



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
DIVISION OF FIRE PREVENTION
ADMINISTRATIVE SERVICES DIVISION
PERMITS AND LICENSING UNIT
500 JAMES ROBERTSON PARKWAY,
NASHVILLE, TENNESSEE 37243-1159
(615) 741-1322
Fax (615) 741-1583

The following procedures are necessary to become a registered fire extinguisher firm:

1. Submit to this office a completed application together with a check or money order made payable to the Department of Commerce and Insurance for three hundred fifty dollars (\$350.00). (Please note this includes three hundred dollars for an initial application and a fifty dollar non-refundable application fee.)

You must submit an additional one hundred dollars (\$100.00) for each branch office.

Please note if you are authorized to perform hydrostatic testing you must submit an additional fifty dollars (\$50.00).

2. Pursuant to Tenn. Code Ann. §62-32-214 obtain one (1) of the following:
 - a. Surety bond executed by the applicant and a surety company authorized to do business in this State, made payable to the State of Tennessee in the amount of ten thousand dollars (\$10,000.00).
 - b. A federally insured certificate of deposit issued by any financial institution in this state in the amount of not less than ten thousand dollars (\$10,000.00).
 - c. An irrevocable letter of credit issued by any federally insured bank or savings and loan association in an amount of not less than ten thousand dollars (\$10,000.00).
 - d. Written proof of liability insurance coverage provided by a single-limit policy with a limit of not less than one hundred thousand dollars (\$100,000.00) for bodily injury and for damage to property in any one (1) accident. The insurance company must complete and sign the certificate

of insurance form and list the "State of Tennessee, Department of Commerce and Insurance, Permits and Licenses Unit", at the above address, as the certificate holder. This certificate must be forwarded to this office.

3. Each firm must have at least one (1) specialist registered by this office and employed by their firm. Each branch must have at least one (1) specialist registered by this office and employed by their firm. Pursuant to Tenn. Code Ann. §62-32-204 (f).
4. Submit specialist's qualifications (including education and experience) to engage in the business of installing or servicing portable fire extinguishers or fixed fire extinguisher systems. Pursuant to Rule 0780-2-14-.03 (1) (b).
5. Submit written consent for representatives of the Division to enter, examine, and inspect stating that the applicant maintains a shop sufficiently equipped to enable the firm to service adequately the portable fire extinguisher and/or fixed fire extinguisher systems which it sells and installs and this inspection must be performed before licensure is granted. Pursuant to Rule 0780-2-14-.03 (1) (a).
6. No person shall be eligible for registration that is not at least eighteen (18) years of age. Pursuant to Rule 0780-2-14-.09 (1).
7. If an applicant for a certificate of registration as a firm seeks authorization to perform hydrostatic testing, the applicant shall demonstrate to the Division's satisfaction that at least one (1) employee of the firm is qualified to provide such service.

The following procedures are required for qualifying to be a specialist:

1. Submit completed application with a check or money order made payable to the Department of Commerce and Insurance in the amount of seventy-five dollars (\$75.00). (Please note this includes an individual license fee and a twenty-five dollars (\$25.00) non-refundable application fee).
2. Pursuant to Rule 0780-2-14-.05 (1) (b). Submit certification from a manufacturer's school or other certification program including the type of course and date of completion.
3. Submit a written statement from the firm for which you work, supporting your competency to act as an extinguisher specialist. Pursuant to Rule 0780-2-14-.05 (1) (a).
4. No person shall be eligible for registration that is not at least eighteen (18) years of age. Pursuant to Rule 0780-2-14-.09 (1).
5. Complete and pass State Examination.

The following procedures are required for qualifying to be a technician:

1. Submit a completed application with a check or money order made payable To the Department of Commerce and Insurance for thirty dollars (\$30.00). (Please note this fee is non-refundable).
2. Pursuant to Rule 0780-2-14-.06 Submit certification from a manufacturer's school or other certification program including the type of course and date of completion.
3. No person shall be eligible for registration that is not at least eighteen (18) years of age. Pursuant to Rule 0780-2-14-.09 (1)
4. Must work only under the direct supervision of a person holding a valid license as a registered specialist. Pursuant to Tenn. Code Ann. § 62-32-205 (c)
5. Complete and pass State Examination.

RENEWAL FEES:

1. An unexpired license or registration may be renewed by paying the required renewal fee to the department before the expiration date of the license or registration.

