



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

Fire Alarm Certificate of Registration Renewal Application

- Please print or type your answers.
- A renewal application is considered complete only if:
 - You have provided the State Fire Marshal's Office (SFMO) with all required documents. See Page 4.
 - You have an appropriately licensed employee on staff.
 - You have included the correct fee with the application.
- Make sure the addresses listed on the application are correct.
 - Include an additional \$20 fee for address changes.
- You must pay a late fee if:
 - Your renewal application is not postmarked on or before the date your current certificate expires.
 - You will need to submit a new application if your registration is over two years past the expiration date. Complete form [SF031](#).
- All fees are nonrefundable, except for overpayments from mistakes of law or fact.
- Send only one payment to cover all fees. Fee payments for various applications need to 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. Company information

Company name

ACR-

Alarm certificate of registration number

Expiration date

Company physical address	City	State	ZIP	County
Company mailing address	City	State	ZIP	County

2. Questions

► School districts can skip questions 2 through 7.

1. Has there been a change of owners or officers of your company in the last two years? Yes No

If **yes**, complete the form [SF227](#).

2. Does your company currently have any registered branch office locations? Yes No

If **yes**, complete form [SF054](#).

3. Has your company opened any new branch office locations in the last two years? Yes No

If **yes**, complete form [SF031](#).

(All new office branch locations are required to have a fire alarm certificate of registration application on file with the SFMO.)

4. Does the company provide monitoring services at the business physical address listed in Section 1? Yes No

If **yes**, you must have a current UL Certificate on file with SFMO.

5. Does your company have fewer than 100 employees? Yes No

6. If **yes**, does your company have fewer than 20 employees? Yes No

7. Is your company independently owned and operated? Yes No

(Answer **no** if your company is a subsidiary, subject to control by another entity or is publicly traded.)

8. Does your company regularly generate less than \$6 million in annual gross revenue? Yes No

9. Does your company bill or contract with the customer for the fire alarm monitoring done by another company? Yes No

If **yes**, list the fire alarm monitoring company's name, city, and Texas ACR number.

Name	City	ACR- Alarm certificate of registration number
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(If your monitoring status has changed, please include the general liability form [SF239](#) showing coverage for contract monitoring.)

10. Provide the name of the designated licensed full-time employee at the business address listed in Section 1. This employee cannot hold an RAL.

Name	License number (indicate if license is pending)
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Note: If the individual is licensed but is not currently associated with your company, submit form [SF033](#).

► Companies with branch locations must complete form [SF054](#).

3. Certification

- I authorize SFMO 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.

Signature of authorized representative	Date
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Print name	Title
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Email (required)

4. Payment

Pay by check or money order payable to the Texas Department of Insurance. Mail your completed application, any additional documents, and payment 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

► Fees

Type of certificate of registration	Renewal fee	Late fees	
		Late by 1 day to 90 days	Late by 91 days to 2 years
Alarm Certificate of Registration (ACR)	\$1,000 (2 years)	\$125	\$500
Alarm Branch Office Certificate of Registration	\$300 (2 years)	\$37.50	\$150
Alarm Certificate of Registration – Single Station (ACR-SS)	\$500 (2 years)	\$62.50	\$250

► Additional documents and information required

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

- Certificate of General Liability Insurance ([SF239](#))
- Franchise tax account status must be active with the **Texas Comptroller of Public Accounts**
- Assumed Name Certificate from the **Texas Secretary of State** (if using a DBA)

Resources:

- Texas Comptroller 1-800-252-1386 | comptroller.texas.gov
- Texas Secretary of State www.sos.state.tx.us

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.