



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
DIVISION OF FIRE PREVENTION
ADMINISTRATIVE SERVICES DIVISION
PERMITS AND LICENSING UNIT
500 JAMES ROBERTSON PARKWAY,
NASHVILLE, TENNESSEE 37243-1159
(615) 741-1322
Fax (615) 741-1583

The following procedures are necessary to become a registered fire extinguisher firm:

1. Submit to this office a completed application together with a check or money order made payable to the Department of Commerce and Insurance for three hundred fifty dollars (\$350.00). (Please note this includes three hundred dollars for an initial application and a fifty dollar non-refundable application fee.)

You must submit an additional one hundred dollars (\$100.00) for each branch office.

Please note if you are authorized to perform hydrostatic testing you must submit an additional fifty dollars (\$50.00).

2. Pursuant to Tenn. Code Ann. §62-32-214 obtain one (1) of the following:
 - a. Surety bond executed by the applicant and a surety company authorized to do business in this State, made payable to the State of Tennessee in the amount of ten thousand dollars (\$10,000.00).
 - b. A federally insured certificate of deposit issued by any financial institution in this state in the amount of not less than ten thousand dollars (\$10,000.00).
 - c. An irrevocable letter of credit issued by any federally insured bank or savings and loan association in an amount of not less than ten thousand dollars (\$10,000.00).
 - d. Written proof of liability insurance coverage provided by a single-limit policy with a limit of not less than one hundred thousand dollars (\$100,000.00) for bodily injury and for damage to property in any one (1) accident. The insurance company must complete and sign the certificate

of insurance form and list the "State of Tennessee, Department of Commerce and Insurance, Permits and Licenses Unit", at the above address, as the certificate holder. This certificate must be forwarded to this office.

3. Each firm must have at least one (1) specialist registered by this office and employed by their firm. Each branch must have at least one (1) specialist registered by this office and employed by their firm. Pursuant to Tenn. Code Ann. §62-32-204 (f).
4. Submit specialist's qualifications (including education and experience) to engage in the business of installing or servicing portable fire extinguishers or fixed fire extinguisher systems. Pursuant to Rule 0780-2-14-.03 (1) (b).
5. Submit written consent for representatives of the Division to enter, examine, and inspect stating that the applicant maintains a shop sufficiently equipped to enable the firm to service adequately the portable fire extinguisher and/or fixed fire extinguisher systems which it sells and installs and this inspection must be performed before licensure is granted. Pursuant to Rule 0780-2-14-.03 (1) (a).
6. No person shall be eligible for registration that is not at least eighteen (18) years of age. Pursuant to Rule 0780-2-14-.09 (1).
7. If an applicant for a certificate of registration as a firm seeks authorization to perform hydrostatic testing, the applicant shall demonstrate to the Division's satisfaction that at least one (1) employee of the firm is qualified to provide such service.

The following procedures are required for qualifying to be a specialist:

1. Submit completed application with a check or money order made payable to the Department of Commerce and Insurance in the amount of seventy-five dollars (\$75.00). (Please note this includes an individual license fee and a twenty-five dollars (\$25.00) non-refundable application fee).
2. Submit proof of qualification from a manufacturer's test and school (including the type of course and date of completion) **or**

Submit proof of successful completion of State examination (including the date, and type of examination). Pursuant to Rule 0780-2-14-.05 (1) (b).
3. Submit a written statement from the firm for which you work, supporting your competency to act as an extinguisher specialist. Pursuant to Rule 0780-2-14-.05 (1) (a).
4. No person shall be eligible for registration that is not at least eighteen (18) years of age. Pursuant to Rule 0780-2-14-.09 (1).

The following procedures are required for qualifying to be a technician:

1. Submit a completed application with a check or money order made payable To the Department of Commerce and Insurance for thirty dollars (\$30.00). (Please note this fee is non-refundable).
2. Pursuant to Rule 0780-2-14-.06 (1) Submit proof of qualification from a manufacturer's test and school (including the type of course and date of completion) **or**

Submit proof of successful completion of State examination (including the date, score, and type of examination).
3. No person shall be eligible for registration that is not at least eighteen (18) years of age. Pursuant to Rule 0780-2-14-.09 (1)
4. Must work only under the direct supervision of a person holding a valid license as a registered specialist. Pursuant to Tenn. Code Ann. § 62-32-205 (c)

RENEWAL FEES:

1. An unexpired license or registration may be renewed by paying the required renewal fee to the department before the expiration date of the license or registration.

