



## 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

## Individual License Online Renewal Guide

Go to: <https://www.sircon.com/index.jsp>

1. Select "Renew or Reinstatement License."

The screenshot shows the Sircon website interface. At the top left is the Sircon logo with the tagline 'powered by Vertafore'. To the right are navigation links: 'Solutions', 'Services', 'Resources', and 'About Us'. The main heading reads 'Complete. Connected. Compliant.' followed by a sub-headline: 'Sircon helps you save money, reduce compliance risk, and accelerate time-to-revenue by getting and keeping agents / advisors authorized to sell.' Below this is a grid of six orange buttons: 'Apply for a License', 'Renew or Reinstatement License', 'Check Application / Renewal Status', 'Print a License', 'Look up Courses or Transcript', and 'View a list of all services'. A blue oval labeled 'Select' is positioned over the 'Renew or Reinstatement License' button, with a blue arrow pointing to it. Below the buttons is a paragraph: 'Insurance is all about relationships, and compliance is no exception. Sircon connects all of the compliance stakeholders together so that everyone knows who is authorized to sell.' At the bottom, there is a form area with the text 'Tell us about yourself, and we'll help you find the best Sircon solution for you!' and a label 'TELL US WHO YOU ARE:'.

For Resident Individual State Fire Marshal Office License renewal application, follow the instructions on the following screens.

2. Select "Renew Insurance License."

**License Renewal**

*i* If you have recently completed all continuing education requirements, please allow 2-5 business days for the education provider to report the credit hours to the State.

[Check the Status of a Submitted License Renewal](#)

**RENEW INSURANCE LICENSES**

Renew or reinstate an **existing insurance license** Renew Insurance Licenses

**RENEW ADJUSTER LICENSES**

Renew or reinstate an **existing adjuster license** Renew Adjuster Licenses

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3. Select "Individual," then click <Continue>.

**License Renewal**

*i* If you have recently completed all continuing education requirements, please allow 2-5 business days for the education provider to report the credit hours to the State.

[Check the Status of a Submitted License Renewal](#)

**RENEW INSURANCE LICENSES**

Renew or reinstate an **existing insurance license** Renew Insurance Licenses

Are you an individual or a firm?  Individual  Firm

Cancel Continue

**RENEW ADJUSTER LICENSES**

Renew or reinstate an **existing adjuster license** Renew Adjuster Licenses

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4. Enter your email address, then click <Continue>.

**License Renewal**

Email Address:  [Why do you need my email?](#)

**then**

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5. Click on the "Renewal State" drop-down box and select "Texas."

**License Renewal**

Renewal State  \* Required

- North Carolina
- North Dakota
- Ohio
- Oklahoma
- Oregon
- Pennsylvania
- Puerto Rico
- Rhode Island
- South Carolina
- South Dakota
- Tennessee
- Texas**
- U.S. Virgin Islands
- Utah
- Vermont
- Virginia
- Washington
- West Virginia
- Wisconsin
- Wyoming

\*\* We accept VISA, MASTERCARD, AMERICAN EXPRESS. \*\*

\*Note: Selecting All Available States will search for licenses in all states. You then have the option to renew in any or all States at one time.

The information on the following pages may include information from the National Insurance Producer Registry's Producer Database and may contain information subject to the National Insurance Producer Registry's Privacy Act, 15 U.S.C. 1681 et seq. A Summary of Consumer Rights is provided [Here](#), and is available for your review.

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Select Texas

6. Enter the *required* information for the "License Renewal" section, then click <Continue>.

- SSN
- Last Name
- Resident State
- Resident License Number – *enter numbers only.*

**License Renewal**

Renewal State  \* Required

SSN  \* Required

Last Name  \* Required

Resident State  \* Required

Resident License Number  \* Required

*Don't have a resident license? [Search for a specific license](#)*

\*\* We accept VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER and electronic checks. \*\*

The information on the following pages may include information provided from the National Insurance Producer Registry's Producer Database and may contain information subject to the Fair Credit Reporting Act, 15 U.S.C. 1681 et seq. A Summary of Consumer Rights is provided [Here](#), and is available for viewing.

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Enter *required* information.

Click <Continue>.

