



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 (NEW OR REINSTATEMENT)	☐ RENEWAL	☐ REVISION*
TYPE OF REVISION:	☐ NEW ENDORSEMENT(S)	☐ CHANGE OF QUALIFIER	☐ CHANGE OF ADDRESS
	☐ CHANGING FIRMS	☐ REPLACEMENT OF ID (LOST, DAMAGED, ETC.)	

*Any revision of a license requires a replacement of the license certificate and thus a fee of \$20.00 shall apply.

APPLICANT NAME (FIRST, MIDDLE, LAST):		PREFERRED NAME / NICKNAME (IF ANY):		EMPLOYEE LICENSE NO.:	
DATE OF BIRTH:	RACE: ☐ ASIAN ☐ BLACK ☐ HISPANIC / LATINO ☐ AMERICAN INDIAN ☐ WHITE	GENDER: ☐ MALE ☐ 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 PHYSICAL 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? ☐ YES ☐ NO
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OFFICE USE ONLY			
BACKGROUND CHECK CONDUCTED? ☐ YES ☐ NO	SID NO.:	INITIALS:	DATE:

FIRMS shall be responsible for mailing completed employee applications, along with the required attachments, photos, and fees into the OSFM **Online Services** Portal.

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

1. Note: 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.
2. A copy of employees' drivers' licenses.
3. A company check or money order made payable to the Louisiana Office of State Fire Marshal must be included.
4. A copy of the course certificate that the individual is applying, for if applicable.

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



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LICENSE ENDORSEMENTS

Name of individual: _____ OSFM License No. _____

Place a check (✓) on the **left** side of the endorsement (license) for which you are applying of renewing:

	LIFE SAFETY	INITIAL FEE	RENEWAL FEE
☐	CONVEYANCE DEVICE INSPECTOR	\$100.00	\$50.00
☐	CONVEYANCE DEVICE MECHANIC	\$100.00	\$50.00
☐	DOT HYDROSTATIC TESTING	\$25.00	\$25.00
☐	FIRE ALARM	\$50.00	\$50.00
☐	FIRE ALARM (NON-REQUIRED)	\$50.00	\$50.00
☐	FIRE ALARM (OWNER)	\$50.00	\$50.00
☐	FIRE EXTINGUISHERS & HOSES	\$50.00	\$50.00
☐	FIRE SPRINKLER INSPECTOR	\$100.00	\$50.00
☐	FIRE SPRINKLER QUALIFIER	\$100.00	\$50.00
☐	FIXED FIRE SUPPRESSION	\$50.00	\$50.00
☐	KITCHEN SUPPRESSION	\$50.00	\$50.00
☐	LIFE SAFETY APPRENTICE	\$50.00	\$50.00
☐	PRE-ENGINEERED	\$50.00	\$50.00

	PROPERTY PROTECTION	INITIAL FEE	RENEWAL FEE
☐	BANK AUXILIARY	\$100.00	\$50.00
☐	BANK LOCKING	\$100.00	\$50.00
☐	CLOSED CIRCUIT TV (CCTV)	\$100.00	\$50.00
☐	DETENTION LOCKING	\$100.00	\$50.00
☐	DOOR HARDWARE	\$100.00	\$50.00
☐	DOOR HARDWARE CONSULTANT	\$100.00	\$50.00
☐	GATE SYSTEMS	\$100.00	\$50.00
☐	HOUSEHOLD FIRE	\$100.00	\$50.00
☐	LOCKSMITH	\$100.00	\$50.00
☐	PROPERTY PROTECTION APPRENTICE	\$50.00	\$50.00
☐	PROPERTY PROTECTION SALES/DESIGN	\$100.00	\$50.00
☐	SECURITY	\$100.00	\$50.00
☐	SPECIAL LOCKING (ELECTRONIC LOCKING SYSTEMS)	\$100.00	\$50.00

QUESTIONS :

Have you ever been licensed with another agency or in another state for the same endorsement for which you are currently applying? ☐ YES ☐ NO

If yes, please explain:

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:

Have you ever been denied a license, for any reason, 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:

NOTE: If additional space is needed to answer questions, please attach a separate sheet of paper.

8181 Independence Blvd. • Baton Rouge, LA 70806 • 1-800-256-5452 • (225) 925-4911 • www.lasfm.org



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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

****I hereby certify by signature below that I have not 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 charge. I also by signature below authorize the Office of the 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: _____

OSFM License No. _____

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 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 employees to include the front and rear of the licenses.
- ☐ Copy of current NICET certificates, NAESA QEI card or certificates of completion results for all requirements of applicants and/or qualifiers.
- ☐ 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.

REMINDER: Each employee **MUST** have 8 CEU's for annual renewal. For details, please refer to the LSPP Policy & Procedures Manuel located on our website. 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.

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