

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 \*\***