**Note: If no record is found, please call the State Fire Marshal's Office at 512-676-6800, option 5-1.**

7. Review the selected licenses, click <Continue>.

**License Renewal**

Please review the selected items you wish to renew. Note: Some States do not have Qualifications available for renewal. For these states, all associated Qualifications will be renewed when the License is renewed.

**Texas License Renewals**

Address changes for State Fire Marshal licensees are not currently available on line. Address changes must be submitted using the revision form for your license type that can be accessed through: <http://www.tdi.texas.gov/fire/fmli.html>

Action	License Type	Lic. Number	Exp. Date
<input checked="" type="checkbox"/> Renew			

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Verify the information is correct.

Click <Continue>

8. Verify that the license information showing is correct. Enter your business email address and personal email address.

**License Renewal**

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**License Fee Summary**

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License Renewals for Texas

License Type	Lic. Number	Exp. Date	State Fee
<small>*The state fees for this renewal are estimated. The final fees will be determined after all data has been entered.</small>			

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**Licensee Email Address**

Business Email Address  \* Required

Applicant Email Address  \* Required

Verify the information is correct.

Enter email addresses.

9. You must answer **all** questions. You will have an opportunity to attach any required documents to this application **after** you click <Submit>. The instructions to attach documents are on Page 10 of this guide.

Note: The questions may vary depending on the type of license for which you are applying.

Texas FM-Fire Alarm Technician Renewal Questions	
<i>* All questions are required.</i>	
<b>Question 1</b>	
<p>Have you had any convictions since your last renewal or that you have not reported to SFMO? (include all deferred adjudication)            If yes, please fill out and submit a Supplemental Criminal History information form (SF261) for each offense. An electronic version of the form is located at <a href="http://www.tdi.texas.gov/forms/sfmfireindustry/sf261crimsupp.pdf">http://www.tdi.texas.gov/forms/sfmfireindustry/sf261crimsupp.pdf</a>.</p> <p><input type="radio"/> No  <input type="radio"/> Yes</p>	
<b>Question 2</b>	
<p>I certify that I am an employee or agent covered by the general liability insurance policy of the firm entered below and that the individual listed below is an authorized representative of the firm subject to Chapter 8002 of the Texas Insurance Code and the Fire Alarm Rules.</p> <p><input type="radio"/> No  <input type="radio"/> Yes</p>	
<b>Question 2A</b>	
<p>Name, Title and email address of the firms authorized representative</p> <input type="text"/>	
<b>Question 2B</b>	
<p>Enter the firms name and certificate of registration number</p> <input type="text"/>	
<b>Question 3</b>	
<p>I verify that the information on the application and its attachments are true.</p> <p>By renewing online, you affirm that you have reported to the Department any administrative action and/or any criminal history, including convictions, deferred adjudications, probations or pending charges. You may report such information by attaching electronic copies of required documentation directly to your renewal application from the confirmation page or by mailing a hard copy of the documentation to State Fire Marshal's Office Mail Code 9999, PO Box 149221, Austin, TX 78714-9221 or State Fire Marshal's Office, Mail Code 112-FM, 333 Guadalupe St, Austin, TX 78701.</p> <p><input type="radio"/> No  <input type="radio"/> Yes</p>	

Answer all questions.

You will be able to attach any required documents to this application **after** you submit it.

See Page 10 of this guide for instructions on how to attach documents to your application.

10. Read the "Attestation for Texas" section carefully. Mark the "Agree" box.

**Attestation for Texas**

By renewing online, you affirm that you have reported to the Department any administrative action and/or any criminal history, including convictions, deferred adjudications, probations or pending charges. **You may report such information by scanning and electronically attaching the required documentation directly to your renewal application from the confirmation page.** If you do not have scan capability, mail it to: Texas Department of Insurance, Licensing Division - MC 107-1A, 333 Guadalupe, P. O. Box 149104, Austin, Texas 78714-9104. Federal law (18 USC 1033), prohibits an individual from engaging in the business of insurance if they have been convicted of a crime involving dishonesty or breach of trust without express written consent of a commissioner of insurance.

**Excluding Escrow Officer License:**

Effective June 1, 2018, Chapter 19.1016 of the Texas Department of Insurance has been adjusted to reflect recent legislative changes. These changes have affected both License Renewal and Continuing Education (CE) requirements.

