

# CODE ENFORCEMENT CERTIFICATION



Phone: (609) 777-3552  
 Fax: (609) 341-3469

## Application Form

	For Office Use Only
<p><b>1. Personal Information</b></p> <p>*SSN Number: _____</p> <p>DFSID Number: _____</p> <p>*Name: _____</p> <p>*Home Address: _____</p> <p>*City, State, Zip: _____</p> <p>County: _____</p> <p>*Telephones: *Home _____ Ext. _____</p> <p style="padding-left: 40px;">*Work _____</p> <p style="padding-left: 40px;">*Cell _____</p> <p style="padding-left: 40px;">Fax _____</p> <p>*Email Address: _____</p> <p>UCC License Number: _____</p> <p><i>Note: *=Required</i></p>	<p>Date Received: _____ / _____ / _____</p> <hr/> <p>Check Number: _____</p> <p>Check Date: _____ / _____ / _____</p> <p>Check Amt: \$ _____</p> <p>Maker of Check: _____</p> <hr/> <p>PO/Voucher #: _____</p> <p>PO/Voucher Date: _____ / _____ / _____</p> <p>PO/Voucher Amt: \$ _____</p> <p>Municipality: _____</p> <p>Problem: _____</p> <p>Returned: _____</p> <p>Received: _____</p> <hr/> <p>Date Approved: _____ / _____ / _____</p>
<p><b>2. Fire Inspector certification requires successful completion of an approved program of instruction pursuant to N.J.A.C. 5:71-4.9(f), and passing either the Division of Fire Safety (DFS) Fire Inspector or International Code Council (ICC) Fire Inspector 1 written exam. Fire Official certification requires successful completion of the Fire Inspector certification requirements and completing an additional Fire Official program pursuant to N.J.A.C. 5:71-4.9(g).</b></p> <p style="text-align: center;">Check only <b><u>ONE</u></b> title.</p> <p style="text-align: center;"> <input type="checkbox"/> Fire Official  <input type="checkbox"/> Fire Inspector         </p> <div style="border: 1px solid black; padding: 5px; margin-left: auto; margin-right: auto;"> <p>Note: Please attach a photo copy of the program certificate or college report card/transcript which indicates your successful completion of the program(s) of instruction.</p> </div>	
<p><b>3. Have you been convicted of a crime or offense other than a traffic violation, or engaged in any behavior or conduct sufficient to deny certification in accordance with N.J.A.C. 5:71-4.4 and/or N.J.A.C. 5:71-4.6? If yes, please supply details on another sheet of paper.</b></p> <p style="text-align: center;"> <input type="checkbox"/> No                      <input type="checkbox"/> Yes         </p>	
<p><b>4. A non-refundable fee of \$91.00 is required for each application. Please attach a personal check, money order, or municipal purchase order/voucher payable to "TREASURER, STATE OF NEW JERSEY".</b></p>	
<p><b>5. 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.</b></p> <p>Signature: _____ Date: _____</p>	

# Application Form Instructions

Note: Please type or print clearly on the application form.

## Section

1. Enter your Social Security Number (SSN) and DFSID Number, if issued to you in the space provided. The collection of the SSN is **mandatory**, and is collected under authority of N.J.S.A. 54:50-24 et seq. and Administrative Rule N.J.A.C. 5:3-1.2. The mandatory provision requires the collection of your SSN which enables both the Division of Fire Safety within the Department of Community Affairs and the Division of Taxation within the Department of Treasury to conduct more efficiently, the necessary background check before issuance, denial, renewal, suspension or revocation of a certification.

On the next lines enter your name, home address, city, state, zip code and county where you reside. Please supply your telephone numbers so that we may reach you if we receive undelivered mail or need to reach you during the day. Please list your fax number and email address to further assist us in forwarding information and contacting you, and indicate the fire department name where you are a member or employee.

If you hold a valid NJ Uniform Construction Code (UCC) license, please supply your UCC six digit license number (Example: 001234) so that the Division of Fire Safety may credit reciprocal seminars to your license.

2. The educational program requirements to obtain certification as a Fire Inspector or Fire Official are specified pursuant to N.J.A.C. 5:71-4.9 (f) and N.J.A.C. 5:71-4.9(g) respectively, and must be the adopted programs approved through the Office of Training and Certification. Please check only one title on the application form. However, if you have successfully completed both instructional programs, and passed either the Division of Fire Safety (DFS) Fire Inspector or International Code Council (ICC) Fire Inspector 1 written exam, you may apply for both certifications at the same time and only pay one \$91.00 fee. This option would certify you to the higher Fire Official certification level. Please attach documentation which indicates your compliance to the certification criteria.

Please note that N.J.A.C. 5:71-4.4(b)1 establishes that “**Only an education program completed within the three years prior to, or at the time of, application shall be accepted toward fulfilling the requirements for certification.**” Any programs/exams completed outside of the three year limit will not be accepted to meet credentialing requirements.

To obtain a **Fire Inspector** certification the State adopted credentialing program and successful passing of either the Division of Fire Safety (DFS) Fire Inspector or International Code Council (ICC) Fire Inspector 1 written exam must be completed.

To obtain a **Fire Official** certification, in addition to meeting the credentialing requirements of Fire Inspector, the State adopted Fire Official program of instruction must be completed. Please attach a photo copy of the program certificate(s) or college report card/transcript with your application.

3. If you answer YES, please supply a detailed explanation on another sheet of paper.
4. A non-refundable fee of **\$91.00** is required for each application. A personal check, money order, or purchase order/voucher must accompany your application payable to the “**TREASURER, STATE OF NEW JERSEY.**” Your application will not be processed unless payment is attached.
5. The application must be signed and dated by the applicant. Please forward the completed application, program completion documentation and \$91.00 non-refundable fee to:

**Attn: Code Enforcement Certification  
Office of Training & Certification  
Division of Fire Safety  
P.O. Box 809  
Trenton, NJ 08625-0809**

### Office Staff Contact Information

Questions about Code Enforcement certification requirements and procedures should be directed to the staff of the Office of Training and Certification at **(609) 777-3552** from 8:30 a.m. to 4:00 p.m., Monday through Friday.