



LOUISIANA DEPARTMENT OF PUBLIC SAFETY
PUBLIC SAFETY SERVICES

OFFICE OF STATE FIRE MARSHAL

**LIFE SAFETY & PROPERTY PROTECTION
INDIVIDUAL – EMPLOYEE APPLICATION**

****ALL FEES ARE NON-REFUNDABLE****

****FIRMS ARE TO MAIL COMPLETED APPLICATIONS TO: LOUISIANA OFFICE OF STATE FIRE MARSHAL;
ATTN: SPECIAL SERVICES DIVISION; 8181 INDEPENDENCE BLVD.; BATON ROUGE, LA 70806**

TYPE OF APPLICATION:	INITIAL (WELCOME HOME ACT)
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APPLICANT NAME (FIRST, MIDDLE, LAST):			PREFERRED NAME / NICKNAME (IF ANY):			EMPLOYEE LICENSE NO.:			
DATE OF BIRTH:		RACE: <input type="checkbox"/> ASIAN <input type="checkbox"/> BLACK <input type="checkbox"/> HISPANIC / LATINO <input type="checkbox"/> AMERICAN INDIAN <input type="checkbox"/> WHITE				GENDER: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		SOCIAL SECURITY NO.:	
DRIVER'S LICENSE NO.:		DL STATE:	HOME TELEPHONE:		CELL PHONE:		EMAIL ADDRESS:		
HOME ADDRESS:				CITY:		PARISH / COUNTY:		STATE:	ZIP:

NAME OF FIRM:						FIRM LICENSE NO.:			
FIRM ADDRESS:				CITY:		PARISH / COUNTY:		STATE:	ZIP:
FIRM CONTACT PERSON:			CONTACT PERSON TELEPHONE:			FIRM EMAIL ADDRESS:			

NOTIFICATION OF CONSENT : Do you consent to the use of electronic transmissions or email to serve as official notice or communication with the Office of State Fire Marshal? <input type="checkbox"/> YES <input type="checkbox"/> NO	
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OFFICE USE ONLY							
BACKGROUND CHECK CONDUCTED? <input type="checkbox"/> YES <input type="checkbox"/> NO		SID NO.:		INITIALS:		DATE:	

FIRMS shall be responsible for mailing completed employee applications, along with the required attachments, photos, and fees to the address listed below, Attention: Special Services Division.

Firms **MUST** submit the following items with applications:

- Note: Individuals-employees' digital color photographs must be saved to a CD in JPG format and submitted with the application or the photographs can be emailed. The photographs are to show an individual employee's full face, with no sunglasses or hats and shall include the full name of the employee.
- Proof of your current and valid out-of-state license or certification held in another state for at least one year, for which you are seeking licensure.
- Proof of residency.
- A copy of employees' drivers' licenses.
- A company check or money order made payable to the Louisiana Office of State Fire Marshal must be included.

NOTE: Qualifiers of ALL endorsement types MUST live within 150 miles of the firm that he/she qualifies.



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INDIVIDUAL- EMPLOYEE
APPLICATION**

LICENSE ENDORSEMENTS

Name of Individual: _____

LIFE SAFETY		INITIAL FEE	PROPERTY PROTECTION		INITIAL FEE
<input type="checkbox"/>	CONVEYANCE DEVICE INSPECTOR A firm or person to engage in the inspection and/or certification of conveyance device systems and equipment.	\$100.00	<input type="checkbox"/>	BANK AUXILLARY That document issued by the state fire marshal to an employee of a certified property protection firm to engage in property protection activity of bank auxiliary systems.	\$100.00
<input type="checkbox"/>	CONVEYANCE DEVICE MECHANIC The Person to engage in the installation, erecting, constructing, altering, servicing, repairing, performing electrical work on, dismantling, testing, and maintaining of conveyance device systems and Equipment.	\$100.00	<input type="checkbox"/>	BANK LOCKING That document issued by the state fire marshal to a firm or employee authorizing either to engage in property protection activity of bank locking systems and equipment.	\$100.00
<input type="checkbox"/>	DOT HYDROSTATIC TESTING That document issued by the State Fire Marshal that authorizes a firm or person to engage in hydrostatic testing of fire protection cylinders manufactured in accordance with the specification and procedure of the United States Department of Transportation. A Hydrostatic Testing Endorsement is only valid if the firm or person also has a Portable Fire Extinguisher/Fire Hose Endorsement for testing DOT fire extinguisher cylinders and either a Fixed Fire Suppression System, Pre-Engineered Fixed Fire Suppression System or Kitchen Fixed Fire Suppression endorsement for testing DOT fixed fire suppression cylinders as well.	\$25.00	<input type="checkbox"/>	CLOSED CIRCUIT TV (CCTV) That document issued by the state fire marshal to a firm or employee authorizing either to engage in property protection activity of closed circuit television systems and equipment. This includes the connection of closed circuit television systems and equipment to computer systems or equipment.	\$100.00
<input type="checkbox"/>	FIRE ALARM That document issued by the State Fire Marshal that authorizes a firm or person to engage in the certifying, inspecting, installing, integration, maintaining and servicing of fire detection and alarm systems and those activities specifically authorized by a Non-Required Systems endorsement.	\$50.00	<input type="checkbox"/>	DETENTION LOCKING That document issued by the state fire marshal to a firm or employee authorizing either to engage in property protection activity of detention locks and locking systems and equipment as related to cell areas in penal institutions and cell areas in other occupancies such as health care or business.	\$100.00

