

You MUST read before filling out the Firm's and Employee's Application.

This is your item check list: **If items are not checked, the firm's & employee's applications are subject to being returned and thereby delaying the process of your application and subject to late fees.** Reminder---Make sure all Firm's & Employee's applications are signed and have the necessary signatures signed in blue ink.

*****Note*****Changes in physical address, endorsements, or ownership require the completion of a new application form & new fees will apply, if not done at renewal.

Equipment needed for Life Safety endorsements—please reference Rules L.A.C 55:V:3053 (See website www.dps.louisiana.gov/sfm/ for blank application.) Please read the Laws & Rules for any additional licensing requirements.

*******Also, submit Employees digital pictures on CD (disk) for pocket ID in JPG format.**

Please place a check by each item and return with packet, acknowledging that the items are included in the firm's packet that is being submitted to the Office of State Fire Marshal for processing the firm's & employee's application. If renewing, include a copy of the renewal notice.

Firm: (Items that must be submitted) Must submit the following items with this application: **Reminder---Make sure all Firm's & Employee's applications are signed and have the necessary signatures signed in blue ink.**

____ 1. If the firm is located in the state of Louisiana, provide a current Occupational License from either the parish or city in which the firm is located.

____ 2. General Liability & Worker's Compensation insurance certificate **MUST** be faxed (225-925-3699) or mailed to this office by your insurance agent. The Insurance Certificate **MUST** note in the description of operations: "Life Safety & Property Protections & **MUST** have the current physical address of the firm. If the owner(s) is the only employee(s), the firm does not need to carry worker's comp.

____ 3. All principals must provide the information requested at the bottom of application and sign and date the form. You MUST also send a copy of driver's license for each principal. (For Property Protection firms, by signing this form you authorize the fire marshal's office to conduct a criminal records background check.)

____ 4. Submit only one company check or money order with the Firm & Employee applications and **do not staple check to the paperwork.** The check or money order shall be made payable to Office of the State Fire Marshal & must be included with the application(s).

____ 5. Include all required qualifier certifications and notarized affidavits for your qualifiers with the application. This means the following:

If your firm is applying or renewing, the endorsements for Fire Sprinkler Designer (NICET Level III Sprinkler Layout & Design), Fire Sprinkler Inspector(Provisional or NICET Level 1 Inspection & Testing of Water Based Systems), Fire Alarm Required (NICET Level III Fire Alarms), and Fixed Fire Suppression (NICET Level III Special Hazards) the firm must include a current NICET certificate & a signed & notarized affidavit for qualifier. If your firm has a DOT Hydrostatic Testing endorsement, must submit your current U.S. DOT certification.

____ 6. Qualifier's of All endorsement types **MUST** live within 150 miles of the firm that he/she qualifies. (Property Protection office must be located in the State of Louisiana)

Employee: (Items that must be submitted)

____ 7. Note****Current Employee's digital color photograph must be saved to a CD Disk in JPG format and submitted with the application. The employee's photograph is to show their whole face. Note: Photos with sunglasses, hats, etc. will not be accepted.

____ 8. MUST Submit a copy of the Employee's driver's license.

____ 9. Fire Sprinkler Inspector applying or renewing must submit (a copy of the written modules that he/she has passed for the following) for the first year of renewal (NICET Level 1 Inspection & Testing of Water Based Systems or one of the courses listed in the memo dated 03/12/08 on our website, in the second year of renewal (NICET Level II Inspection & Testing of Water Based Systems)

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