

Date Received	Texas Commission on Fire Protection Fire Service Standards & Certification Division	Date Approved
Certification No. Discipline Code		Approved By
Mail application to: P.O. Box 2286, Austin, Texas 78768-2286 (512) 936-3838 FAX (512) 936-3808		
Application for Certification		

Certification fees are **NON-REFUNDABLE**. The \$85.00 fee submitted for certificates not issued will **not** be returned. There is an \$85 fee for EACH certificate and/or level requested. Fill out applicable sections only.

*****IMPORTANT*** YOU ARE REQUIRED TO SUBMIT FINGERPRINT DATA FOR A CRIMINAL HISTORY CHECK IF EITHER OF THE FOLLOWING SITUATIONS APPLY TO YOU:**

- YOU HAVE NOT BEEN APPOINTED TO FIRE PROTECTION DUTIES WITH A COMMISSION-REGULATED ENTITY, AND DO NOT HOLD AN ACTIVE CERTIFICATION WITH THE TEXAS COMMISSION ON FIRE PROTECTION.
- YOU WERE APPOINTED TO FIRE PROTECTION DUTIES WITH A COMMISSION-REGULATED ENTITY PRIOR TO JANUARY 1, 2010, BUT YOU DO NOT YET HOLD AN ACTIVE CERTIFICATION.

SEE THE APPLICATION INSTRUCTION PAGES FOR HOW TO SUBMIT FINGERPRINT DATA.

Personal Information:				
Social Security No. or PIN	Last Name	Suffix	First Name	Middle Name or Initial
Home Address of Applicant		City	State	Zip Code
Daytime/Cell Phone Number		Email Address		

Current Department Information (employed individuals only):			
FDID No.	Department Name	Station # or Division	Work Phone

Please supply the following information if you do not hold an active certification with the Texas Commission on Fire Protection at this time:					
Previously Used Last Names List all aliases, including maiden name, if applicable.		Previously Used Suffixes	Previously Used First Names	Previously Used Middle Names or Initials	
Driver's License No.	D.L. State	Height (Feet/Inches)	Weight (Pounds)	Hair Color	Eye Color
Date of Birth	Sex	Race or Ethnicity			
	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Black	<input type="checkbox"/> White (includes Hispanic)	<input type="checkbox"/> Other: _____	
High School Diploma?	If no, highest grade completed	GED?	College Degree?	If Degree, what major?	
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever been convicted of any criminal offense other than minor traffic offenses?					
<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach explanation regarding the date of conviction, original charge, jurisdiction, disposition, and circumstances surrounding the offense.					

Certification Applied For: Please check all areas that apply and supply all documentation required. Submit the **NON-REFUNDABLE** \$85.00 certification fee for each certificate applied for. Incomplete applications and insufficient documentation will result in application being denied.

Structure Fire Protection	<input type="checkbox"/> Basic	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced	<input type="checkbox"/> Master
<i>For Basic Structure Fire Protection only:</i> Check type of documented medical training attached, plus license or registration number if applicable	<input type="checkbox"/> (Texas) DSHS Number:	<input type="checkbox"/> NREMT Number:	<input type="checkbox"/> Other Attach course completion certificate	
Aircraft Rescue Fire Protection	<input type="checkbox"/> Basic	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced	<input type="checkbox"/> Master
Marine Fire Protection	<input type="checkbox"/> Basic	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced	<input type="checkbox"/> Master
Fire Inspector	<input type="checkbox"/> Basic	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced	<input type="checkbox"/> Master
Arson Investigator	<input type="checkbox"/> Basic	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced	<input type="checkbox"/> Master
Fire Investigator	<input type="checkbox"/> Basic	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced	<input type="checkbox"/> Master
Fire Service Instructor	<input type="checkbox"/> Level I	<input type="checkbox"/> Level II	<input type="checkbox"/> Level III	<input type="checkbox"/> Level III - Master
Fire Officer	<input type="checkbox"/> Fire Officer I	<input type="checkbox"/> Fire Officer II	<input type="checkbox"/> Fire Officer III	<input type="checkbox"/> Fire Officer IV
Hazardous Materials	<input type="checkbox"/> Technician		<input type="checkbox"/> Incident Commander	
Driver/Operator - Pumper	<input type="checkbox"/> Basic			
Wildland Fire Protection	<input type="checkbox"/> Basic		<input type="checkbox"/> Intermediate	
Incident Safety Officer	<input type="checkbox"/> Basic			

Disclosure of your social security number is required. Your social security number is being solicited pursuant to Texas Family Code, §231.302 for use by the State's Title IV-D agency to assist in the administration of laws relating to child support enforcement under Parts A and D of Title IV of the Federal Social Security Act (42 U.S.C. §601-617 and §651-669).

It is the policy of this agency that all applicants will receive an equal opportunity without regard to race, color, age, religion, sex, national origin, or physical/mental disability unless the individual does not meet the standards set by the commission as stated in the Standards Manual for Fire Protection Personnel, "Standards for Certification, §421.3."

By my signature below, I attest I have read and agree that the statements on this form and any attachments to this form are true and correct. I understand any misstatements or omissions of material facts may constitute grounds for administrative proceedings by the T.C.F.P.

