

Fire Department Recognition Renewal Checklist

This document is intended to assist you in the completion of a renewal for Fire Department Recognition. Fire Department Recognition must be renewed every 3 years and returned within 30 days prior to the department's expiration. If you need assistance, please call (615) 350-6443.

RENEWAL FIRE DEPARTMENT RECOGNITION: *(Currently recognized by the State Fire Marshal's Office)*

1. -Review the information on the Fire Department Recognition Renewal Application for accuracy, updating any information that has changed since the fire department's previous submission.
2. -Once updated, have the Fire Department Recognition Renewal Application signed by the highest ranking fire official of the renewing fire department.
3. -Verify the accompanying map of your department's primary response areas to ensure accuracy. If you feel the enclosed map is incorrect, please send in a corrected map with a copy of the approved resolution or have the local elected governing body sign the application:
 - a. City/Town Mayor/Manager or;
 - b. County Mayor/Executive
4. Make a copy of the following for your records, enclose the original documents and mail them to the address denoted below:
-Fire Department Recognition Renewal Application -\$50.00 Check
-Copy of the approved resolution or signature of the local elected governing body on the application

The local 9-1-1 Emergency Communications Center may be able to provide a primary response map.

PLEASE MAKE ALL CHECKS PAYABLE TO THE DEPARTMENT OF COMMERCE AND INSURANCE AND SEND TO:

TENNESSEE DEPARTMENT OF COMMERCE & INSURANCE
State Fire Marshal's Office
ATTN: Education & Outreach Section 10th Floor
500 James Robertson Parkway Nashville, TN 37243-1159

