



TEXAS DEPARTMENT OF INSURANCE

State Fire Marshal's Office (112-FM)

333 Guadalupe Street, Austin, Texas 78701 ★ PO Box 12107, Austin, Texas 78711
 (512) 676-6800 | F: (512) 490-1056 | TDI.texas.gov/fire | @TXSFMO

Company Certificate of Registration Online Renewal Guide

Go to <https://www.sircon.com/index.jsp>

1. Select "Renew or Reinstatement a License."

 A screenshot of the Sircon website interface. At the top, there is a banner for COVID-19 regulations. Below that is the Sircon logo and navigation menu. The main content area features the headline "Complete. Connected. Compliant." and a sub-headline about saving money and reducing compliance risk. Below this are six orange buttons: "Apply for a License", "Renew or Reinstatement a License", "Check Application / Renewal Status", "Print a License", "Look up Courses or Transcript", and "View a list of all services". A blue oval labeled "Select" with an arrow points to the "Renew or Reinstatement a License" button. At the bottom, there is a text box for a user to provide information.

COVID-19 regulations are changing all the time - here's what you need to know for each state. Updated daily.
[View Guide >>](#)

Sircon
powered by Vertafore

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Select

Complete. Connected. Compliant.

Sircon helps you save money, reduce compliance risk, and accelerate time-to-revenue by getting and keeping agents / advisors authorized to sell.

Apply for a License Renew or Reinstatement a License Check Application / Renewal Status

Print a License Look up Courses or Transcript View a list of all services

Insurance is all about relationships, and compliance is no exception. Sircon connects all of the compliance stakeholders together so that everyone knows who is authorized to sell.

Tell us about yourself, and we'll help you find the best Sircon solution for you!

TELL US WHO YOU ARE:

2. Select "Renew Insurance License."

License Renewal

i If you have recently completed all continuing education requirements, please allow 2-5 business days for the education provider to report the credit hours to the State.

[Check the Status of a Submitted License Renewal](#)

RENEW INSURANCE LICENSES

Renew or reinstate an **existing insurance license** [Renew Insurance Licenses](#)

RENEW ADJUSTER LICENSES

Renew or reinstate an **existing adjuster license** [Renew Adjuster Licenses](#)

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Select

3. Select "Firm," then click <Continue>.

License Renewal

i If you have recently completed all continuing education requirements, please allow 2-5 business days for the education provider to report the credit hours to the State.

[Check the Status of a Submitted License Renewal](#)

RENEW INSURANCE LICENSES

Renew or reinstate an **existing insurance license** [Renew Insurance Licenses](#)

Are you an individual or a firm? Individual Firm

[Cancel](#) [Continue](#)

RENEW ADJUSTER LICENSES

Renew or reinstate an **existing adjuster license** [Renew Adjuster Licenses](#)

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Select

then

4. Click on the "Renewal State" drop-down box and select "Texas."

License Renewal

Renewal State * Required

- New Mexico
- North Carolina
- North Dakota
- Ohio
- Oklahoma
- Oregon
- Pennsylvania
- Puerto Rico
- Rhode Island
- South Carolina
- South Dakota
- Tennessee
- Texas**
- U.S. Virgin Islands
- Utah
- Vermont
- Virginia
- West Virginia
- Wisconsin
- Wyoming

** We accept VISA, MASTERCARD, AMERICAN EXPRESS and electronic checks. **

The information on the following pages may include information from the National Insurance Producer Registry's Producer Database and may contain information subject to the National Insurance Producer Registry's Licensing Act, 15 U.S.C. 1681 et seq. A Summary of Consumer Rights is provided [Here](#), and is available for your review.

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Select
Texas

5. Enter the *required* information for the "License Renewal" section, then click <Continue>.

- EIN
- Resident State
- Resident License Number – *enter numeric portion only. (Example: ACR-1234567).*

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 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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Enter
required
 information.

Click
 <Continue>.

Note: If no record is found, please call the State Fire Marshal's Office at 512-676-6800, option 5-1.

