

**Instructions for North Carolina
Pyrotechnic Operator Assistant
or Proximate Audience Operator Assistant
License Application**

PURSUANT TO NORTH CAROLINA GENERAL STATUTE 95-25.5 (b) - ALL ASSISTANT APPLICANTS MUST BE A MINIMUM OF 18 YEARS OF AGE.

1. Include 2 inch by 2 inch photo taken within six months of the date of application. **This photo will be attached to the application by OSFM personnel and may be visible on internet records strictly related to your license.**
2. Check type of license desired pyro or proximate. **The applicant must fill out one application for each individual license applied. An application for a Proximate and Pyrotechnic Operator Assistant will require two separate applications.**
3. Fill out number one on the application completely including all home address and telephone information. This information must match the information on the driver's license or government issued ID if Applicable. **The e-mail address appearing in this box should be your primary e-mail address, but does not necessarily have to be your personal e-mail address.**
4. Fill out section two completely, including all pertinent information regarding the business for which you are employed.

PYROTECHNIC DIRECTORY: Your name, license type, and county will appear in the public access portion of the OSFM pyrotechnic website. If you wish to be included in the pyrotechnic directory, your information must appear in box #2 of the application. If no information appears or the box for "do not release" is checked your information will not appear in the directory. Information provided should include the contact information by which the venue management or the general public may request your services..

5. Fill out information for questions 3-12. **Failure to complete any one of the questions or provide details regarding "yes" answers will result in denial of the application.**
6. For section 13, submit the following:
 - Attachment A (Driver's License or other Government Issued ID if Applicable)
 - Attachment B (2 inch x 2 inch photo taken within last six months)
 - Attachment C (Assistant Affidavit) **May use "Assistant Affidavit" from web site. Not required if applicant is an ATF License holder or licensed in another state.**
 - Attachment D (Professional Licenses held in other states) **Photocopy all listed licenses.**

7. Section 14 Submit the following (**Pyrotechnic Assistant Operators Only**):

FEDERAL REGULATIONS REGARDING RESPONSIBLE PARTIES REQUIRE ALL LICENSED PYROTECHNIC OPERATORS TO HAVE ONE OF THE FOLLOWING:

- A BATFE LICENSE OR PERMIT, (ATTACHMENT E)
- A LETTER OF CLEARANCE (ATTACHMENT E) AND AN “ASSISTANT AFFIDAVIT FROM THE LICENSE HOLDER UNDERWHICH YOU ARE CONTRACTED OR EMPLOYED, ”(ATTACHMENT C)
- AN EMPLOYEE POSSESSOR QUESTIONNAIRE (ATTACHMENT E), AND AN “ASSISTANT AFFIDAVIT” FROM THE LICENSE HOLDER UNDER WHICH YOU ARE CONTRACTED OR EMPLOYED. (ATTACHMENT C)

PERMITS RECEIVED BY PROVIDING AN EMPLOYEE POSSESSOR QUESTIONNAIRE WILL RESULT IN A SIX MONTH REVIEW OF THE PERMIT UNTIL DOCUMENTATION FROM THE BATFE IS RECEIVED. THE PERMITTED OPERATOR IS RESPONSIBLE FOR PROVIDING DOCUMENTATION OF THEIR LETTER OF CLEARANCE UPON RECEIPT.

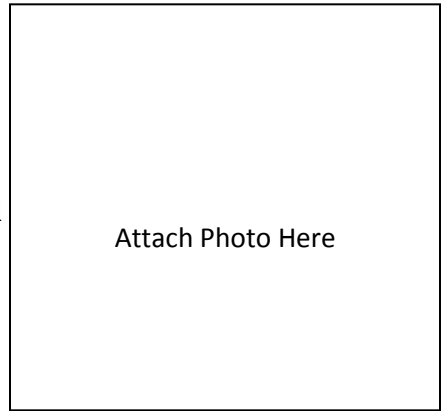
8. Section 16 Attach \$30.00 check or money order payable to “The North Carolina Department of Insurance.” **APPLICATION FEES ARE NON-REFUNDABLE AND EXPIRE AFTER ONE YEAR OF INACTIVITY.**
9. Provide original signature and print name legibly in the space provided, provide contact information and date. Please submit this application to:

Office of State Fire Marshal
Pyrotechnic Permitting
1202 Mail Service Center
Raleigh NC, 27699-1202

**** CITY AND COUNTY EMPLOYEE APPLICANTS ARE ONLY REQUIRED TO SUBMIT BATFE LETTER OF CLEARANCE.****



North Carolina
Department of Insurance
Office of State Fire Marshal
1202 Mail Service Center
Raleigh, NC 27603-3400



Permit Type: Pyro Prox
Permit No.: _____
Permit Expiration Date _____

**Application for Pyrotechnic Operator Assistant
or Proximate Audience Operator Assistant License**

Any person that conducts pyrotechnic or proximate audience displays in N.C. must be permitted by the OSFM pursuant to N.C. General Statute (14-410) Please provide the following information
(TYPE OR PRINT IN BLACK INK):

Type of Permit:
New Applicant: Pyrotechnic Assistant Proximate Assistant

1. <u>Name / Address of Applicant</u> Name: _____ Address: _____ City: _____ State: _____ Zip Code: _____ County: _____ Phone: () _____ Fax: _____ E-Mail Address: _____	FOR OFFICIAL USE ONLY <i>PGI Qualification</i> <i>Certificate Attached</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>APA Qualification</i> <i>Certificate Attached</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Other OSFM Approved Class</i> _____ INSTRUCTOR DATE
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The information contained in item #2 will appear in the **OSFM Pyrotechnic Directory**

2. Name / Address of Pyrotechnic Delivery Agency DO NOT PUBLISH
Name: _____
Address: _____
City: _____ State: _____
Zip Code: _____ County: _____
Phone: () _____ Fax: _____
E-Mail Address: _____

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or Proximate Audience Operator Assistant License**

Each of the following questions must be answered by checking the “Yes” or “No” box. Give full details on a separate sheet for each “Yes” answer.

	Yes	No
3. Has a court ever declared you incompetent by reasons of mental or physical defect or disease?	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you ever been committed to a mental institution?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you have an addiction to or dependency on alcohol or drugs?	<input type="checkbox"/>	<input type="checkbox"/>
6. Are you a fugitive from justice?	<input type="checkbox"/>	<input type="checkbox"/>
7. Are you an undocumented immigrant to the United States?	<input type="checkbox"/>	<input type="checkbox"/>
8. Are you under indictment in any court for a felony, or any crime for which the judge could imprison you for more than one year?	<input type="checkbox"/>	<input type="checkbox"/>
9. Have you ever been discharged from the armed forces under dishonorable conditions?	<input type="checkbox"/>	<input type="checkbox"/>
10. Having been a citizen of the United States, have you ever renounced your citizenship?	<input type="checkbox"/>	<input type="checkbox"/>
11. Have you ever willfully violated any provisions of the Pyrotechnic Operator Permitting Law (NCGS14-410)?	<input type="checkbox"/>	<input type="checkbox"/>
12. Have you made a material misstatement or knowingly withheld information in connection with any original or renewal license application?	<input type="checkbox"/>	<input type="checkbox"/>

13. All Applicants Must Submit the Following:

- A copy of your driver's license or other government issued identification that includes the date of birth and photograph. Submit as Attachment A.
- A photograph (2 inch x 2 inch) taken within the preceding six months. The photograph must be clear, front view, full face, head and shoulders only, without glasses, hats, scarves or any object that obscures the identity of the applicant. Submit as Attachment B.
- Assistant Affidavit attesting to your experience if any and the employment by the ATF license holder under which you received clearance (**Not required if applicant is ATF Licensed or licensed in another state**). Proximate Operator Assistants are not required to have ATF clearance but are required to be insured.
- A list of pyrotechnic licenses issued to the applicant by other states. Submit as Attachment D. **A photocopy of all listed licenses shall be included with this application; consideration will not be given to listed licenses without an accompanying photocopy.**

**PYROTECHNIC PERMIT APPLICANTS PROCEED TO #14
PROXIMATE AUDIENCE MAY SKIP TO #15.**