Firm renewal fee \$200.00
Branch renewal fee \$50.00
Hydrostatic Testing renewal fee \$25.00
Specialist renewal fee \$50.00
Technician renewal fee \$30.00

2. If a license or registration has been expired for no longer than ninety (90) days, the license or registration may be renewed by paying the required renewal fee and a fee of one half (1/2) of the original fee. Pursuant to Tenn. Code Ann. §62-32-210 (d).

Firm renewal fee plus late fee ($\$200 + \150) = \$350.00
Branch renewal fee plus late fee ($\$50 + \25) = \$75.00
Hydrostatic Testing renewal fee \$25 = \$25.00
Specialist renewal fee plus late fee ($\$50 + \25) = \$75.00
Technician renewal fee plus late fee ($\$30 + \15) = \$45.00

3. If a license or registration has been expired for longer than ninety (90) days but less than two (2) years, the license or registration may be renewed by paying all unpaid renewal fees and a fee that is equal to the

original fee for the license or registration. Pursuant to Tenn. Code Ann. §62-32-210 (d).

Firm renewal fee plus all unpaid renewal fees plus original fee
 $\$200 + \$300 = \$500.00$

Branch renewal fee plus all unpaid renewal fees plus original fee
 $\$50 + \$50 = \$100.00$

Hydrostatic Testing renewal fee \$50

Specialist renewal fee plus all unpaid renewal fees plus original
fee $\$50 + \$50 = \$100.00$

Technician renewal fee plus all unpaid renewal fees plus original fee
 $\$30 + \$30 = \$60.00$

If a license or registration has been expired for two (2) years or longer, the license or registration may **NOT** be renewed. A new license or certificate of registration may be obtained by complying with the requirements and procedures for obtaining an original license or registration.



STATE OF TENNESSEE
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 PERMITS AND LICENSES UNIT
 500 JAMES ROBERTSON PARKWAY
 NASHVILLE, TENNESSEE 37243-1159
 Phone (615) 741-1322 – Fax (615) 741-1583

FIRE EXTINGUISHER SPECIALIST LICENSE APPLICATION

Registration Fee: \$50.00
 Application Fee: \$25.00 (This is a non-refundable application fee)
 Total Fees Due: \$75.00

NOTE: PLEASE MAKE CHECK OR MONEY ORDER PAYABLE TO THE DEPARTMENT OF COMMERCE AND INSURANCE

NAME OF APPLICANT _____

HOME ADDRESS OF APPLICANT _____

CITY _____ STATE _____ ZIP _____ COUNTY _____

TELEPHONE # (_____) _____ - _____ Social Security # _____ - _____ - _____

BIRTH DATE ____/____/____ DRIVERS LICENSE # & STATE _____

NAME OF FIRM _____

TN BUSINESS ADDRESS _____

CITY _____ STATE _____ ZIP _____ COUNTY _____

TELEPHONE # (_____) _____ - _____ FAX # (_____) _____ - _____

Is the Firm for which you work a registered fire extinguisher firm? _____ Yes _____ No

Have you completed a course of instruction or study on the installation or services for:

- | | | |
|-------------------------------------|--------------------|---------------------------|
| 1. Portable Fire Extinguishers | _____ Yes _____ No | Passed Yes _____ No _____ |
| 2. Fixed Fire Extinguishers Systems | _____ Yes _____ No | Passed Yes _____ No _____ |

Fire Extinguisher Courses Attended: Please List

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |

Are you servicing:
 Portable fire extinguishers _____ Yes _____ No Fixed fire extinguishers _____ Yes _____ No

- This application must be accompanied by:
1. Proof of completion of course of instruction/study from a manufacturer school or other program (including date and type of course.)
 2. A written affidavit from the firm for which you work, supporting your competency to act as an extinguisher specialist. Pursuant to Rule 0780-2-14.05 (1) (a)
 3. Application Fee

 Date Signature of Applicant

TESTING MATERIALS

NFPA	010-2007
NFPA	012-2008
NFPA	12A-2004
NFPA	017-2002
NFPA	17A-2002
NFPA(F)	2001-2008
NFPA	096-2008

1-800-344-3555

NFPA BOOKS



ADMINISTRATIVE SERVICES DIVISION

**PERMITS AND LICENSES UNIT
500 JAMES ROBERTSON PARKWAY
NASHVILLE, TENNESSEE 37243**

Eligibility Verification for Entitlements Act Attestation Instructions

INSTRUCTIONS: If you are a natural person applying for a license, registration, certification or other benefit you must:

1. Attest, under penalty of perjury, to your status as either a United States citizen, a qualified alien as defined in Tennessee's Eligibility Verification for Entitlements Act, or a foreign national not physically present in the United States, by selecting your status in Part A below signing on the line labeled "Applicant's Signature," printing your name on the line labeled "Printed Name" and putting the current date on the line labeled "Date."

