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[www.tsbpe.texas.gov](http://www.tsbpe.texas.gov)

E-mail address: [info@tsbpe.texas.gov](mailto:info@tsbpe.texas.gov)

Dear Insurance Provider/ Plumbing Contractor:

Please make a note of the correct address for the submittal of insurance certificates. The certificates must be sent to: [insurance@tsbpe.texas.gov](mailto:insurance@tsbpe.texas.gov) .

So that we may provide the best service possible, we ask that you submit certificates directly to the [insurance@tsbpe.texas.gov](mailto:insurance@tsbpe.texas.gov) email address only, as multiple submittals of the same certificates to the wrong address and/or submittals to more than one of our addresses and/or sending via fax will slow the processing of yours and other's certificates. **Please note that we do not accept certificate of insurance forms via facsimile.** Additionally, we do not accept ACORD forms.

Please allow up to 10 business days for your certificate to be processed and appear on our website. Certificates are not entered on Saturdays, Sundays or holidays.

Note: Certificates can be uploaded and quickly updated through the plumber's online license renewal account at: <https://tsbpe.texas.gov/portfolio/apply-renew-online/>

However, you should always search the below link for confirmation and status of your certificate after an update attempt and before resending or calling this office: <https://vo.licensing.hpc.texas.gov/>

1. Click Public Search (see the upper right hand side of the screen) – NOTE: you do not need to sign in
2. Click Search by License Number
3. Enter the License Number (numerals only)
4. Click Search
5. Click on the Licensee's Name - NOTE: there may be more than one page as different license types can have the same license number.

Below is the link to the most current certificate of insurance form:

**[A copy of the most current certificate of insurance form is attached. Using an old form will delay the](#)**

processing of your certificate of insurance form.

The Compliance Department can be reached directly at 512-936-5203. Please leave your full name, license number and telephone number.

