



**Texas Department of Insurance**

**State Fire Marshal's Office** Mail Code 112-FM  
333 Guadalupe • P. O. Box 149221, Austin, Texas 78714-9221  
512-305-7900 • 512-305-7922 fax • www.tdi.texas.gov

**Licensed Employee Termination Notice  
For All Types of  
Fire Alarm, Fire Extinguisher & Fire Sprinkler  
Licenses or Permits**

This form should be completed and returned to the address below for any licensee who is to be terminated under a registered firm that is shown on his or her license.

**LICENSEE INFORMATION**

Name \_\_\_\_\_  
(Last) (First) (Middle)

License number \_\_\_\_\_ Effective **DATE** of termination \_\_\_\_\_

**TO BE COMPLETED BY THE EMPLOYER**

I certify that this individual will not be an employee or agent of this firm on the effective date shown above.

Name of registered firm \_\_\_\_\_ Web site Addr: \_\_\_\_\_

C of R. No. \_\_\_\_\_ E-Mail Addr: \_\_\_\_\_

Signature of authorized representative of firm:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed name \_\_\_\_\_ Title \_\_\_\_\_

Mailing Address: State Fire Marshal's Office  
Mail Code 112-FM  
P. O. Box 149221  
Austin, Texas 78714-9221

Physical Address: State Fire Marshal's Office  
333 Guadalupe Street  
Austin, TX 78701  
Fax No. 512-305-7922  
Web site address: [www.tdi.texas.gov/fire](http://www.tdi.texas.gov/fire)

**NOTICE ABOUT CERTAIN INFORMATION LAWS AND PRACTICES**

*With few exceptions, you are entitled to be informed about the information that the Texas Department of Insurance (TDI) collects about you. Under sections 552.021 and 552.023 of the Texas Government Code, you have a right to review or receive copies of information about yourself, including private information. However, TDI may withhold information for reasons other than to protect your right to privacy. Under section 559.004 of the Texas Government Code, you are entitled to request that TDI correct information that TDI has about you that is incorrect. For more information about the procedure and costs for obtaining information from TDI or about the procedure for correcting information kept by TDI, please contact the Agency Counsel Section of TDI's Legal & Compliance Division at 512-475-1757 or visit the Corrections Procedure section of TDI's web page at www.tdi.texas.gov.*