Firm renewal fee \$200.00
Branch renewal fee \$50.00
Hydrostatic Testing renewal fee \$25.00
Specialist renewal fee \$50.00
Technician renewal fee \$30.00
2. If a license or registration has been expired for no longer than ninety (90) days, the license or registration may be renewed by paying the required renewal fee and a fee of one half (1/2) of the original fee. Pursuant to Tenn. Code Ann. §62-32-210 (d).

Firm renewal fee plus late fee ($\$200 + \150) = \$350.00
Branch renewal fee plus late fee ($\$50 + \25) = \$75.00
Hydrostatic Testing renewal fee \$25 = \$25.00
Specialist renewal fee plus late fee ($\$50 + \25) = \$75.00
Technician renewal fee plus late fee ($\$30 + \15) = \$45.00
3. If a license or registration has been expired for longer than ninety (90) days but less than two (2) years, the license or registration may be renewed by paying all unpaid renewal fees and a fee that is equal to the original fee for the license or registration. Pursuant to Tenn. Code Ann. §62-32-210 (d).

Firm renewal fee plus all unpaid renewal fees plus original fee
 $\$200 + \$300 = \$500.00$

Branch renewal fee plus all unpaid renewal fees plus original fee
 $\$50 + \$50 = \$100.00$

Hydrostatic Testing renewal fee \$50

Specialist renewal fee plus all unpaid renewal fees plus original fee
 $\$50 + \$50 = \$100.00$

Technician renewal fee plus all unpaid renewal fees plus original fee
 $\$30 + \$30 = \$60.00$

If a license or registration has been expired for two (2) years or longer, the license or registration may **NOT** be renewed. A new license or certificate of registration may be obtained by complying with the requirements and procedures for obtaining an original license or registration.



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 NASHVILLE, TENNESSEE 37243-1159
 Phone (615) 741-1322 – Fax (615) 741-1583

CERTIFICATE OF REGISTRATION FOR FIRE EXTINGUISHER FIRM
 (Pursuant to Title 62, Chapter 32, Tennessee Code Annotated)

Date _____

Registration Fee: \$300.00
 Application Fee: \$ 50.00 (This is a non-refundable application fee)
 Total Fees Due: \$350.00

NOTE: PLEASE MAKE CHECK OR MONEY ORDER PAYABLE TO THE DEPARTMENT OF COMMERCE AND INSURANCE

NAME OF FIRM _____
 Type of Firm, Corporation, Partnership, Sole Proprietorship, Other (Specify)

OFFICE LOCATION IN TN _____
 Street Number, or R.F.D and P. O. Box

City _____ State _____ Zip Code _____ County _____

TN TELEPHONE # (_____) _____ - _____

MAIN OFFICE ADDRESS _____
 Street Number, or R.F.D and P.O. Box

City _____ State _____ Zip Code _____ County _____

MAIN OFFICE TELEPHONE # (_____) _____ - _____

OWNER'S FULL NAME _____

OWNER'S HOME ADDRESS _____

City _____ State _____ Zip Code _____ County _____

SOCIAL SECURITY # _____ - _____ - _____ DRIVERS LICENSE # & STATE _____

BIRTH DATE ____/____/____ HOME TELEPHONE # (_____) _____ - _____

SPECIALIST ASSIGNED TO FIRM _____ SOCIAL SECURITY # _____ - _____ - _____

Insurance Expires _____ At least one hundred thousand dollars (\$100,000.00)

Pursuant to Tenn. Code Ann. § 62-32-214, you must obtain one of the following:

1. A surety bond in the amount of \$10,000.00 or
2. A federally insured certificate of deposit of no less than \$10,000.00 or
3. An irrevocable letter of credit for no less than \$10,000.00 or
4. A written proof of liability insurance coverage provided by a single-limit policy no less than \$100,000.00 for bodily injury and for damage to property in any one accident. The insurance company must complete and sign the certificate.

