



State Fire Marshal's Office

PO Box 12107 | Austin, TX 78711 | 512-676-6800 | tdi.texas.gov/fire

SF001 | 0325

State Fire Marshal's Office Address Change Request Form

Instructions

You must fill out and email the form to FMLicensing@tdi.texas.gov within **14 days** of a change to your address. This form is to be used for any address change **not permitted electronically**. To submit your address electronically, please visit our [Fire Industry Licensing](#) page.

Individual change of address

Fill out all parts of this section.

TDI license number _____

Please provide your full name as listed on your license

Last name _____ First _____ Middle _____ Suffix _____

Personal phone _____ Business phone _____

Personal email _____ Business email _____

Business address (PO Box not accepted)

Street address _____

City _____ State _____ ZIP _____

Mailing address

Street address _____

City _____ State _____ ZIP _____

Residential address (PO Box not accepted)

Street address _____

City _____ State _____ ZIP _____

Firm change of address

Fill out all parts of this section. To change your branch office physical location address, complete [SF227 – Company Information Update Form](#) (PDF). If the branch office location is new or changing cities, complete a certificate of registration application for the appropriate program.

Name of firm _____

TDI certificate of registration number _____

Contact person

Name _____

Business phone _____

Business email _____

Business address (PO Box not accepted)

Street address _____

City _____ State _____ ZIP _____

Mailing address

Street address _____

City _____ State _____ ZIP _____

Residential address (PO Box not accepted)

Street address _____

City _____ State _____ ZIP _____

Signature

With my signature, I certify that:

- The answers I gave on this form are true and correct.
- I am the licensee or authorized firm representative.

Print name _____ Title _____

Signature _____ Date _____

For more information

- Email us at FMLicensing@tdi.texas.gov.
- Call 512-676-6800, option 1.

Know 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 7874-9104.