<input type="checkbox"/>	FIRE ALARM (NON-REQUIRED) That document issued by the State Fire Marshal that authorizes a firm or person to engage in the activity of certifying, inspecting, installing, integration, maintaining and servicing of fire detection and alarm systems in structures or occupancies which are not required by NFPA 101 to be protected by an approved fire alarm and detection system.	\$50.00	<input type="checkbox"/>	DOOR HARDWARE That document issued by the state fire marshal to a firm or employee authorizing either to engage in property protection activity of door hardware equipment and the consulting or the providing of technical advice regarding the selection of door hardware. The termination of these components to the building power system is not permitted. The term does not include special locking systems	\$100.00
<input type="checkbox"/>	FIRE ALARM (OWNER) That document issued by the State Fire Marshal that authorizes an owner of a fire alarm system or his employee to perform routine inspection, and minor service and repairs of fire detection and alarm systems within the owner's own facilities only. No installing, integration, or certifying of these systems is permitted. Minor service and repair is defined as repair/replacement of single initiating and/or annunciating devices with identical new devices. No service within the alarm control panel shall be permitted except that the exchanging of system batteries with identical new ones is permitted. Routine inspection is defined as visual inspections and monthly drill tests.	\$50.00	<input type="checkbox"/>	DOOR HARDWARE CONSULTANT That document issued by the state fire marshal to a firm or employee authorizing either to engage in the consulting and/or the providing of technical advice regarding the selection of door hardware.	\$100.00
<input type="checkbox"/>	FIRE EXTINGUISHERS & HOSES That document issued by the State Fire Marshal that authorizes a firm or person to engage in the activity of certifying, inspecting, installing, maintaining or servicing portable fire extinguishers and fire hoses and hydrostatic testing of portable fire extinguisher cylinders not required by the U.S. Department of Transportation (U.S. DOT). Please Note: Hydrostatic testing required by the U.S. DOT requires a Hydrostatic Testing Endorsement.	\$50.00	<input type="checkbox"/>	GATE SYSTEMS That document issued by the state fire marshal to a firm or employee authorizing either to engage in property protection activity of Pedestrian or Vehicle Gate systems and equipment.	\$100.00
<input type="checkbox"/>	FIRE SPRINKLER INSPECTOR An individual licensed pursuant to R.S. 40:1664.1 et seq., and these rules that certifies, inspects or performs hydrostatically testing of fire sprinkler equipment and/or systems or fire hoses	\$100.00	<input type="checkbox"/>	HOUSEHOLD FIRE That document issued by the state fire marshal to a firm or employee authorizing either to engage in property protection activity of fire detection and alarm systems in one and two family dwellings	\$100.00
<input type="checkbox"/>	FIRE SPRINKLER QUALIFIER The employee of a firm who plans fire sprinkler systems.	\$100.00	<input type="checkbox"/>	LOCKSMITH That document issued by the state fire marshal to a firm or employee authorizing either to engage in property protection activity of stand alone electro/mechanical locks, closed circuit television or special locking systems and equipment	\$100.00
<input type="checkbox"/>	FIXED FIRE SUPPRESSION That document issued by the State Fire Marshal that authorizes a firm or person to engage in the certifying inspecting, installing, integration, maintaining and servicing of engineered or pre-engineered fixed fire suppression systems. Please note: Hydrostatic testing of fixed fire suppression cylinders required by the U.S. DOT requires a Hydrostatic Testing Endorsement.	\$50.00	<input type="checkbox"/>	PROPERTY PROTECTION APPRENTICE That document issued by the state fire marshal to an employee to engage in property protection activity while under the direct supervision of a technician who is licensed to the same firm and holding a valid license to perform the same acts.	\$50.00

<input type="checkbox"/>	KITCHEN SUPPRESSION That document issued by the State Fire Marshal that authorizes a firm or person to engage in the activity of certifying, inspecting, installing, integration, maintaining or servicing pre-engineered fixed fire suppression systems containing wet or dry chemical agents within a kitchen ventilation system.	\$50.00
<input type="checkbox"/>	LIFE SAFETY APPRENTICE A person who is licensed to work under the direct supervision and accompaniment of a technician who is licensed to the same firm and holding a valid license to perform the same acts.	\$50.00
<input type="checkbox"/>	PRE-ENGINEERED That document issued by the State Fire Marshal that authorizes a firm or person to engage in the activity of certifying, inspecting, installing, integration, maintaining or servicing pre-engineered fixed fire suppression systems and those activities specifically authorized by a Kitchen Suppression Endorsement	\$50.00

