



# Railroad Commission of Texas

## Oversight and Safety Division – Alternative Fuels Safety Department

### CERTIFIED EMPLOYEE CERTIFICATION RENEWAL INFORMATION

If you or your company did not receive a certification renewal letter, fill out this document and submit **with the payment receipt** to renew your certification. First verify your renewal has not already been submitted by your employer.

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

If you are not eligible for renewal, your certification will not be renewed. Certifications 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	\$35	May 31	\$20
CNG	\$25	May 31	\$20
LNG	\$25	May 31	\$20

- Renewal fees due **annually**
- Individuals who hold more than one certification shall pay one renewal fee for each fuel type. For example, if you hold multiple LPG certifications, only \$35 is due for an on-time renewal. If you hold an LPG certification and a CNG certification, \$60 total is due for an on-time renewal (\$35 LPG + \$25 CNG)
- Individuals renewing after the May 31 deadline must pay an additional \$20 late fee. Individuals with a certification that has been expired for more than 2 years must restart the certification process. Individuals whose certifications have expired less than 2 years may renew by paying all past due renewal and late fees.
- AFS cannot renew certifications for individuals who have not met continuing education requirements. Continuing education due dates are listed on your current certification card and on the Certified Individuals documents posted on [the Alternative Fuels Safety Search web page](#).

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	
Certification Type(s) Renewing <b>Note: LPG, CNG, LNG</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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