



# State Fire Marshal's Office

PO Box 12107 | Austin, TX 78711 | 512-676-6800 | [tdi.texas.gov/fire](http://tdi.texas.gov/fire)

SF255| 0822

## Fire Alarm Instructor Renewal Application

### Instructions

- **Renewal fee: \$50** (TDI code 572)
- Print or type your information.
- 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 one payment to cover fees. Payments for various applications must 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		
First name	Middle name	Last name	Suffix	
Home address				
City	State	ZIP	County	
Mailing address				
City	State	ZIP	County	
Email (required)				

## 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 Criminal History Information Supplement Form ([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 the following mailing address:

State Fire Marshal's Office  
P.O. Box 12107  
Austin, Texas 78711-2107

## Your rights

You can request information we have about you by emailing [OpenRecords@tdi.texas.gov](mailto:OpenRecords@tdi.texas.gov) or writing to: Public Information Coordinator, Texas Department of Insurance, P.O. Box 12030 (mail code GC-ORO) Austin, Texas 78711-2030. 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](mailto:RecordCorrections@tdi.texas.gov) or by mail to: Record Correction Request, Texas Department of Insurance, P.O. Box 12030 (mail code CO-AAL-CC), Austin, Texas 78711-2030. There is a different process to change or update information you submitted to the State Fire Marshall's Office (SFMO). To update information submitted to SFMO, email [FMLicensing@tdi.texas.gov](mailto:FMLicensing@tdi.texas.gov). There may be a fee to update information held by SFMO.