



Texas Department of Insurance

State Fire Marshal's Office Mail Code 112-FM
333 Guadalupe • P. O. Box 149221, Austin, Texas 78714-9221
512-305-7900 • 512-305-7922 fax • www.tdi.state.tx.us

License Revision/Transfer Application for Individuals
For All Types of Fire Sprinkler Licenses

This form should be completed for RMEs who are requesting a license under a registered firm other than that shown on their license or who are changing employment status at their current firm, or who wish to change their type of RME license.

Any fraudulent representation on this form shall be cause for denial, suspension, or revocation of a license.

All fees are non-refundable, except for overpayments resulting from mistakes of law or fact.

Table with 4 columns: CHECK ONE, TYPE OF CHANGE, FEE, CODE. Rows include Transfer from one firm to another, Additional license under another firm, Add RME - Dwelling, and Change in full-time/part-time employment status.

TO BE COMPLETED BY RESPONSIBLE MANAGING EMPLOYEE (RME)
LAST NAME, FIRST NAME AND MIDDLE NAME, HOME ARE CODE AND TELEPHONE, HOME ADDRESS, CITY, STATE, ZIP CODE, COUNTY, LICENSE NUMBER, E-MAIL ADDRESS FOR NOTIFICATION PURPOSES (optional), EFFECT DATE OF CHANGE, SIGNATURE OF INDIVIDUAL LICENSEE, DATE.

TO BE COMPLETED BY EMPLOYER
I certify that this applicant will be a full-time employee or part-time employee and will represent this firm upon licensing, subject to Article 5.43-3 of the Texas Insurance Code and the Fire Sprinkler Rules.
NAME OF REGISTERED FIRM, FIRE SPRINKLERCERTIFICATE OF REGISTRATION NO., SIGNATURE OF AUTHORIZED REPRESENTATIVE OF FIRM, DATE, PRINTED NAME, TITLE.

Check or money order should be made payable to the TEXAS DEPARTMENT OF INSURANCE.

Mail this completed application along with appropriate fee and any additional documents to:

Mailing Address: State Fire Marshal's Office, Mail Code 9999, P. O. Box 149221, Austin, Texas 78714-9221, Fax No. 512-305-7922
Physical Address: State Fire Marshal's Office, 333 Guadalupe Street, Austin, TX 78701, Telephone No. 512-305-7934, Web Site Address: www.tdi.state.tx.us/fire

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 Legal & Compliance Division at (512) 475-1757 or visit the Corrections Procedure section of TDI's web page at www.tdi.state.tx.us.