Branch Offices: _____ Yes _____ No (If Yes List Name and Address of Each. AND the Specialist Assigned to Branch.) If more than one branch, attach a separate sheet to application.

Each Branch Office Application Fee: \$50.00 (non-refundable)
 Each Branch Registration Fee: \$50.00
 Total Fees Due for Each Branch: \$100.00

Hydrostatic Testing _____ Yes _____ No (If yes, please indicate on a separate sheet of paper the name(s) of any employee(s) who will engage in hydrostatic testing) along with the certificate showing proof of qualification to engage in hydrostatic testing.

Pursuant to Rule 0780-2-14-.04, If an applicant for a certificate of registration as a firm seeks authorization to perform hydrostatic testing, the applicant shall demonstrate to the Division's satisfaction that at least one (1) employee of the firm is qualified to provide such service.

Hydrostatic Application Fee: \$50.00

NEW APPLICANTS ONLY: Submit a written affidavit, notarized, detailing the applicants qualifications (including education and experience) to engage in the business of installing or servicing portable fire extinguishers or fixed fire extinguisher systems. (Pursuant to Rule 0780-2-14-.03)

This application must be signed by the sole proprietor, or by each partner of a partnership, or by the president and secretary of a corporation or organization. By applying for a certificate of registration, the applicant authorizes the representatives of the Division of Fire Prevention to enter, examine, and inspect any premises, building, room or establishment used by the applicant while engaged in the installation or service of portable fire extinguishers or fixed fire extinguisher systems.

Signature _____

Title _____

Signature _____

Title _____

Signature _____

Title _____



ADMINISTRATIVE SERVICES DIVISION

**PERMITS AND LICENSES UNIT
500 JAMES ROBERTSON PARKWAY
NASHVILLE, TENNESSEE 37243**

Eligibility Verification for Entitlements Act Attestation Instructions

INSTRUCTIONS: If you are a natural person applying for a license, registration, certification or other benefit you must:

1. Attest, under penalty of perjury, to your status as either a United States citizen, a qualified alien as defined in Tennessee's Eligibility Verification for Entitlements Act, or a foreign national not physically present in the United States, by selecting your status in Part A below signing on the line labeled "Applicant's Signature," printing your name on the line labeled "Printed Name" and putting the current date on the line labeled "Date."

AND

Do one (1) of the following:

2. If you are claiming United States citizenship, present one (1) of the forms of identification provided for in Part B below. **If you provided your Social Security Number as part of your application for licensure, registration, certificate or other benefit, no additional documentation is required; however, please be aware that efforts may be made to verify any such number.**
3. If you are claiming qualified alien status, you **MUST** present two (2) forms of documentation (front and back) of identity and immigration status, as determined by the United States Department of Homeland Security to be acceptable for verification through the SAVE program, as provided in Part C below. **(Failure to provide two forms of documentation as described will result in a delay to determining eligibility for licensure.)**
4. If you are claiming qualified alien status but you are unable to present two (2) forms of documentation provided for in Part C of this form, then you shall present at least one (1) such document that shall then be verified through the SAVE program.
or
5. If you are claiming you are foreign national not physically present in the United States, 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.

Eligibility Verification for Entitlements Act Additional Required Documentation

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

- A valid Tennessee driver license or photo identification license issued by the Department of Safety;
- A valid driver 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 Islands, Northern Mariana Islands, American Samoa, Swains Island, or Guam; provided 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 (N550, N570 or N578);
- A United States citizen identification card (I-197, I-179);
- Any successor document of those listed at Tenn. Code Ann. §§ 4-58-103(c)(4)-(9); or
- **A social security number that may be verified with the Social Security Administration in accordance with federal law (if you provided your social security number as part of your application for licensure, no additional documentation is required; however, please be aware that efforts may be made to verify any such number).**

Part C. If you are claiming qualified alien status, you must present two (2) 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. Such forms of identification may include:

- 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);
- 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.

Part D. If you are claiming qualified alien status, but you are unable to present two (2) forms of documentation as described in Part C, then you shall present at least one (1) such document as described in Part C, which shall then be verified through the SAVE program.

Part E. 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.