<input type="checkbox"/>	PROPERTY PROTECTION SALES/DESIGN That document issued by the state fire marshal to an employee of a certified property protection firm who designs or sells a property protection system or equipment.	\$100.00
<input type="checkbox"/>	SECURITY That document issued by the state fire marshal to a firm or employee authorizing either to engage in property protection activity of security, household fire warning, closed circuit television and/or special locking systems and equipment.	\$100.00
<input type="checkbox"/>	SPECIAL LOCKING That document issued by the state fire marshal to a firm or employee authorizing either to engage in property protection activity of special locking systems and equipment.	\$100.00

Additional Information :

Please list the license or certification you possess from another state for which you are submitting for licensure in Louisiana. To include licensing authority, if known are you in good standing)

Licensing	Licensing Authority	Date of Issuance	If know "Are you in good standing"

I understand that a condition of licensure is conditioned upon an approved background examination.

YES NO

QUESTIONS :

Have you ever had any administrative or disciplinary action, in relation to your license, including but not limited to fines, warnings, suspensions or revocation taken against you by any federal, state or local authority?

YES NO

If yes, please explain:

(PROPERTY PROTECTION APPLICANTS ONLY) Have you ever been convicted of a felony, received a first time offender pardon for a felony or entered a plea of guilty or nolo contendere on any felony charged?

YES NO

If yes, please explain:



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OFFICE OF STATE FIRE MARSHAL

LIFE SAFETY & PROPERTY PROTECTION

INDIVIDUAL-EMPLOYEE APPLICATION

CERTIFICATION

Name of employee: _____ OSFM License No. _____

1. I hereby certify that I have met the requirements for continuing education as established by the Life Safety and Property Protection Education Board.
2. I also certify and declare that I am a W-2 employee of the firm listed on this application and that all information contained in this application is true and correct.
3. I understand that any willful omission or falsification of pertinent information required on this application is justification for denial, administrative penalty, suspension, revocation, and/or criminal prosecution by the Office of State Fire Marshal.

PRINTED NAME OF EMPLOYEE

SIGNATURE OF EMPLOYEE

DATE OF HIRE

DATE OF SIGNATURE

SIGNATURE OF SUPERVISOR

DATE OF SIGNATURE

PROPERTY PROTECTION APPLICANTS ONLY

****By signing below I authorize the Office of State Fire Marshal to make a criminal records check using identifying information provided in this application and hereby waive any privacy interests in that information for the limited purposes of this application.**

PRINTED NAME OF EMPLOYEE

SIGNATURE OF EMPLOYEE

DATE OF HIRE

DATE OF SIGNATURE

****Required**

INDIVIDUAL - EMPLOYEE APPLICATION CHECKLIST

Name of employee: _____

NOTE: All licenses are to be renewed **BEFORE** the expiration date.

NOTE: If all items required to be submitted at the time of application are not included with the required fees, the application will be returned to the submitting firm for correction and resubmittal.

- All employees must be W-2 paid employees of the firm for which they work.
- Completed individual-employee application with all information filled out, including full social security number and current email address of the employee.
- Signatures of individual-employee and supervisor included in individual-employee application must be in blue ink.
- Digital color photographs of employees on a CD in JPG format or a copy of the photograph may be emailed to our office. Hats or sunglasses are not allowed in the photograph. Please label the photographs with the employee's full name—no nicknames.
- Copy of current and valid drivers' licenses of individual-employee to include the front and rear of the licenses.
- Copy of proof of your current and valid out-of-state license or certification held in another state for at least one year, for which you are seeking licensure.
- Proof of residency
- Fees paid via firm check or money order, if not already included with the firm application.
- ONLY NEW/INITIAL Property Protection** applicants owners/principals and individuals must submit to a background check through IdentoGo. Also, if an individual is adding a new property protection endorsement license they must submit to a background check.

NOTE: Fingerprints are not required at renewal.

*** Please staple all pages of the individual-employee application together with a copy of the employee's driver's license and course certificate(s) or copy of current out-of-state license.

REMINDER: Each employee **MUST** have 8 CEU's for annual renewal. The certificates are to be kept on file with the firm. Individuals must obtain 50% of their continuing education hours from categories 1, 3, 4 or 6 of the approved continuing education courses and methods list. For information regarding endorsement requirements and continuing education units, please refer to our website listed above. (Click on Code Enforcement, then Licensing, then Complete Licensing Packet, then Training & Education Policy & Procedures for Certification for more information.