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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 no longer 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.

You may wish to search here for confirmation of processing of your certificate before resending or calling this office:

<https://licensing.hpc.state.tx.us/datamart/mainMenu.do;jsessionid=0ECC7B609E786712DE437DB56CBCBC61.worker2>

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

<http://www.tsbpe.state.tx.us/common/certificateofinsuranceformrevisedAPRIL2016.pdf>

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.

