

Initial Fire Department Recognition Checklist

This document is intended to assist you in the completion of an initial Fire Department Recognition and to appoint an Assistant to the Commissioner. If you need assistance, please call (615) 350-6443.

INITIAL FIRE DEPARTMENT RECOGNITION: *(Not currently recognized by the State Fire Marshal's Office)*

- Complete the Assistant to Commissioner Application. (see the Assistant to Commissioner Checklist)
- Please complete the entire Fire Department Recognition Application.
- Once completed, have the Fire Department Recognition Application signed by the highest ranking fire official of the fire department applying.
- If your fire department was formed after July 1, 2003, the fire department recognition application must include a map denoting your department's primary response areas with a copy of the approved resolution or have the local elected governing body sign the application:

- City/Town Mayor/Manager; or
- County Mayor/Executive

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

- Make a copy of the following for your records, enclose the original documents and mail them to the address denoted below:

- | | |
|---|--|
| <input type="checkbox"/> -Initial Fire Department Recognition Application | <input type="checkbox"/> -Primary Response Map |
| <input type="checkbox"/> -Assistant to the Commissioner Application | <input type="checkbox"/> -\$50.00 Check |
| <input type="checkbox"/> -Copy of the approved resolution or signature of the local elected governing body on the application | |

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

