



500 James Robertson Parkway  
Nashville, TN 37243  
Tel: 615-741-2981  
<http://www.tn.gov/commerce/>

**NOTIFICATION OF NEW HIRE  
BUILDING/FIRE/MECHANICAL/PLUMBING CODE INSPECTOR**

Per T.C.A. § 68-120-113(a)(1), "Any fire safety or building inspector hired shall have up to twelve (12) months from the date of employment to receive certification." Tenn. Comp. R. & Regs. 0780-02-16-.01(7) states: "Municipalities and counties shall notify the state fire marshal within sixty (60) days after any new code official subject to certification is hired."

Please complete and return this form to the Permits and Licensing Section of the Tennessee Department of Commerce and Insurance whenever your jurisdiction hires a new code official subject to certification. You may return this form by email at [SFMO.permits-licensing@tn.gov](mailto:SFMO.permits-licensing@tn.gov), by fax at (615) 741-1583, or by mail at Department of Commerce and Insurance, Division of Fire Prevention, c/o Permits and Licensing Section, 500 James Robertson Parkway, 10<sup>th</sup> Floor, Nashville, TN 37243-1159.

Please note that it is the responsibility of the signees to confirm that this notice has been received by the Section.

**JURISDICTION INFORMATION**

Jurisdiction Name: \_\_\_\_\_

Jurisdiction Mailing Address: \_\_\_\_\_

Jurisdiction Phone Number: \_\_\_\_\_

Contact Person (Name/Title): \_\_\_\_\_

Contact Person's Phone Number: \_\_\_\_\_

Contact Person's Email Address: \_\_\_\_\_

**NEW HIRE INFORMATION**

Name: \_\_\_\_\_

Position: \_\_\_\_\_ Hire Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_



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Which type of inspections will the new hire conduct? (Select all that apply.)

- Fire Code
- Residential Building Code
- Residential Mechanical Code
- Residential Plumbing Code
- Commercial Building Code
- Commercial Mechanical Code
- Commercial Plumbing Code

Does the new hire hold any relevant certifications? If yes, please specify below:

Certification Type/Number	Certifying Organization	Date Issued

I hereby certify I have read and understand the provisions of law relating to the Codes Inspector program. I also acknowledge that the new hire for whom this notice is filed is aware of the requirement that he or she must apply for and obtain certification from the Department of Commerce and Insurance within one (1) year following his or her date of hire.

\_\_\_\_\_  
Authorized Representative of Exempt Jurisdiction – Printed Name

\_\_\_\_\_  
Authorized Representative of Exempt Jurisdiction – Title/Position

\_\_\_\_\_  
Authorized Representative of Exempt Jurisdiction – Signature

\_\_\_\_\_  
Date

I hereby certify that I have read and understand the provisions of law relating to the Codes Inspector program. I also acknowledge that I am aware that I must apply for and obtain certification from the Department of Commerce and Insurance within one (1) year following my date of hire.

\_\_\_\_\_  
New Hire – Printed Name

\_\_\_\_\_  
New Hire – Title/Position

\_\_\_\_\_  
New Hire – Signature

\_\_\_\_\_  
Date



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**ELIGIBILITY VERIFICATION FOR ENTITLEMENTS ACT ATTESTATION  
(Pursuant to Tenn. Code Ann. § 4-58-103)**

The Eligibility Verification for Entitlements Act, passed in 2012, requires every state governmental entity to verify that each applicant who applies for a state public benefit is a United States citizen or lawfully present in the United States. As such, all individuals applying for a license, registration, certification, or other benefit from the Department of Commerce and Insurance, Division of Fire Prevention (“Division”) must complete this form. In addition, all owners of “pass-through entities” (such as sole proprietorships, partnerships, limited liability companies (“LLCs”), and S corporations) must complete the form. If you have questions as to whether you are required to complete this form, please contact the Division’s Permits and Licensing Section at (615) 741-2981 or SFMO.permits-licensing@tn.gov.