6. Review the renewal information, then click <Continue>.

License Renewal

Firm information will be noted here.

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

Address changes for State Fire Marshal licensees are not currently available on line. Address changes must be submitted using the revision form for your license type that can be accessed through:
<http://www.tdi.texas.gov/fire/fmli.html>

Action	License Type	Lic. Number	Exp. Date
<input checked="" type="checkbox"/> Renew			

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Review

then

7. Enter your email address.

License Renewal

Firm information will be noted here.

License Fee Summary

License Renewals for Texas

License Type	Lic. Number	Exp. Date	State Fee

*The state fees for this renewal are estimated. The final fees will be determined after all data has been entered.

Confirmation Email Address

Email Address * Required

Enter email address

8. You must answer **all** questions. You will have an opportunity to attach any required documents to this application **after** you click <Submit>. The instructions to attach documents are on Page 11 of this guide.

Note: The questions may vary depending on the type of license for which you are applying.

Texas FM-Extinguisher Cert/Registrn Renewal Questions
<i>* All questions are required.</i>
<p>Question 1</p> <hr/> <p>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.</p> <p> <input type="radio"/> No <input type="radio"/> Yes </p>
<p>Question 2</p> <hr/> <p>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/sfmfireindustry/sf054.pdf.</p> <p> <input type="radio"/> No <input type="radio"/> Yes </p>
<p>Question 3</p> <hr/> <p>The firm regularly generates less than \$6 million in annual gross receipts.</p> <p> <input type="radio"/> No <input type="radio"/> Yes </p>
<p>Question 4</p> <hr/> <p>The firm regularly has fewer than 20 employees.</p> <p> <input type="radio"/> No <input type="radio"/> Yes </p>

Answer all questions.

You will be able to attach any required documents to this application **after** you submit it.

See Page 11 of this guide for instructions on how to attach documents to your application.

Continue to answer all license questions.

Question 5

The firm regularly has fewer than 100 employees.

- No
 Yes

Question 6

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

List the name and license number of one licensed individual currently employed by your firm:

Question 8

Please enter the name, title and email address of the firms authorized representative in the field below:

Answer all
questions.

• Reminder •

You will be able
to attach any
required
documents to
this application
after you submit
it.

See Page 11 of
this guide for
instructions on
how to attach
documents to

9. Read the "Attestation for Texas" section carefully. Mark the "Agree" box.

Attestation for Texas

By renewing online, you affirm that you have reported to the Department any administrative action and/or any criminal history, including convictions, deferred adjudications, probations or pending charges. **You may report such information by scanning and electronically attaching the required documentation directly to your renewal application from the confirmation page.** If you do not have scan capability, mail it to: Texas Department of Insurance, Licensing Division - MC 107-1A, 333 Guadalupe, P. O. Box 149104, Austin, Texas 78714-9104. Federal law (18 USC 1033), prohibits an individual from engaging in the business of insurance if they have been convicted of a crime involving dishonesty or breach of trust without express written consent of a commissioner of insurance.

Effective June 1, 2018, Chapter 19.1016 of the Texas Department of Insurance has been adjusted to reflect recent legislative changes. These changes have affected both License Renewal and Continuing Education (CE) requirements.

Each hour of continuing education not completed during a license term will result in a \$50.00 per deficient hour fine up to a maximum of \$500.00 per license type held that requires continuing education. Fines for reporting periods prior to 6-1-2018, may exceed the \$500.00 per license held limitation.

For Certificate of Registration Renewals Only:

In applying for a renewal of an SFMO industry certificate of registration, I certify that I am familiar with and will comply with the Texas Insurance Code and the Texas Administrative Code applicable to the certificate being renewed. 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 the firm is licensed for, to determine compliance with the provisions of the Texas Insurance Code and the Texas Administrative Code applicable to the certificate being renewed.

For Public Insurance Adjuster renewals only:

I will attach a copy of my public insurance adjuster contract and proof of financial responsibility with this submission.

Agree * *Required*

Read the
Attestation
section
carefully.

Mark the
"Agree" box.

