NEW HAMPSHIRE DEPARTMENT OF SAFETY
OFFICE OF THE STATE FIRE MARSHAL
Fireworks Safety & Enforcement Unit
Mailing Address: 33 Hazen Drive, Concord, NH 03305
Office: 110 Smokey Bear Blvd., Concord, NH
(603) 223-4289 / FAX (603) 223-4294 / Email: fmo.fireworks@dos.nh.gov

APPLICATION CHECKLIST FOR DISPLAY FIREWORKS CERTIFICATE OF COMPETENCY

NEW APPLICANTS:

☐ Complete Application for Certificate of Competency for Display Fireworks (DSFM 165)

Help Tips:

(1) # 3, 4, and 5 located on page 1 of the application refer to the fireworks company you currently work for, and your current position.

(2) # 8 pertains to any jurisdiction where you have held a license.

(3) #9 If your criminal record was annulled by a court, have you also had your record cleared with the state criminal record repository possessing the record.

☐ Complete and attach the Endorsement Form (DSFM 362F). If you currently hold a valid Display Fireworks Operator's license from another jurisdiction, you may submit a copy of your license in place of the Endorsement Form.

☐ Complete and attach the NH State Police – Criminal History Record Information Request form.

☐ Attach a current copy of your U.S. ATF letter of clearance (Employee Possessor) for your employer, or you may submit a current copy of the employers Responsible Party / Employer Possessor list showing the applicants name.

☐ Application Fee of $100.00 payable to: **State of New Hampshire – Treasurer**

Note: Following the completion of your back ground investigation you will be contacted and invited to sit for the written examination for your certificate of competency. Testing is pre-scheduled for the 1st Wednesday of each month (*months of May, June, and November 1st, and 3rd Wednesday's*) at the State Fire Marshal's Office located at 110 Smokey Bear Blvd in Concord, NH.

RENEWAL APPLICANTS:

☐ Complete Application for Certificate of Competency for Display Fireworks (DSFM 165)

Help Tips:

(1) # 3, 4, and 5 located on page 1 of the application refer to the fireworks company you currently work for, and your current position.

(2) # 8 pertains to any jurisdiction where you have held a license.

(3) #9 If your criminal record was annulled by a court, have you also had record cleared with the state criminal record repository possessing the record.

RENEWAL APPLICANTS (continued):

☐ Attach documentation that you have completed a minimum of 16 hours of continuing training / education during your licensing period. Topics may include operator safety, code / rule review and updates, display fireworks operations (not event specific). Instructing these programs count towards your continuing education hours. Documentation shall include the following:

(1) Name, address, and telephone number of the organization or individual providing the safety training.
(2) Date and location of training.
(3) Name of instructor(s) and evaluator(s).
(4) Description of training.
(5) Total number of hours of each training session.
(6) A copy of the attendance form, training certificate, or a signed letter from the instructor attesting to the applicants participation in the training program.

☐ Attach documentation that you have conducted a minimum of 4 displays of Display Fireworks during the previous licensing period. This is not state specific and copies of permits indicating the applicant may be submitted as documentation.

☐ Complete and attach the NH State Police – Criminal History Record Information Request form.

☐ Attach a current copy of your U.S. ATF letter of clearance (Employee Possessor) for your employer, or you may submit a current copy of the employers Responsible Party / Employer Possessor list showing the applicants name.

☐ Application Fee of $100.00 payable to: **State of New Hampshire – Treasurer**.

Note: If a renewal applicant cannot meet the training and minimum show requirements indicated above, the applicant shall be required to successfully pass the written competency examination to have their license renewed. Testing is pre-scheduled for the 1st Wednesday of each month (*months of May, June, and November 1st, and 3rd Wednesday's*) at the State Fire Marshal's Office located at 110 Smokey Bear Blvd in Concord, NH.

Anyone with licensing questions can contact the Fireworks Safety & Enforcement Unit, Monday through Friday, 8:15 AM to 4:00 PM at (603) 223-4289, or by email at FMO.fireworks@dos.nh.gov