AND

Do one (1) of the following:

2. If you are claiming United States citizenship, present one (1) of the forms of identification provided for in Part B below. **If you provided your Social Security Number as part of your application for licensure, registration, certificate or other benefit, no additional documentation is required; however, please be aware that efforts may be made to verify any such number.**
3. If you are claiming qualified alien status, you **MUST** present two (2) forms of documentation (front and back) of identity and immigration status, as determined by the United States Department of Homeland Security to be acceptable for verification through the SAVE program, as provided in Part C below. **(Failure to provide two forms of documentation as described will result in a delay to determining eligibility for licensure.)**
4. If you are claiming qualified alien status but you are unable to present two (2) forms of documentation provided for in Part C of this form, then you shall present at least one (1) such document that shall then be verified through the SAVE program.
or
5. If you are claiming you are foreign national not physically present in the United States, contact the program issuing the license, registration, certification or other benefit for which you are applying to provide such documentation as may be required to verify such status.

Eligibility Verification for Entitlements Act Additional Required Documentation

Part B. If you are claiming United States citizenship, you must present one (1) of the following:

- A valid Tennessee driver license or photo identification license issued by the Department of Safety;
- A valid driver license or photo identification license from another state where the issuance requirements are at least as strict as those in Tennessee, as determined by the Department of Safety;
- An official birth certificate issued by a state, jurisdiction or territory of the United States, including Puerto Rico, United States Virgin Islands, Northern Mariana Islands, American Samoa, Swains Island, or Guam; provided that Puerto Rican birth certificates issued before July 1, 2010, shall **not** be recognized;
- A United States government-issued certified birth certificate;
- A valid, unexpired United States passport;
- A United States certificate of birth abroad (DS-1350 or FS-545);
- A report of birth abroad of a citizen of the United States (FS-240);
- A certificate of citizenship (N560 or N561);
- A certificate of naturalization (N550, N570 or N578);
- A United States citizen identification card (I-197, I-179);
- Any successor document of those listed at Tenn. Code Ann. §§ 4-58-103(c)(4)-(9); or
- **A social security number that may be verified with the Social Security Administration in accordance with federal law (if you provided your social security number as part of your application for licensure, no additional documentation is required; however, please be aware that efforts may be made to verify any such number).**

Part C. If you are claiming qualified alien status, you must present two (2) forms of documentation of identity and immigration status, as determined by the United States Department of Homeland Security to be acceptable for verification through the SAVE program. Such forms of identification may include:

- I-327 (Reentry Permit);
- I-551 (Permanent Resident Card);
- I-571 (Refugee Travel Document);
- I-766 (Employment Authorization Card);
- Certificate of Citizenship;
- Naturalization Certificate;
- Machine Readable Immigrant Visa (with Temporary I-551 Language);
- Temporary I-551 Stamp (on passport or I-94);
- Unexpired Foreign Passport;
- WT/WB Admission Stamp in Unexpired Foreign Passport
- I-20 (Certificate of Eligibility for Nonimmigrant (F-1) Student Status);
- DS-2019 (Certificate of Eligibility for Exchange Visitor (J-1) Status);
- Any other document determined by the U.S. Department of Homeland Security to be acceptable through the Systematic Alien Verification for Entitlements (SAVE) program created pursuant to the federal Immigration Reform and Control Act of 1986.

Part D. If you are claiming qualified alien status, but you are unable to present two (2) forms of documentation as described in Part C, then you shall present at least one (1) such document as described in Part C, which shall then be verified through the SAVE program.

Part E. If you are claiming that you are a foreign national not physically present in the United States, please contact the program issuing the license, registration, certification or other benefit for which you are applying to provide such documentation as may be required to verify such status.