Each hour of continuing education not completed during a license term will result in a \$50.00 per deficient hour fine up to a maximum of \$500.00 per license type held that requires continuing education. Fines for reporting periods prior to 6-1-2018, may exceed the \$500.00 per license held limitation.

**For Individual Licensing Renewals Only:**  
 In applying for a renewal of an SFMO industry license, I certify that I am familiar with and will comply with the Texas Insurance Code and the Texas Administrative Code applicable to the license being renewed. 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 the firm is licensed for, to determine compliance with the provisions of the Texas Insurance Code and the Texas Administrative Code applicable to the license being renewed.

**For Public Insurance Adjuster renewals only:**

I will attach a copy of my public insurance adjuster contract and proof of financial responsibility with this submission.

**Escrow Officer Renewals only:**

I will print a copy of the renewal summary information available after submitting this application, sign, and notarize the document. I must retain this document with my records, and provide the signed, notarized document to TDI upon request.

**Agree** \*Required

Read the  
Attestation  
section  
carefully.

Mark the  
"Agree" box.

11. Enter the *required* "Authorized Submitter Information," then click <Continue>.

**Submitter Information**

**Producer**  **Authorized Submitter** \* *Required*

As the authorized submitter, I declare that the applicant provided all the information submitted on this application.

Submitter First Name

Submitter Last Name

Submitter Firm Name

Submitter Phone  Ext.

Submitter Firm Address

Submitter City

Submitter State

Submitter Zip

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Enter *required*  
Authorized  
Submitter  
information.

Click  
<Continue>

12. **Before you submit your application**, take the time to review the information listed for any issues.

Mark the boxes:

- To verify that you understand that fees are nonrefundable.
- If you want to receive notices about your license renewal, state insurance deadlines, license renewal notices, new electronic services, and related issues.
- Create an account with Sircon so you can track and manage your license credentials and continuing education (CE) requirements.

Enter your email address, click <Process>.

The screenshot shows a web form titled "License Renewal". At the top, there is a section for "Firm information" with a note: "Firm information will be noted here." Below this is a "License Fee Summary" section with a table for "License Renewals for Texas". The table has columns for "License Type", "Lic. Number", "Exp. Date", and "State Fee". To the right of the table, there is a fee breakdown: "Total State Fee", "Sircon Fee", "Processing Fee", and "Total Fee". Below the table, there are several checkboxes and text fields:

- I understand that all license renewal fees are non-refundable.
- I would like to receive email notifications concerning state insurance deadlines, renewal notices, new electronic services and related issues.
- Please send email notifications to:
- Use my information to create a Sircon account so I can track and manage my license credentials and continuing education (CE) requirements for free. [What's this?](#)
- Sircon account email
- Confirm your email to sign up

At the bottom of the form, there are three buttons: "Revise", "Process", and "Cancel". The footer contains links: "Home | Help | News Releases | FAQ | State Information | NAIC Information".

Review your information carefully.

Mark these boxes.

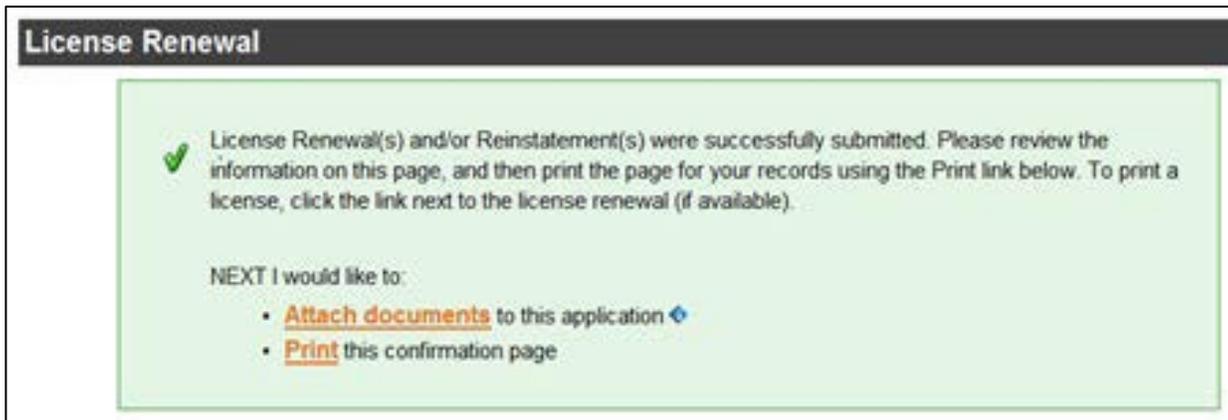
Enter your email address.

