



State Fire Marshal's Office (112-FM)

333 Guadalupe, Austin, Texas 78701 * PO Box 149221, Austin, Texas 78714-9221
(512) 676-6800 | F: (512) 490-1063 | (800) 578-4677 | TDI.texas.gov | @TXSFMO

Fire Alarm Individual License Online Renewal Instructions

Notice

Fire Alarm Industry Licensees may renew their licenses online using Compliance Express if their address is current and their license has not been expired for more than two years. If you need to update your address (home or mailing) submit a Revision/Transfer Application (SF033) and \$20.00 to SFMO at least seven days prior to attempting to renew the license online. Any required document that you need to include may be submitted electronically with the application. Once the electronic application and all required documentation have been received by SFMO, the renewal application will be processed and a new license will be mailed to you.

Compliance Express Procedures

- Using your internet browser, navigate to https://www.sircon.com/products/renew.jsp.
Click on Individual.



License Renewal
License Renewal
Is this renewal for an individual or firm?
Individual Firm
If you already submitted a renewal, use the License Application/Renewal Status Inquiry to check the status.

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- On the next screen, using the pulldown, select Texas.

License Renewal
Are you renewing an adjuster license? Yes No
Do you have a designated home state? (Adjusters only) Yes No N/A
Renewal State dropdown menu showing Texas selected.

- On the next screen enter your Social Security Number. Enter your last name. For Resident State select Texas from the pulldown. Enter your license number in the Resident License Number field. Enter the number only; **do not** enter the license type letters (FAL, etc.). Click Continue.

License Renewal

Are you renewing an adjuster license? Yes No

Do you have a designated home state? (Adjusters only) Yes No N/A [What's this?](#)

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 proudly 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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- Review the State Requirements to make sure you have all required documents available. Enter your business email address in both the Business and Applicant email fields or enter your business email address and another email address (a private or alternate business email address) in the fields.

Additional State Requirements

Additional Texas Requirements for FM-Fire Alarm Technician

If you need to provide any additional information concerning this renewal to the State Fire Marshal's Office please send an e-mail with the information to FMLicensing@tdi.texas.gov

Your license will be mailed to you after the application has been reviewed and approved by the Department.

Licensee Email Address

Business Email Address * Required

Applicant Email Address * Required

Note: If you need to submit additional documents, you will be able to attach them to the application before you submit it. Additional documents may be in any common electronic format, such as PDF, DOC, PNG, JPG, etc.

You must fill out each question or the online application will not allow you to submit the application.

- Review Question 1 and then select Yes or No.

Texas FM-Fire Alarm Technician Renewal Questions

** All questions are required.*

Question 1

A Federal Bureau of Investigation (FBI) Background is required through IdentoGO and requires a unique service code that will be needed when scheduling for submission of your electronic fingerprints. Email fmlicensing@tdi.texas.gov with the following information in order to obtain the service code and procedures: First Name, Last Name, current mailing address and the type of license you will be applying for.

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 <http://www.tdi.texas.gov/forms/sfmfireindustry/sf261crimsupp.pdf>.

- No
- Yes

- If you need to report criminal convictions, please use the Supplemental Criminal History Form (SF261). The form that is posted on the website is a PDF that can be saved to your computer. You can fill the form out, save it and then attach it to this application. You may also save the form and submit it by email to FMLicensing@tdi.texas.gov. Your license will not be processed until SFMO has received the form.

- Select Yes or No for Question 2.

Question 2

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 is an authorized representative of the firm subject to Chapter 6002 of the Texas Insurance Code and the Fire Alarm Rules.

- No
- Yes

- If the answer to Question 2 is No, you cannot process your license online. Please contact SFMO licensing at FMLicensing@tdi.texas.gov for further instructions.

- Question 3: Enter the name, title and email address of the individual authorized by the firm to confirm your employment.

Question 3

Name, Title and email address of the firms authorized representative

- Question 4: Enter the name of the firm and their ACR number.

Question 4

Enter the firms name and certificate of registration number

- Select Yes or No for Question 5.

Question 5

I verify that the information on the application and its attachments are true.

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 Texas Department of Insurance, State Fire Marshal's Office MC 112-FM, 333 Guadalupe St, PO Box 149221, Austin, TX 78714-9104.

- No
- Yes

- When you agree to the attestation you are only agreeing to the portion of the attestation that is in red. The other attestation is for insurance licensees.

For FM-Fire Alarm Technician Renewals Only:

By submitting this application for a fire alarm license, I certify that I will comply with Chapter 6002 of the Texas Insurance Code and the Fire Alarm Rules.

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, State Fire Marshal's Office - MC 112-FM, 333 Guadalupe, P. O. Box 149221, Austin, Texas 78714-9104.

I verify that the information on the application and its attachments are true.

Agree * Required

- Select Authorized Submitter and fill out the Submitter Information. 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

- To include required documents click on [Attach documents](#).

License Renewal

✔ License Renewal(s) and/or Reinstatement(s) were successfully submitted. Please review the information on this page, and then print the page for your records using the Print link below. To print a license, click the link next to the license renewal (if available).

NEXT I would like to:

- [Attach documents](#) to this application
- [Print](#) this confirmation page

- To attach a document, click on Choose File, navigate to the document and double click on it. Click on Attach. After you have attached all of the documents you need to submit, click on Submit.

Attach Supporting Documents

License Renewals

You may attach files to the license renewals below.

State	License Number	License Type	Date Submitted	Status
TX		FM-Fire Alarm Technician	10-25-2017	Submitted

Attachments

- Use the fields below to locate and describe documents to attach to your license renewal requests.
- Clearly identify why you are attaching the document in the Document Description field.
- Note that the attachments you provide will only be sent to the specific states listed above.
- Please see the FAQs below for more information.

Select a Document: No file chosen

Document Description:

Frequently Asked Questions

- How do I know what documents to attach for each state?
- What if I don't have the documentation right now, or I don't have an electronic copy?
- Why can't I attach documents to other license renewals?
- Are my documents secure when I attach them?

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- Print the confirmation page. You will **not** be able to print your license. You will receive your license by regular mail after the licensing technician has processed the application.

Confirmation Information

Initial processing completed. Please review this page and print for your records.

State	Lic. Number	Renewal Type	License Type	Confirm. ID	Status	Messages	Action
TX	2135520	Renewal	FM-Fire Alarm Technician	3467421	Submitted	<ul style="list-style-type: none"> • This license renewal request has been submitted to the State and has not been renewed because Department review is required. Please contact the Department of Insurance for further information. • This license renewal request has been submitted and is under review by the State. 	How do I print my license? View License Renewal Result Details