



TEXAS DEPARTMENT OF INSURANCE

State Fire Marshal's Office (112-FM)

333 Guadalupe Street, Austin, Texas 78701 ★ PO Box 149221, Austin, Texas 78714
 (512) 676-6800 | F: (512) 490-1056 | TDI.texas.gov/fire | @TXSFMO

Company Branch Office Update Form

- Please print or type your information.
- Use this form to list all branch offices locations registered with the State Fire Marshal's Office (SFMO).
- If you have more than six branch office locations, list the additional locations on a separate page.

► Type of Company: (Mark one)

Fire Alarm Company

- Fire alarm companies **must** include the designated full-time employee for each branch office location that you are updating.

Fire Extinguisher Company

1. Company information

Company name

Certificate of registration number

2. Branch office locations to update. (No P.O. box addresses)

► Location 1

Address	City	State	ZIP	County
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Name of designated full-time licensed employee at this office	Employee's license number
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► Location 2

Address	City	State	ZIP	County
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Name of designated full-time licensed employee at this office	Employee's license number
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► Location 3

Address	City	State	ZIP	County
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Name of designated full-time licensed employee at this office	Employee's license number
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► Location 4

Address	City	State	ZIP	County
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Name of designated full-time licensed employee at this office	Employee's license number
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► Location 5

Address	City	State	ZIP	County
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Name of designated full-time licensed employee at this office	Employee's license number
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► Location 6

Address	City	State	ZIP	County
Name of designated full-time licensed employee at this office		Employee's license number		

3. Send this completed form to:

Mailing address

State Fire Marshal's Office
P.O. Box 149221
Austin, Texas 78714-9221

Street address

State Fire Marshal's Office
333 Guadalupe St.
Austin, Texas 78701

Email: FMLicensing@tdi.texas.gov

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 78714-9104. There is a different process to change or update information you submitted to the State Fire Marshal's Office (SFMO). To update information submitted to SFMO, email FMLicensing@tdi.texas.gov. There may be a fee to update information held by SFMO.