



KATHLEEN B. BLANCO  
GOVERNOR

## DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS

Public Safety Service  
Office of the State Fire Marshal  
Licensing Section



Paul E. Smith  
STATE FIRE MARSHAL

# **FINGERPRINT PROCEDURE**

1. Owners/principals and or employees must fill out and sign the 2 page disclosure form. Also on the 2<sup>nd</sup> page, check the box next to Fire Marshal.
2. Owners/principals and or employees need to go to their local law enforcement agency in the state they reside in and have the fingerprints done. They will be given the fingerprint cards at that time.
3. Make sure the fingerprint cards are signed and dated by the officer doing the actual fingerprinting.
4. Return the 2 page disclosure form, fingerprint card, and a check for \$42.50 for each Owners/principals and or employees.
5. Company check or money order for fingerprints must be made out to the Department of Public Safety, but this all must come back to the Fire Marshal's office. One company check or money order can be made for all fingerprints submitted.

**All Owners/principals and or employees must submit a fingerprint background check upon renewal in 2012. If your firm has already renewed their license for 2012, all new employees or employees (that have property protection endorsements) being transferred to your firm must submit a fingerprint background check. If a transferred employee has already had a fingerprint background check done in 2012, then it would not be necessary to do so again.**