Signature of Applicant: _____

Date: _____

TCFP-002 R10
06/20/2013

Agency Use	
Control No.	Rev. Code 70

Purpose: This TCFP-002 form is to be utilized by all individuals requesting any certification with the Commission except for Head of Department certification.

Required Criminal History Checks

To initiate a fingerprint-based criminal history check:

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

You do not need to take any further action following the appointment. Criminal history information will be made available to commission within 3 to 5 days after submission of fingerprints.

The cost for submission of fingerprint data is indicated on the application and is paid directly to L-1.

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

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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 of Applicant: Street, city, state and zip code information.

Daytime Phone Number, Email Address: Please provide, so that commission can contact you if necessary while processing application.

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.

Previously Used Last Names: Supply applicant's maiden name, if applicable, and any and all aliases used by the applicant.

Driver's License No.: The applicant's driver's license number.

D.L. State: The state that issued the driver's license.

Height: The applicant's height in feet and inches.

Weight: The applicant's weight in pounds.

*****DO NOT SUBMIT INSTRUCTIONS WITH APPLICATION*****

Hair Color: The applicant's natural hair color.

Eye Color: The applicant's natural eye color.

Date of Birth: The date the applicant was born as recorded on the birth certificate.

Sex: Check the appropriate box.

Race or Ethnicity: Check the appropriate box.

High School Diploma: Yes/No. If no, list the highest grade completed.

GED: Yes/No.

College Degree: Yes/ No. If yes, list the major.

Conviction of Criminal Offense: Yes/No. Check "yes" or "no" as appropriate for the applicant. This information is required to perform the background check that is required by state law for all first-time certifications issued by this agency. If yes, attach an explanation for any convictions other than minor traffic violations.

Certification Applied For: Check the certification(s) for which application is being made. More than one certification may be requested on an application. All requests for certification must be accompanied by the required supporting documentation. Any application that is received without the required documentation will be considered incomplete.

The processing fee indicated on the application is required with each certification for which application is being made. This is a non-refundable fee. Make the check or money order payable to the Texas Commission on Fire Protection.

REFER TO THE APPLICABLE CHAPTER OF THE COMMISSION'S STANDARDS MANUAL FOR EACH OF THE FOLLOWING WHEN APPLYING FOR CERTIFICATION:

Structure Fire Protection: See Chapter 423, Subchapter A for the requirements for each level of this certification.

Documentation verifying successful completion of a Commission-recognized emergency medical course is required with an application for Basic certification. The application will be considered incomplete if the required documentation is not received.

Aircraft Rescue Fire Protection: See Chapter 423, Subchapter B for the requirements for each level of this certification.

Marine Fire Protection: See Chapter 423, Subchapter C for the requirements for each level of this certification.

Fire Inspector: See Chapter 429 for the requirements for each level of this certification.

Arson Investigator: See Chapter 431, Subchapter A for the requirements for each level of this certification.

Submission of a copy of the applicant's TCLEOSE license and a completed TCFP-004 Confirmation of Commission are required to process an application for Basic certification. Federal law enforcement officers who voluntarily seek Commission certification as Arson Investigator are not required to be TCLEOSE certified, but documentation of their status as a federal law enforcement officer will be required.

Fire Investigator: See Chapter 431, Subchapter B for the requirements for each level of this certification.

TCFP-002 R10
06/20/2013

Agency Use	
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Fire Instructor: See Chapter 425 for the requirements for each Instructor certification.

Fire Officer: See Chapter 451 for the requirements for each Fire Officer certification.

Hazardous Materials Technician: See Chapter 453, Subchapter A for the requirements for this certification.

Hazardous Materials Incident Commander: See Chapter 453, Subchapter B for the requirements for this certification.

Driver/Operator – Pumper: See Chapter 433 for the requirements for this certification.

Wildland Fire Protection: See Chapter 455 for the requirements for each Wildland Fire Protection certification.

Incident Safety Officer: See Chapter 457 for the requirements for this certification.

Higher Levels of Certification: Check the level(s) for which you are applying. More than one level of certification may be requested on an application. All requests for certification must be accompanied by the required supporting documentation. Any application that is received without the required documentation will be considered incomplete.

There is an associated fee required for each level of certification requested. This is a NON-REFUNDABLE FEE. Make the check or money order payable to the Texas Commission on Fire Protection.

You must hold the subordinate level of certification to qualify for the next level. Provided you qualify, you may apply for one more than one level of certification on the same application.

See the appropriate chapter of the Commission's Standards Manual for the type of training required to obtain a higher level of certification.

Examples of acceptable documentation of submitted training:

- A copy of a Certificate of Completion from an A- or B-list course
- A copy of a TCFP certification for a discipline that qualifies as an A- or B-list course
- A copy of an OFFICIAL college transcript. Only semester hour credit in approved subject areas may be used to satisfy training requirements. Continuing education credit on a transcript may not be used.

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.

Mail your completed application, fee(s), and any required supporting documentation to the PO Box listed at the top of page one of the application.

TCFP-002 R10
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