



NH DEPARTMENT OF SAFETY
Division of Fire Safety | Office of the State Fire Marshal
Office: 110 Smokey Bear Boulevard, Concord, NH 03301
Mailing Address: 33 Hazen Drive, Concord, NH 03305
Telephone: 603-223-4289 • **Fax:** 603-223-4294
www.nh.gov/firemarshal



CITATION AUTHORITY APPLICATION

Instructions: Please fill out this two-page form entirely. Please type or print legibly.

APPLICANT NAME: _____ DATE: _____

ADDRESS: _____

TOWN: _____ ST: _____ ZIP: _____

NAME OF AGENCY: _____

AGENCY ADDRESS: _____

TOWN: _____ ST: _____ ZIP: _____

JOB TITLE: _____

DESCRIPTION OF DUTIES: _____

EDUCATIONAL BACKGROUND: _____

HAVE YOU EVER BEEN ARRESTED OR CONVICTED OF A CRIME THAT HAS NOT BEEN ANNULLED BY A COURT?
_____ YES _____ NO

IF YES, PLEASE EXPLAIN

I certify that I have read the foregoing and affirm that every statement contained herein is true and correct. **[[False statements made herein are punishable under RSA 641:3]]I also certify that I am familiar with all state laws, regulations and local ordinances relating to the issuance of fire safety violations.**

Applicant Signature: _____ Date: _____

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EXPERIENCE:

PLEASE INDICATE THE NUMBER OF YEARS OF EXPERIENCE IN ANY OF THE FOLLOWING CATEGORIES:

DESCRIPTION	PART TIME	FULL TIME
Fire Chief		
Fire Inspector		
Fire Prevention Officer		
Fire Marshal		
Fire Investigator		
Licensing Inspector		
Building Official		
Code Enforcement Officer		
<i>A minimum of 1 year full-time or 2 years part-time is required.</i>		

Submit With Application

Please include copies of certificates or other evidence of completion that meet criteria 1 and 2 below.

A letter of recommendation is also required. Incomplete applications will not be considered.

- 1) A course that is composed of the following elements:

Search and seizure; Fire safety rules and state laws and codes; Evidence gathering; and Procedures for issuing a citation.

- 2) A minimum of **100 points** from any of the following:

*Successful completion of a fire inspector promotional examination given by a municipality or the commission shall entitle a person to **50 points**;*

*Attainment of an associate, bachelors, or master's degree in fire protection from an accredited higher educational institution shall entitle a person to **100 points**;*

*Current certification by the commission as a fire inspector or fire officer shall entitle a person to **100 points**;*

*Current certification by the NFPA, ICC, Pro Board, or other nationally accredited certifying agency as evidenced by successful completion of an examination specific to the application of building or fire codes, shall entitle a person to **100 points**;*

*Current certification by the council as a part-time or full-time police officer, as defined in Pol 101.30 and Pol 101.24 respectively, shall entitle a person to **100 points**; and*

*Successful completion of a course in fire investigation, fire inspection, building inspection or fire or building codes offered by the New Hampshire technical college, the NHFA, NFA, NFPA, ICC, the commission, or an accredited institution or organization shall entitle a person to **25 points for each course**.*

- 3) A letter of recommendation or endorsement from the executive office of the department at which the person is employed.