



State Fire Marshal's Office (112-FM)

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(512) 676-6800 | F: (512) 490-1063 | (800) 578-4677 | TDI.texas.gov | @TXSFMO

Fire Alarm Firm Registration Online Renewal Instructions

Notice

Fire Alarm firms may renew their registrations online using Compliance Express if their address is current and the firm registration has not been expired for more than two years. If you need to update your address (physical or mailing) submit a File Update Form (SF227) and \$20.00 to SFMO at least seven days prior to attempting to renew the registration online. Branch offices will be renewed at the same time. If you have closed a branch office and have not notified SFMO, mail notification (you may also email or fax the notification) of the closure at least seven days prior to your attempting to renew your registration online, otherwise you may be charged for that branch's renewal registration. Any required document (certificate, assumed name certificate, etc.) that you need to update 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 certificate of registration will be mailed to you.

Compliance Express Procedures

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



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

Renewal State dropdown menu with list of states including Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Michigan, Minnesota, Mississippi, Missouri, Nebraska, Nevada, New Hampshire, New Jersey, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, U.S. Virgin Islands, Utah. Includes text: \*\* We proudly accept VISA, MASTERCARD, AMERICAN... and electronic checks. \*\* and National Insurance Producer Registry's... Act, 15 U.S.C. 1681 et seq. A Summary

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- On the next screen enter the firm’s EIN. If you are a sole proprietor and you used your Social Security Number as your EIN when you originally registered your firm, you will need to use your SSN. If you have subsequently obtained an EIN please notify SFMO to update your file. For Resident State select Texas from the pulldown. Enter your firm’s registration number in the Resident License Number field. Enter the number only; **do not** enter the license type letters (ACR). Click Continue.

**License Renewal**

**Renewal State**  \* Required  
**EIN**  \* 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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- This screen should have your registration information, so all you should have to do is click Continue. As more types of registrations become available for online renewal, you will have the option of selecting and deselecting your other registration types.

**License Renewal**

Please review the selected items you wish to renew. Note: Some States do not have Qualifications available for renewal. For these states, all associated Qualifications will be renewed when the License is renewed.

**Texas License Renewals**

If you have closed a branch office you must notify the State Fire Marshal's Office that the branch office has been closed prior to renewing your registration or you will be charged for that branch office's registration. These fees will not be refundable.

Action	Cost Center	License Type	Lic. Number	Exp. Date
<input checked="" type="checkbox"/> Renew	<input type="text" value="Test"/>	FM-Alarm Certificate/Registm	2135519	10-25-2017

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- Review the State Requirements to make sure you have all required documents available.

**Additional State Requirements**

**Additional Texas Requirements for FM-Alarm Certificate/Registrn**

All or some of the documents listed below (as required for your firm) are currently on file. If the document is expired or will expire at the time of renewal, a new one will need to be submitted before this renewal can be processed:  
 Certificate of General Liability Insurance (Expires every year)  
 If applicable, Franchise Tax Account Status must be ACTIVE  
 Assumed Name Certificate (Expires every 10 years or sooner)  
 UL Certificate (Expires every year)

Please note the insurance certificate must specifically indicate the type of business for which the company is licensed.

To renew a Certificate of Registration issued by the state Fire Marshal's office, a complete renewal application is required. A renewal application is considered complete only if:  
 The firm has an appropriately licensed employee on staff  
 The appropriate fee and a complete renewal application are submitted  
 All required documents (as required for your firm) are on file

A late fee will be charged if a renewal application and renewal fee are not received by the expiration date of the certificate of registration. Late fees will also be due if a renewal application is not complete before the expiration of the certificate or within the 30-day notice period.

If you need to provide any additional information concerning this renewal to the Taxes Department of Insurance please send an e-mail with the information to [FMLicensing@tdi.texas.gov](mailto:FMLicensing@tdi.texas.gov).

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

**Texas FM-Alarm Certificate/Registrn Renewal Questions**

**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.**
- Select Yes or No for Question 1.

**Question 1**

Has there been a change of owners or officers of your firm in the last two years? If "YES", list current owners or officers on a separate sheet.

- No
- Yes

- If owners or officers have changed, you may use the File Update Form (SF227) to submit the names of the new owners or officers. No change fee is required for this change.
- Select Yes or No for Question 2.

**Question 2**

Do you have branch offices that are currently registered with the State Fire Marshal? If "YES", please fill out the Branch Office List for Renewal form (SF054) and submit it with this application from the Confirmation page. The form is available at <http://www.tdi.texas.gov/forms/form18alarmcomp.html>.

- No
- Yes

- If the answer to Question 2 is Yes, the Branch Office List for Renewal form must be submitted. The application will not be processed until the form is received.
- Select Yes or No for Question 3.

**Question 3**

Does your firm do fire alarm monitoring from your own central station? If "YES", please scan and submit a copy of your UL certificate.

- No
- Yes

- Select Yes or No to Questions 4,5,6 and 7.

**Question 4**

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The firm regularly has fewer than 20 employees.

- No
- Yes

**Question 5**

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The firm regularly has fewer than 100 employees.

- No
- Yes

**Question 6**

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The firm is independently owned and operated. (i.e. not a subsidiary or subject to control by another entity or not publicly traded)

- No
- Yes

**Question 7**

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The firm regularly generates less than \$6 million in annual gross receipts.

- No
- Yes

- Select Yes or No for Question 8. If you select No, you must put NA for Question 8A. If there is no text in the box, the online application will not allow you to complete processing the renewal application.

**Question 8**

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Does your firm bill or contract with the customer for the fire alarm monitoring done by another firm? If answer is "NO", then add "NA" in question 8A.

- No
- Yes

**Question 8A**

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If "YES" list the fire alarm monitoring firm's name, city, and TX ACR number.

- In the box in Question 9 enter the name and license number of your licensed full-time employee

**Question 9**

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Does your firm have a designated FULL-TIME licensed employee at this location? If "YES", enter the employees name and license number in the text box below.

- Select Yes or No for Question 10. If Yes attach a scan or other electronic copy of the assumed name certificate or Certificate of Insurance Certificate to the application.

**Question 10**

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Does your certificate of insurance or assumed name certificate need to be updated in SFMO files? If "YES", scan and submit the documentation as an attachment to this application.

- 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 firms.

**For FM-Alarm Certificate/Registration renewal only:**

In applying for a renewal of a fire alarm certificate of registration, I certify that I am familiar with and will comply with the Texas Insurance Code, Chapter 6002, and the Fire Alarm Rules. I hereby authorize the Texas State Fire Marshal or his representative to enter, examine and inspect any premises, building, room or establishment used by my firm while engaged in the business to determine compliance with the provisions of the Texas Insurance Code, Chapter 6002, and the Fire Alarm Rules.

Agree \* Required

- Select Authorized Submitter and fill out the Submitter Information. The submitter must be in SFMO files as an authorized signatory for the firm. 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 want to submit, click on Submit.

**Attach Supporting Documents**

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**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	2135519	Renewal	FM-Alarm Certificate/Registm	3467415	Submitted	<ul style="list-style-type: none"> <li>• 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.</li> <li>• This license renewal request has been submitted and is under review by the State.</li> </ul>	

[How do I print my license?](#)

[View License Renewal Result Details](#)