



State Fire Marshal's Office

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

SF228 | 0622

Licensed Employee Termination Notice for Fire Alarm, Fire Extinguisher, or Fire Sprinkler Licenses and Permits

Instructions

- Print or type your information.
- Answer all questions completely.
- Complete this form for any licensee who has been terminated by the registered company.
- If this individual is your designated full-time employee, send an email to FMLicensing@tdi.texas.gov with the name and State Fire Marshal's Office (SFMO) license number of your new designated full-time employee.

1. Licensee information (Use full name as it appears on the SFMO license.)

First name	Middle name	Last name	Suffix
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SFMO license number	Effective date of termination
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2. Company information

Company name	Certificate of registration number
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Email (required)	Website (optional)
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3. Authorized representative signature

I certify that this employee is no longer employed by our company as of the effective termination date.

Print name	Title
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Signature	Date
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4. Send this completed form by mail or email to:

Mailing address

State Fire Marshal's Office
P.O. Box 12107
Austin, Texas 78711-2107

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, 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 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. There may be a fee to update information held by SFMO.