



## 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 – PUBLIC INFORMATION OFFICER**

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

- 1) Applicant Name Legibly print the applicant's name as it is to appear on the certificate.
- 2) SFFMA ID # **\*\*REQUIRED\*\*** 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.
- 3) Last 4 digits of SSN **\*\*REQUIRED\*\*** 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.
- 4) Gender Indicate whether the firefighter is male or female. This information is kept for demographic purposes only.
- 5) E-mail Legibly print the applicant's preferred e-mail address. We send the e-InfoFire newsletter as a member benefit.
- 6) Fire Department Legibly print the department name on record. Changes to the department name must be made separately, and cannot be submitted on certification applications.
- 7) Dept SFFMA ID # Provide the department's SFFMA ID number found on the departmental membership certificate and dues renewal notice.
- 8) 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.
- 9) Curriculum documentation Provide documentation that either 1) the required training from TEEX; or 2) equivalent Public Information Officer coursework meeting NFPA 1035 requirements.

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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, documentation 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.