

Date Received	Texas Commission on Fire Protection Fire Service Standards & Certification Division	Date Approved
	P.O. Box 2286, Austin, Texas 78768-2286 (512) 936-3838 FAX (512) 936-3808	Approved By
	Notice of Conviction	

A certificate holder, fire department or local government regulated by the commission shall report to the commission, any known conviction, other than minor traffic offense (Class C misdemeanor) under the laws of this state, another state, the United States, or foreign country, within fourteen days of the conviction.

IMPORTANT: Fingerprint data must be submitted as part of this notification. See instructions regarding how and where to submit fingerprint data.

FDID No.	Department Name	Dept. Phone Number

Social Security No.	Last Name	Suffix	First Name	Middle Name or Initial
Home Address		City	State	Zip Code

Offense Conviction(s)	Sentence(s)		
Court(s)	Court Location(s)	Cause Number(s)	

Mitigating Factors (Include any information to be considered by the Commission regarding action to be taken.) Attach additional sheets if necessary.

Signature

Title (If not Individual)

Date

Purpose: This form is to be completed and submitted to the Texas Commission on Fire Protection within **fourteen (14) days** of the date of final conviction, revocation of probation, revocation of parole, or revocation of mandatory supervision for any felony offense or any misdemeanor which are punishable by a fine greater than \$200.00, or imprisonment, or both fine and imprisonment, of any person holding any license or certification issued by this agency.

Required Fingerprint Data Submission

To initiate a fingerprint submission:

1. Download, print, and complete a *FAST* Pass application, available on the commission's website (click the "[Standards Forms](#)" link).
2. Contact nearest L-1 Enrollment Services location and schedule an appointment to submit fingerprint data. L-1 Enrollment Services web site: <http://www.l1enrollment.com/>
3. Take completed *FAST* Pass application to L-1 appointment.

Criminal history information will be available to commission within 3 to 5 days after submission of fingerprints.

Current cost for submission of fingerprint data is \$44.20, paid directly to L-1 Enrollment Services.

IMPORTANT NOTE: Criminal history information based upon submitted fingerprints is only available to the Commission for a limited time. Therefore, submission of the Notice of Conviction should be coordinated with a fingerprint submission.

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FDID No.: The identification number assigned to the department by the commission.

Department Name: The name of the department that the applicant is either employed with or is a member of.

Social Security No. or PIN: Provide either the applicant's social security number or the personal identification number assigned to the applicant by the commission.

Last Name: The applicant's last name.

Suffix: Examples: Jr., Sr., III, etc.

First Name: The applicant's first name.

Middle Name or Initial: The applicant's middle name or middle initial (if the applicant has one).

Home Address, City, State, Zip Code: Certificate holder's resident street address.

Offense Conviction(s): List the offense(s).

Sentence(s): Provide the sentence information for each conviction.

Court(s): The specific court that passed the sentence on each conviction.

Court Location(s): Both physical and mailing addresses.

Cause Number(s): Cause number assigned to each conviction.

Mitigating Factors: Any information that you can provide to the commission to mitigate the conviction.

Signature of Applicant/Date: The applicant's legal signature with the date the applicant signed the form. This is required to attest to the accuracy of the submission.