



DEPARTMENT OF FORESTRY AND FIRE PROTECTION
OFFICE OF THE STATE FIRE MARSHAL
Fire Engineering Division

1131 S Street
 Sacramento, CA 95811
 Web Site: <http://osfm.fire.ca.gov>
 (916) 445-8376
 (916) 445-8458 Fax



11/30/2016

RE: Effective January 1, 2017 your Concern License is no longer valid in California. All services performed after this date have been done WITHOUT a proper license in effect as required and may be subject to penalties.

This letter is a follow up to your recent submission of the concern License Renewal Application received by the Office of the State Fire Marshal (OSFM). We are missing items from your Concern Renewal Application and cannot process until receipt of the marked documents.

- Photocopy of renewal form is not permitted. Please return the signed original.
- Missing updated sample of company service tags (**cannot advertise PO Box**)
- Missing updated sample of low pressure hydrostatic testing label (**photocopies are not accepted**)
- Missing updated sample of Collar Rings (**photocopies are not accepted**)
- Missing Valid Local Business License from City/County
- Local Business License provided has expired
- Address listed on the local business license does not match the address on the application
- Missing Proof of General Liability Insurance (**State Fire Marshal needs to be listed as Certificate Holder**)
- Proof of insurance provided has expired
- Address listed on proof of insurance does not match the address on the application
- Missing list of employees (you MUST return the second page of the renewal even if you have no staff)
- No valid Certificate of Registration holders working for your company
- Missing signatures by all owners/partners
- Missing Department of Transportation Certificate Letter
- Department of Transportation Letter is expired
- Missing updated reciprocal agreement from the company that will be providing CO2, Hydrostatic testing—high pressure Cylinder and Halon Tear Down (**REQUIRED**)
- Our records indicate that the company providing a reciprocal agreement does not currently hold a valid A or E Concern License
- The reciprocal agreement company providing 6-year Halon Tear Down service does not possess a Getz Certificate
- Missing copy of Board of Equalization resale license (with correct physical address)
- Missing copy of Getz Certificate (or equivalent)

Please attach this letter with your submission of the required documentation and send email to wanda.albritten@fire.ca.gov or fax to 916-445-8458.

Sincerely,

Wanda Albritten
 Management Services Technician, Fire Engineering