>9</b>	The firm regularly generates less than \$6 million in annual gross receipts.		
<b>10</b>	For your company's respective license - list the full-time licensed Responsible Managing Employee ( <b>RME-G or RME-U</b> ) currently employed by your firm		

Name _____	License Number _____
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<b>11</b>	Besides the address shown above, do you have other business offices where planning is performed? If "YES", list the complete address and the full-time Responsible Managing Employee ( <b>RME-G</b> ) for each location on a separate sheet.		
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<b>12</b>	In applying for a renewal of a fire sprinkler certificate of registration, I certify that I am familiar with and will comply with the Texas Insurance Code, Chapter 6003, and the Fire Sprinkler Rules. I hereby authorize the Texas State Fire Marshal or his representative to enter, examine and inspect any premises, building, room or establishment used by my firm while engaged in the business to determine compliance with the provisions of the Texas Insurance Code, Chapter 6003, and the Fire Sprinkler Rules.
Authorized Rep. Signature _____	
Printed Name _____	Title _____ Date _____
EMAIL ADDRESS: _____	

**Check or money order for the renewal fee should be made payable to the TEXAS DEPARTMENT OF INSURANCE and mailed with this complete application and current valid documents to:**

**State Fire Marshal's Office, Mail Code 9999. P O Box 149221, Austin, TX 78714-9221.**

**ALL FEES ARE NON-REFUNDABLE, EXCEPT FOR OVERPAYMENTS RESULTING FROM MISTAKES OF LAW OR FACT.**

**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](http://www.tdi.texas.gov).

## TEXAS DEPARTMENT OF INSURANCE

### STATE FIRE MARSHAL'S OFFICE

#### Certificate of Registration Renewal Checklist

To renew a certificate of registration issued by the State Fire Marshal's Office, a complete renewal application is required.

A renewal application is considered complete only if: the firm has an appropriately licensed employee on staff, the appropriate fee and a completed renewal application are submitted,

AND

all required documents (as required for your firm) listed on the front page.

Late fees will be charged if a renewal application and renewal fee are not postmarked by the expiration date of the certificate of registration. Late fees will also be due if a renewal application is not complete before the expiration of the certificate or within the 30-day notice period.

TYPE OF CERTIFICATE	RENEWAL FEE	LATE FEE	
		DAY 1-90	DAY 91 – 2 YRS
SCR Sprinkler Certificate of Registration	\$1800.00 (2 years)	\$450.00	\$900.00
SCR-U Sprinkler Certificate of Registration Underground	\$600.00 (2 years)	\$150.00	\$300.00
SCR-D Sprinkler Certificate of Registration Dwelling	\$600.00 (2 years)	\$150.00	\$300.00

**An additional \$35.00 revision fee is required for address changes.**

This renewal application must be signed by a representative listed with the SFMO as authorized to sign on behalf of your firm

Please make all checks payable to the TEXAS DEPARTMENT OF INSURANCE.

State Fire Marshal's Office  
Mail Code 9999  
P. O. Box 149221  
Austin, TX 78714-9221  
(512) 676-6809

Physical Address:  
333 Guadalupe  
Austin, TX 78701  
Fax: (512) 490-1056  
Web site: [www.tdi.texas.gov/fire](http://www.tdi.texas.gov/fire)

Texas Secretary of State:  
(512) 463-5578

Texas Comptroller of Public Accounts:  
(800) 252-1386  
<http://ourcpa.cpa.state.tx.us/coa/Index.html>