

State Firefighters' and Fire Marshals' Association
PO Box 1709
Manchaca, TX 78652-1709

Please note for your records that _____ (first name) _____ (middle name) _____ (last name) has taken over the duties of fire chief of _____ FD/VFD as of _____ (date). His/her SFFMA ID# is _____ (if known) and the last four digits of his/her SSN# are _____ and DOB is _____.

Please contact the chief at this email address to provide the SFFMA Online CHIEF ACCESS login information, as soon as possible: _____.

Sincerely,

Print name: _____ Signature: _____

Title: _____

Date: _____

I acknowledge the above as accurate and true as it pertains to my position in this department.

Signature of new fire chief: _____

**** MUST PRINT ON FD LETTERHEAD ****