Company Certificate of Registration
Online Renewal Guide

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

1. Select “Renew or Reinstates a License.”
2. Select “Renew Insurance License.”

4. Click on the “Renewal State” drop-down box and select “Texas.”
5. Enter the *required* information for the “License Renewal” section, then click <Continue>.

- EIN
- Resident State
- Resident License Number – enter numeric portion only. *(Example: ACR-1234567)*.

**Note:** If no record is found, please call the State Fire Marshal’s Office at 512-676-6800, option 5-1.
6. Review the renewal information, then click <Continue>.

7. Enter your email address.
8. 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 11 of this guide.

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

### Texas FM-Extinguisher Cert/Registn Renewal Questions

*All questions are required.

**Question 1**

Has there been a change in ownership or officers of your firm in the last two years? If "YES", list current owners or officers on a separate sheet.

- ☐ No
- ☐ Yes

**Question 2**

Do you have branch offices that are currently registered with the State Fire Marshal? If "YES", please fill out the Branch Office List for Renewal form (SF054) and submit it with this application from the Confirmation page. The form is available at [http://www.tdi.texas.gov/forms/sfmfireindustry/sf054.pdf](http://www.tdi.texas.gov/forms/sfmfireindustry/sf054.pdf).

- ☐ No
- ☐ Yes

**Question 3**

The firm regularly generates less than $6 million in annual gross receipts.

- ☐ No
- ☐ Yes

**Question 4**

The firm regularly has fewer than 20 employees.

- ☐ No
- ☐ Yes
Continue to answer all license questions.

<table>
<thead>
<tr>
<th>Question 5</th>
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<tbody>
<tr>
<td>The firm regularly has fewer than 100 employees.</td>
</tr>
<tr>
<td>☐ No</td>
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<tr>
<th>Question 6</th>
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<tr>
<td>The firm is independently owned and operated. (i.e. not a subsidiary or subject to control by another entity or not publicly traded)</td>
</tr>
<tr>
<td>☐ No</td>
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<th>Question 7</th>
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<td>List the name and license number of one licensed individual currently employed by your firm:</td>
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<th>Question 8</th>
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<tbody>
<tr>
<td>Please enter the name, title and email address of the firm's authorized representative in the field below:</td>
</tr>
</tbody>
</table>

- **Reminder**

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

See Page 11 of this guide for instructions on how to attach documents to
9. Read the “Attestation for Texas” section carefully. Mark the “Agree” box.

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<table>
<thead>
<tr>
<th>Attestation for Texas</th>
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| 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 78714-8104. 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.

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 licensee 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 Certificate of Registration Renewals Only:
In applying for a renewal of an SFMO industry certificate of registration, I certify that I am familiar with and will comply with the Texas Insurance Code and the Texas Administrative Code applicable to the certificate 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 certificate 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.

☐ Agree * Required
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10. Enter the *required* information in the “Submitter Information” section, click <Continue>.

Enter *required* information.

Click <Continue>
11. **Before you submit your renewal application**, take the time to review the information listed for any issues.

Mark the box:
- 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.

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.
12. 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>.

Your renewal application will be sent for processing.