



Office of the State Fire Marshal Licensing Section
8181 Independence Boulevard, Baton Rouge, LA 70806
(225) 925-4911 1-800-256-5452 Fax (225) 925-3699
www.lasfm.org



H. BUTCH BROWNING
STATE FIRE MARSHAL

LIFE SAFETY AND PROPERTY PROTECTION
EMPLOYEE APPLICATION

**** All fees are NON-REFUNDABLE ****

Place a check () next to the type of application applying for:

- () **Initial** (Fees on Next Page) () **Renewal** () **Revision** : Reason for Revision (please check one):
 (New or reinstatement)
- () **New Endorsement(s)** () **Change of Qualifier** () **Changing Firms** () **Change of address**
- () **Replacement** (Lost or Damaged ID)

	SFM Employee License #
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PLEASE PRINT ALL AND SIGN IN BLUE INK ONLY

Applicant's Given First Name	Middle Name	Last Name	Preferred Name or Nickname	
Applicant's Physical Home Address		City	State	Zip
Area Code & Home Phone Number ()	Applicant's E-Mail Address		Date of Birth / /	
* Social Security Number --- ---	Race	Gender () Male () Female	*Driver's License Number	State
*Social Security and Driver's License numbers are only needed for Property Protection endorsement applicants.				
Firm's Name			SFM Employer License#	
Firm's Physical Address	City	St	Zip	Firm's Contact Person
Firm's E-mail Address	Firm's Contact Phone Number ()			

For Office Use Only

Receipt # ()	Date ()	Amount ()	Quantity ()
Background Check ()	Date ()	Initials ()	SID # ()

Please mail completed application, along with the proper attachments, photos and fees to the address listed above.

MUST submit the following items with this application:

1. **Note****** Employee's digital color photograph must be saved to a CD Disk in JPG format and submitted with the application. The employee's digital picture is to show their whole face, with no sunglasses or hat.
2. Submit a copy of your driver's license.
3. A company check or money order made payable to Office of the State Fire Marshal must be included.
4. Qualifier's of ALL endorsement types MUST live within 150 miles of the firm that he/she qualifies.
5. If upgrading, which is purchasing new endorsement, a copy of the course certificate must be attached to application.

Name of employee: _____ Name of firm: _____

Place a check (✓) on the left side of the endorsement (license) for which you are applying or renewing:

Check Here	LIFE SAFETY	Initial Fee	Renewal Fee	Check Here	PROPERTY PROTECTION	Initial Fee	Renewal Fee
	Fire Sprinkler - Qualifier	\$100	\$50		Security	\$100	\$50
	Fire Sprinkler - Inspector	\$100	\$50		Closed Circuit TV	\$100	\$50
	Fire Alarm	\$50	\$50		Household Fire	\$100	\$50
	Fire Alarm (Non-Required)	\$50	\$50		Locksmith	\$100	\$50
	Fire Alarm (Owner)	\$50	\$50		Door Hardware	\$100	\$50
	Fixed Fire Suppression	\$50	\$50		Door Hardware Consultant	\$100	\$50
	Pre-Engineered	\$50	\$50		Bank Locking	\$100	\$50
	Kitchen Suppression	\$50	\$50		Bank Auxiliary	\$100	\$50
	Fire Extinguishers & Hoses	\$50	\$50		Detention Locking	\$100	\$50
	DOT Hydrostatic Testing	\$25	\$25		Special Locking (Electronic Locking Systems)	\$100	\$50
	Life Safety Apprentice	\$50	\$50		Gate Systems	\$100	\$50
					Property Protection Sales / Design	\$100	\$50
					Property Protection Apprentice	\$50	\$50

Questions

1. Have you ever been licensed with another agency or in another state for the same endorsement for which you are currently applying? () Yes () No If yes, please explain:

2. Have you ever had any administrative or disciplinary action, in relation to your license, (including but not limited to a fine, warning, suspension or revocation) taken against you by any federal, state or local authority? () Yes () No If yes, please explain:

3. Have you ever been denied a license, for any reason, by any federal, state or local authority? () Yes () No If yes, please explain:

Answer this question if you are applying for a Property Protection License

4. Have you ever been convicted of a felony, received a first time offender pardon for a felony or entered a plea of guilty or nolo contendere on any felony charged? () Yes () No If yes, please explain:

NOTE: If additional space is needed to answer questions, please attach a separate sheet of paper.

EMPLOYEE CHECK LIST

*****Please use the new applications that can be found on our website.*****

*****All employees must be W-2 paid employees of the firm for which they work.**

- Completed Employee Application on new application with current **E-mail address** of employee
- Signatures of employee and supervisor on Employee Application
- Digital color picture of employee that is 1 inch by 1 inch and is on a CD in JPG format or the picture may be emailed to our office.
- Copy of current/valid driver's license of employee (If you have a renewal sticker on the back of your license, please send a copy of the back also)
- Copy of current NICET certificate or certificate of completion results for all requirements of applicants and/or qualifiers
- Company Check or Money Order, if not already included with the firm's application
- ALL Property Protection** employees must send in a fingerprint card, background check form and **check in the amount of \$40.75 made payable to the Department of Public Safety for each background check.**

****** Reminder: Each employee MUST have 8 CEU's for annual renewal. For details, please refer page 12 of the LSPP Policy & Procedures Manual located on our website. The certificates are to be kept on file with the firm. Individuals must obtain 50% of their continuing education hours from categories 1, 3, 4 or 6 of the approved continuing education courses and methods list. For information regarding endorsement requirements and continuing education units, please refer to our website listed above. (Click on Code Enforcement, then Licensing, then Employee Information, then LSPP Policy & Procedures Manual for more information.**

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