



# Railroad Commission of Texas

## Oversight and Safety Division – Alternative Fuels Safety Department

### EXEMPT REGISTRATION RENEWAL INFORMATION

If you or your company did not receive a renewal letter for your Master or Journeyman Plumber or Class A or B Air Conditioning & Refrigeration Contractor exempt registration, fill out this document and submit **with the payment receipt** to renew your exemption. First verify your renewal has not already been submitted by your employer.

Email this document **with the online payment receipt** to: [AFS\\_Card\\_Renewal@rrc.texas.gov](mailto:AFS_Card_Renewal@rrc.texas.gov)

If you are not eligible for renewal, your exemption will not be renewed. Exemptions lapse if not renewed every two years. Please verify that you are eligible for renewal before submitting this document. All payments are non-refundable. Check your status [on the Alternative Fuels Safety Search web page](#).

Fuel Type	Renewal Fee	Renewal Due Date	Late Fee (if paid after May 31)
LPG	\$20	May 31	\$20
CNG	\$20	May 31	\$20

- Renewal fees due **annually**
- Individuals who hold both an LPG and CNG exemption must pay a renewal fee for each fuel type.(e.g. \$40 total for an on-time renewal)
- Individuals renewing after the May 31 deadline must pay an additional \$20 late fee. Individuals with an exemption that has been expired for more than 2 years must apply for a new exemption. Individuals whose exemption has expired less than 2 years may renew by paying all past due renewal and late fees.

Pay online [through the RRC Online Payment Portal](#)

Employee: <b>Last, First, Middle Name</b>	
Employee last four digits of Social Security Number	
Employee Mailing Address City, State, Zip Code	
Employee Phone Number	
Employee Email Address	
Company Name	
Company License Number	
Exemption Registration Type(s) Renewing <b>Note: LPG, CNG</b>	

**Attach Payment Receipt(s)**

To pay by check or money order, mail to: Railroad Commission of Texas, AFS PO Box 13917 Austin, TX 78711-3917 Phone: 512-463-2682	For faster processing, please pay online and email this form <b>with the payment receipt</b> . <a href="mailto:AFS_Card_Renewal@rrc.texas.gov">AFS_Card_Renewal@rrc.texas.gov</a> <b>Renewals are processed in the order received.</b>
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