



**State Firemen's and Fire Marshals' Association of Texas**  
**Texas Volunteer Firefighters' and Fire Marshals' Certification Board**

4450 Frontier Trail ♦ Austin, Texas 78745-1514 ♦ (512) 454-3473  
certification@sffma.org ♦ www.sffma.org ♦ (800) 580-7336

Shoulder patches are optional. To request a patch with the certificate check the box at the bottom of the form.

**Instructions for Application Completion – INTRODUCTORY FIREFIGHTING OR  
BASIC/INTERMEDIATE/ADVANCED FIREFIGHTER**

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Membership dues for the department as well as the applicant must be paid in order to issue certification(s).

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|---|---|
| 1) Certification Level                      | Indicate which certification the application covers. Multiple levels can be indicated on each application, but processing fees for all indicated levels must accompany application. Applications received without appropriate or missing fees will be returned. |
| 2) Applicant Name                           | Legibly print the applicant's name as it is to appear on the certificate.   |
| 3) SFFMA ID # <b>**REQUIRED**</b>           | Provide the applicant's SFFMA ID number found on the membership card or on the dues renewal notice. This is required information and the application cannot be issued without inclusion.  |
| 4) Last 4 digits of SSN <b>**REQUIRED**</b> | Provide the last four digits of the applicant's SSN for comparison against SFFMA records. The full SSN must have been previously provided, either through the SFFMA Online program or on a membership application form.   |
| 5) Gender                                   | Indicate whether the firefighter is male or female. This information is kept for demographic purposes only.   |
| 6) E-mail                                   | Legibly print the applicant's preferred e-mail address. We send the e-InfoFire newsletter as a member benefit.  |
| 7) Fire Department                          | Legibly print the department name <u>on record</u> . Changes to the department name must be made separately, and cannot be submitted on certification applications.   |
| 8) Dept SFFMA ID #                          | Provide the department's SFFMA ID number found on the departmental membership certificate and dues renewal notice.  |
| 9) Dept E-mail                              | Legibly print the department's e-mail address. Questions from Austin staff can be resolved quickly via e-mail and reduces the number of applications returned to the department.  |
| <b>Report of Training Status</b>            | All levels must be reported <u>regardless</u> of prior certification held. If a line equals zero hours, write a zero (0) in the total field. Applications with blank lines will be returned as omitted and not accepted as zero hours.                          |
| 10) Current Year                            | Indicate <u>all</u> training earned since January 1 of the current year.  |
| 11) All Previous Years                      | Indicate <u>all</u> training earned prior to January 1 of the current year.   |
| 11) Total                                   | Add the hours from Current Year and All Previous Years.   |
| 12) Hours Needed                            | Subtract the hours in the Total section from the Minimum Required Hours.  |

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**NOTE:** As this is a legal document, we can only accept original signatures in ink for issuance of certifications. Applications submitted with photocopied, faxed or pencil signatures will be returned for re-signature.

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Mail completed application and application processing fee to the Austin office.

**Allow at least 30 to 60 days for the Austin office to process applications.** Although applications may be issued prior to the 30-day point, frequent requests for status updates slows the Certification Department's ability to process applications in a timely manner.