

Contractor Certification Application Form



New

Renewal

<p>1. SSN Number: _____</p> <p>NJDFS Cert Number: _____</p> <p>Date of Birth: _____</p> <p>2. Name: _____</p> <p>Address: _____</p> <p>City, State, Zip: _____</p> <p>Telephone: H: _____ C: _____</p> <p>Email Address: _____</p>	<p>For Official Use Only</p> <p>Received: _____</p> <p>Check Number: _____</p> <p>Returned: _____</p> <p>Received: _____</p> <p>Approved: _____</p> <p>By: _____</p>
<p>3. Contractor Certifications (Check all that apply):</p> <p><input type="checkbox"/> All Fire Protection Equipment Systems (see instructions, p.2)</p> <p><input type="checkbox"/> Fire Sprinkler System</p> <p><input type="checkbox"/> Special Hazard Fire Suppression System</p> <p><input type="checkbox"/> Fire Alarm System</p> <p><input type="checkbox"/> Portable Fire Extinguisher</p> <p><input type="checkbox"/> Kitchen Fire Suppression System</p> <p><i>Application fees are \$75.00 for each certification title. (This includes All Fire Protection)</i></p>	<p><u>Certifying Agency</u></p> <p>NAFED/NICET</p> <p>NICET</p> <p>NICET</p> <p>NICET</p> <p>NAFED</p> <p>NAFED</p>
<p>4. Certification requirements:</p> <p>All applications submitted shall include current proof of certification or recertification with NICET and/or NAFED. Please provide a copy of NICET and/or NAFED certificate (s) (no originals) with this application. See Certification Requirements: N.J.A.C. 5:74-2.3(d) .</p>	<p>8. Fees:</p> <p>Application fees are \$75.00 for each certification title checked in the left column in Section 3. Total the fees and attach a check or money order payable to “Treasurer State of New Jersey”. Applications will not be processed unless payment is enclosed.</p> <p>Please write your ID# in memo part of check. <u>Applications received after the lapse date must pay a \$75.00 late fee for a total of \$150.00 for each certification.</u></p>
<p>5. Employer Information:</p> <p>Provide on a separate sheet of paper, a list all fire protection businesses which you are presently employed. Include company name (s), address (s), phone number (s), title (s), and a description of the type of work you perform. Additionally, you must acknowledge your position of Company Qualifier, if applicable.</p> <p style="text-align: center;"><i>Note: Application will not be processed without this list.</i></p>	<p>9. I do hereby certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.</p> <p style="text-align: center;">_____ Signature</p> <p style="text-align: center;">_____ Date</p> <p style="text-align: center;">Visit our website: http://www.nj.gov/dca/divisions/dfs</p>
<p>6. Do you certify that you are 18 years of age or older, possess good moral character, and have not been convicted of a crime of the first, second or third degree within 10 years prior to the filing of this application?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, attach an explanation.</i></p>	
<p>7. Personal Information (Optional)</p> <p>Gender: Male <input type="checkbox"/> Race: <input style="width: 50px; height: 20px;" type="text"/></p> <p>Female <input type="checkbox"/> <i>Use the codes on the back of this form.</i></p>	

APPLICATION FORM INSTRUCTIONS

Note: Please type or print clearly on the application form. Certification (s) will not be issued unless documentation is received that you meet certification requirements. A separate application will be required for each individual to be certified.

Section

1. Enter your Social Security Number (SSN). This will enable the Division of Fire Safety to assign a secondary key for application processing. Provide your state ID number. *(This is the number on the wallet card).*
2. Provide your name, home address, email, cell phone and business phone numbers.
3. Indicate which certifications you are applying to receive and which services you will perform. Checking the All Fire Protection Equipment Systems box requires only one \$75.00 fee. Additional fee examples are: Fire Alarm System and Fire Sprinkler System would require two fees (\$75.00 + \$75.00 = \$150.00). Please note: if you possess all certifications but as separate certifications, your fee is still only \$75.00

If you checked the Kitchen Fire Suppression System box in Section 3, provide documentation of authorization from the manufacturer or equivalent training program for each type of system which may be installed, serviced, repaired, inspected or maintenance.
4. Provide **copies** (do not send originals) of NAFED (National Association of Fire Equipment Distributors) or NICET (National Institute for Certification in Engineering certification documents, whichever applies. Note: those with certifications from both agencies (example: All Fire Protection) will need to provide documentation from both NAFED and NICET.
5. Provide the business name, address and phone number of each fire protection contractor that you are currently employed.
6. Answer the question.
7. Provide your gender and indicate your race/national origin which best applies to your ancestral heritage. Providing this information is voluntary.

Codes: 01=American Indian or Alaskan Native
 02=Asian or Pacific Islander
 03=Black, not of Hispanic origin
 04=White, not of Hispanic origin
 05=Hispanic
8. Application fees are **\$75.00** for each certification title checked in the left column in Section 3. Total the fees and attach a check or money order payable to **“Treasurer State of New Jersey”**. Applications will not be processed unless payment is enclosed for all certifications. Please write your name and ID# in check memo on check. Late Fee is \$75.00 for each certification.
9. The application form must be signed and dated. Forward the application form, application fee and supportive documentation to:

**State of New Jersey
Department of Community Affairs
Division of Fire Safety
Contractor Certification and Emblems Unit
P.O. Box 809
101 South Broad Street
Trenton, NJ 08625-0809**

IT IS THE CERTIFICATE HOLDER'S RESPONSIBILITY TO MAKE SURE THAT ALL INFORMATION IS CURRENT.

**IF YOU CHANGE ANY REQUIRED INFORMATION YOU MUST FILE AN AMENDED APPLICATION.
ALLOW 10 TO 15 BUSINESS DAYS FOR PROCESSING.**

All overnight packages sent by Federal Express, UPS, Post Office and/or any other carrier should be sent directly to:

**State of New Jersey
Department of Community Affairs
Division of Fire Safety
Contractor Certification and Emblems Unit
101 South Broad Street
Trenton, NJ 08608**

Please allow 10-15 business days for processing.

Visit our website at:
<http://www.nj.gov/dca/divisions/dfs/>

Questions regarding Fire Protection Equipment Contractor certification requirements and procedures should be directed to the Division of Fire Safety staff at **(609) 777-3552** press #3 from 8:30 A.M.-4:30 PM, Monday through Friday.