**I hereby attest under penalty of perjury that I am (select one):**

- A United States citizen, and my social security number is \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_.
- A qualified alien as defined in Tenn. Code Ann. § 4-58-102<sup>1</sup> and I am providing one (1) or more forms of documentation of identity and immigration status listed on the following page.
- A foreign national not physically present in the United States. (Further, I understand that should I ever become physically present in the United States while I hold this license, registration, or other benefit, I agree to immediately contact the issuing agency and provide documentation to confirm my status as a qualified alien.)

I further attest that I understand that submitting false information or omitting pertinent or material information in connection with this application or any violation of the Eligibility Verification for Entitlements Act may result in the revocation of any license, registration, certification, or other benefit issued to the applicant. A person who willingly makes a false, fictitious, or fraudulent statement or representation of United States citizenship may be prosecuted under 18 U.S.C. § 911 and/or the False Claims Act, Tenn. Code Ann. §§ 4-18-101, *et seq.*

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

<sup>1</sup> Qualified alien means “a qualified alien as defined by 8 U.S.C. § 1641(b)” or “an alien or nonimmigrant eligible to receive state or local public benefits under 8 U.S.C. § 1621(a).” Pursuant to those statutes, this status includes, but is not necessarily limited to:

- An alien who is lawfully admitted for permanent residence under the Immigration and Nationality Act [8 U.S.C. § 1101 *et seq.*];
- An alien who is granted asylum under Section 208 of the Immigration and Nationality Act [8 U.S.C. § 1158];
- A refugee who is admitted to the United States under Section 207 of the Immigration and Nationality Act [8 U.S.C. § 1157];
- An alien who is paroled into the United States under Section 212(d)(5) of the Immigration and Nationality Act [8 U.S.C. § 1182(d)(5)] for a period of at least one (1) year;
- An alien whose deportation is being withheld under Section 243(h) of the Immigration and Nationality Act [8 U.S.C. § 1253] (as in effect immediately before the effective date of Section 307 of Division C of Public Law 104-208 or Section 241(b)(3) of the Immigration and Nationality Act [8 U.S.C. § 1231(b)(3)] (as amended by Section 305(a) of Division C of Public Law 104-208);
- An alien who is granted conditional entry pursuant to Section 203(a)(7) of the Immigration and Nationality Act [8 U.S.C. § 1153(a)(7)] as in effect prior to April 1, 1980;
- An alien who is a Cuban and Haitian entrant (as defined in Section 501(e) of the Refugee Assistance Act of 1980);
- A nonimmigrant under the Immigration and Nationality Act [8 U.S.C. § 1101, *et seq.*];
- An alien who is paroled into the United States under Section 212(d)(5) of the Immigration and Nationality Act [8 U.S.C. § 1182(d)(5)] for less than one year.

**Additional Required Documentation:**

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

- **Social security number (If you provided your social security number on the previous page, no additional documentation is required.** However, please be aware that efforts may be made to verify any such number.);
- A valid Tennessee driver's license or photo identification issued by the Department of Safety;
- A valid driver's 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 Island, Northern Mariana Islands, American Samoa, Swains Island, or Guam (except 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 (N5550, N570, or N578);
- A United States citizen identification card (I-197, I-179); or
- Any successor document of those listed at Tenn. Code Ann. § 4-58-103(c)(4)-(9).

**If you are claiming qualified alien status, you must present two (2) of the following 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:**

- 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); or
- 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.
- **Note: Neither a driver's license nor a social security number or card are acceptable forms of documentation.**

**If you are claiming qualified alien status but are unable to present two (2) forms of documentation listed above** (for the claim of qualified alien status), then you shall present at least one (1) such document, which shall then be verified through the SAVE program. Failure to provide two (2) forms of documentation will result in a delay to determining eligibility for licensure.

**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.