10. Enter the *required* information in the "Submitter Information" section, 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

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Enter *required* information.

Click <Continue>

11. **Before you submit your renewal application**, take the time to review the information listed for any issues.

Mark the box:

- To verify that you understand that fees are nonrefundable.
- If you want to receive notices about your license renewal, state insurance deadlines, license renewal notices, new electronic services, and related issues.

Enter your email address, click <Process>.

The screenshot shows a web form titled "License Renewal". At the top, there is a section for "Firm information" with a callout box stating "Firm information will be noted here." Below this is a "License Fee Summary" section with a table for "License Renewals for Texas". The table has columns for "License Type", "Lic. Number", "Exp. Date", and "State Fee". To the right of the table, there is a fee breakdown: "Total State Fee", "Sircon Fee", "Processing Fee", and "Total Fee". Below the table, there is a checkbox labeled "I understand that all license renewal fees are non-refundable." and a note: "NOTE: You will not be charged the above amount until you complete the payment process. If you wish to continue with this process, please click process below." There is also a checked checkbox for "I would like to receive email notifications concerning state insurance deadlines, renewal notices, new electronic services and related issues." Below this is a text input field for "Please send email notifications to:". At the bottom, there are three buttons: "Revise", "Process", and "Cancel".

Callouts on the right side of the form include:

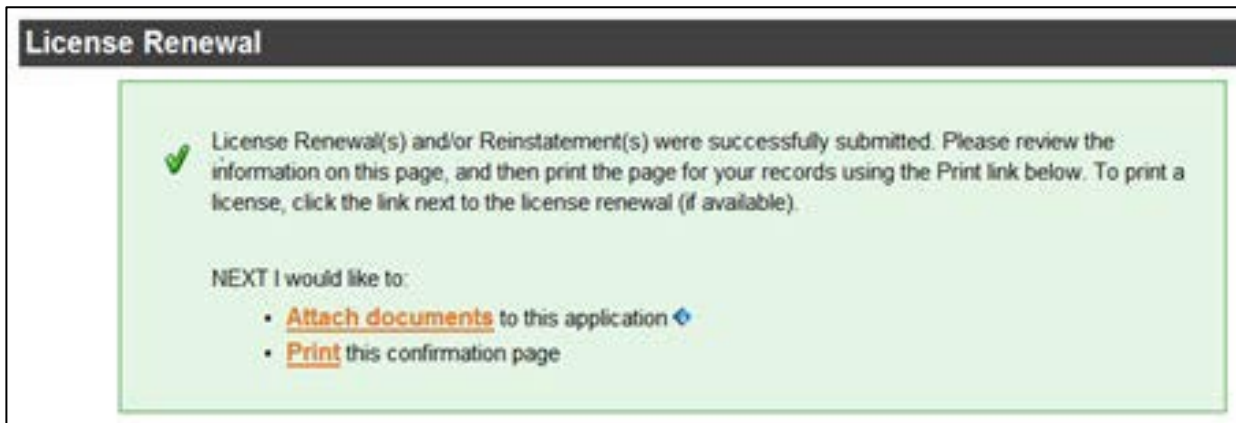
- Review your information carefully.
- Enter your email address.
- Click <Process>

A green oval on the left side of the form says "Mark these boxes." with arrows pointing to the checkboxes.

Once you have submitted your renewal application, you will have the opportunity to:

- Attach any necessary documents to your application.
- Print a copy of the confirmation page for your records.

12. To attach any supporting documents, click the <Attach Documents> link. To print your confirmation page, click the <Print> link.



Attach documents: Below is an example of the screen that you will see.

Step 1: Click on <Choose File> and locate the document you want to attach and click <Ok>.

Step 2: Include a brief description of the document. (Example: Certificate of Insurance).

Step 3: Click <Attach>.

Repeat the above 3 steps until you have attached all your documents.

Step 4: Click <Submit>.

Step 1: Click
<Choose File>

Step 2: Add a brief
description of the
document.

Step 3: Click
<Attach>

Step 4: Click
<Submit>.

Your renewal application will be sent for processing.