



# State Fire Marshal's Office

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

SF246 | 0822

## Fire Alarm Training School Approval Application

### Instructions

- **Application fee: \$500** (TDI code572)
- Print or type your information.
- Include all required documents and information listed in the table on Page 7.
- 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 certificate of registration if you misrepresent or knowingly give wrong information on this application.

### 1. Applicant information (Use your full name as it appears on your driver's license.)

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First name	Middle name	Last name	Suffix
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Mailing address

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City	State	ZIP	County
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Phone	Fax
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Email (required)

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Name of company responsible for conducting the training school

### 2. Questions

- a. Does the company responsible for the training have a certificate of registration issued by the Texas State Fire Marshal's Office (SFMO)?  
 Yes  No; If **yes**, you do not meet the requirements for this approval.
- b. Is the responsible company a business affiliate of a company registered with SFMO?  
 Yes  No; If **yes**, you do not meet the requirements for this approval.

c. Has your company or any company owner or officer ever been investigated by a regulatory agency for a violation in the conduct of a business?

Yes  No; If **yes**, give details on a separate sheet and attach it to this application.

d. What type of company is this?

**Sole proprietorship**

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Name of individual owner

**General partnership**

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Names of individual partners

**Limited liability partnership (LLP) or limited partnership (LP)**

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Full legal name of partnership

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Full legal name of general partner

**Corporation**

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Full legal name of corporation

**Limited liability company (LLC)**

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Full legal name of LLC

e. What is the IRS tax ID / Employer's Identification Number (EIN)?

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IRS Tax ID / Employer's identification number (EIN)

f. What is the filing number assigned by the Texas Secretary of State? (For corporations, limited liability companies, and limited partnerships.)

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Texas Secretary of State filing number (For corporations, limited liability companies, and limited partnerships.)

### 3. Small-business information

Small-business requirements can be found in Government Code, Section 2006.002.

a. Does your company have fewer than 100 employees?

Yes  No

b. If **yes**, does your company have fewer than 20 employees?

Yes  No

c. Is your company independently owned and operated? (Answer **no** if your company is a subsidiary, subject to control by another entity, or is publicly traded.)

Yes  No

d. Does your company regularly generate less than \$6 million in annual gross revenue?

Yes  No

#### 4. Fire alarm school training course information

Attach an outline of the course that includes a detailed description of each subject and the time allotted. The course must comply with Texas Insurance Code, Section 6002.158.

##### ► Course location and schedule

- Classes must be open to the public and conducted within 125 miles of each Texas county that has a population of more than 500,000 people. Classes must be held at least twice each year.
- Instructors must have an instructor approval number issued by the Texas State Fire Marshal's Office.

Counties with populations over 500,000	Class location Street address, city, and county	Date of first class	Date of second class	Name of approved instructor	Instructor's SFMO approval number
Bexar					
Collin					
Dallas					
Denton					
El Paso					
Fort Bend					
Harris					
Hidalgo					
Montgomery					
Tarrant					
Travis					
Williamson					

## 5. Authorized signatures

The people listed below are authorized by your company to sign SFMO licensing documents, including renewal applications, transfer applications, termination notices, and new individual applications. **If these people change, submit the** Company Information Update Form ([SF227](#)) **to SFMO within 14 days.**

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Signature

Date

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Print name

Title

---

Signature

Date

---

Print name

Title

## 6. Certification

- I authorize the Texas State Fire Marshal or its representative to enter, examine, and inspect any premises, building, room, or establishment used by the company while engaged in the business to determine compliance with Chapter 6002 of the Texas Insurance Code and Section 34.600 of Texas Administrative Code, Title 28, the Fire Alarm Rules.
- I am familiar with and will comply with Chapter 6002 of the Texas Insurance Code and Section 34.600 of Texas Administrative Code, Title 28, the Fire Alarm Rules.
- I verify that the information on this application and its attachments are true and correct.
- I understand that knowingly providing a false answer to any question or submitting false information or documents with this application may be tampering with a governmental record, which is punishable under the Texas Penal Code, Section 37.10.

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Signature

Date

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Print name

Title

### ► Important

Depending on the type of company, applications must be signed by:

- An officer of a corporation.
- The sole proprietor.
- Each partner of a general partnership.

- The general partner of a limited liability partnership.
- An officer or member of a limited liability company.

► **If it's a partnership, complete the section below.**

Signature	Date
Print name	Title
Signature	Date
Print name	Title

- You must keep SFMO informed of your current mailing address and designated instructors. If your school's address changes, please complete the Company Information Update Form ([SF227](#)). We will issue a revised approval after we get written notification and the required fee.

## 7. Payment

Pay by check or money order payable to the Texas Department of Insurance. Mail your 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.

## Additional documents and information required\*

If you are a <b>Texas or foreign corporation</b> , submit the following:	If you are a <b>sole proprietorship or general partnership</b> , submit the following:	If you are a <b>Texas or foreign limited partnership</b> , submit the following:	If you are a <b>Texas or foreign limited liability company</b> , submit the following:
Corporate charter, Certificate of Existence, or Certificate of Authority issued by the <b>Texas Secretary of State</b>	N/A	Certificate of Limited Partnership, or Registration Application for Foreign Limited Partnership issued by the <b>Texas Secretary of State</b>	Certificate of Organization, or Certificate of Authority issued by the <b>Texas Secretary of State</b>
Franchise tax account status must be active with the <b>Texas Comptroller of Public Accounts</b>	N/A	Franchise tax account status must be active with the <b>Texas Comptroller of Public Accounts</b>	Franchise tax account status must be active with the <b>Texas Comptroller of Public Accounts</b>
Assumed Name Certificate from the <b>Texas Secretary of State</b> (if using a DBA)	Assumed Name Certificate from your County clerk (if using a DBA)	Assumed Name Certificate from the <b>Texas Secretary of State</b> (if using a DBA)	Assumed Name Certificate from the <b>Texas Secretary of State</b> (if using a DBA)

\*Per Chapter 6002 of the Texas Insurance Code and Section 34.600 of the Texas Administrative Code, Title 28, the Fire Alarm Rules.

## Resources

- Texas Comptroller of Public Accounts 1-800-252-1386 | [comptroller.texas.gov](http://comptroller.texas.gov)
- Texas Secretary of State [www.sos.state.tx.us](http://www.sos.state.tx.us)