Click <Process>

Once you have submitted your renewal application, you will have the opportunity to:

- Attach any necessary documents to your application.
- Print a copy of the confirmation page for your records.

13. To attach any supporting documents, click the <Attach Documents> link. To print your confirmation page, click the <Print> link.

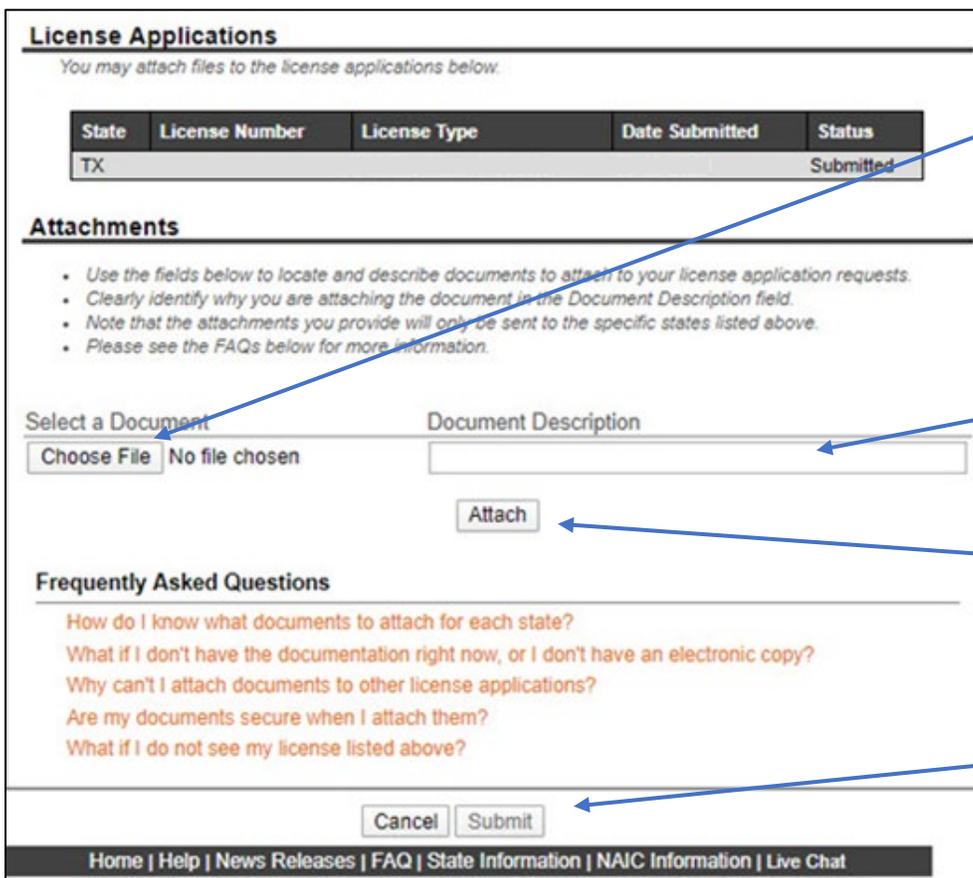


Attach documents: Below is an example of the screen that you will see.

- Step 1: Click on <Choose File> and locate the document you want to attach and click <Ok>.
- Step 2: Include a brief description of the document. (Example: Certificate of Insurance).
- Step 3: Click <Attach>.

Repeat the above 3 steps until you have attached all your documents.

Step 4: Click <Submit>.



Step 1: Click <Choose File>

Step 2: Add a brief description of the document.

Step 3: Click <Attach>

Step 4: Click <Submit>.

Your renewal application will be sent for processing.