

**Instructions for North Carolina
Pyrotechnic Operators Assistant License**

RENEWAL

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 permit.**
2. Provide license number. **The applicant must fill out one application for each individual license renewed. 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. **If the information has not changed check the "Personal Information Has Not Changed" box.**
4. Fill out section two completely, including all pertinent information regarding the business for which you are employed. **If the information has not changed check the "Delivery Agency Information Has Not Changed" box.**

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. For section 3, 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 Attestation Form **May use "Assistant Attestation Form" from website**).
- Attachment D (Professional Licenses held in other states, **photocopy all listed licenses**).

6. Section 4 Submit the following:

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

- A BATFE LICENSE OR PERMIT,**
- A LETTER OF CLEARANCE AND AN AFFIDAVIT FROM THE LICENSE HOLDER UNDERWHICH YOU ARE CONTRACTED OR EMPLOYED**

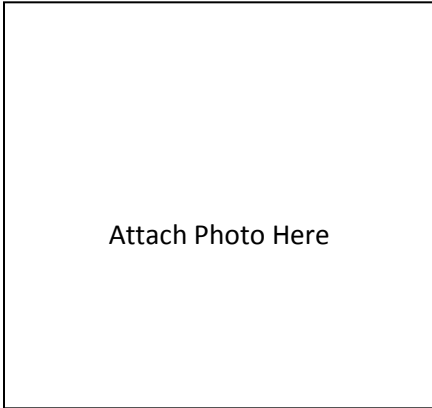
EMPLOYEE POSSESSOR QUESTIONNAIRES WILL NOT BE ACCEPTABLE FOR ASSISTANT RENEWAL APPLICATIONS.

7. Section 5 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.**
8. Provide 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 Licensing
1202 Mail Service Center
Raleigh NC, 27699-1202



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



Application for Renewal of the
Pyrotechnic Operator Assistant License

Any person that conducts pyrotechnic or proximate audience pyrotechnic displays in N.C. must be licensed by the OSFM pursuant to N.C. General Statute (14-410) Please provide the following information

(TYPE OR PRINT IN BLACK INK):

Type of License:
Pyrotechnic Assistant License # _____

1. Name / Address of Applicant
Name: _____
Address: _____
City: _____ State: _____
Zip Code: _____ County: _____
Phone: () _____
Fax: _____
E-Mail Address: _____
CHECK HERE IF INFORMATION HAS NOT CHANGED
Personal Information Has not changed []

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: _____
CHECK HERE IF INFORMATION HAS NOT CHANGED
Delivery Agency Information Has not changed []

3. 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.
- An Assistant Attestation Form attesting to your experience over the past three years and 12 hours of continuing education through training. Submit as Attachment C.
- 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.**

4. Assistant Operator License Applicants Must Also Submit the Following:

- A Copy of BATFE License, Permit, proof of a license in the renewal phase (Required for all licensed Pyrotechnic Operators Assistants, Attachment E).
- Copy of BATFE Letter of Clearance and a notarized affidavit from a license holder under which the applicant is employed or contracted (Attachment F).

5. License Fee: Please include a check or money order made payable to the "The North Carolina Department of Insurance" for the license fee of:

Pyrotechnic Assistant Operator License renewal	\$30
--	------

BY MY SIGNATURE I AGREE TO REPORT TO OSFM ANY CHANGE TO MY STATUS WITH REGARD TO ANY OF THE QUESTIONS NUMBERED 3-12, INCLUDING CONVICTION FOR ANY FELONY, OR CONVICTION FOR ANY ALCOHOL OR DRUG RELATED OFFENSE, REGARDLESS OF MISDEMENOR OR FELONY, WITHIN 24 HOURS OF OCCURANCE.

I certify that all information contained herein, and all information and documents attached hereto, are accurate, true, and complete. My signature indicates that I have not performed or been party to any action that would prevent me from maintaining my ATF clearance.

Signature: _____

Print Name: _____

License No.: _____ Date: _____

Signature and Information in this Section in Blue Ink Only

Failure to sign forms, submit necessary information, provide attachments, or enclose check or money order will cause your application to be denied and no license will be issued until all requirements are complete.

**Application for Renewal of the
Pyrotechnic Operator Assistant License**

Attachment D – List of Licenses Issued by Other States

ATTACH COPIES OF ALL LICENCES

NAME ON LICENSE	STATE	ISSUING AGENCY	TYPE OF LICENSE	LICENSE NO. AND EFFECTIVE DATES
				License No.: Issued: Expires:
				License No.: Issued: Expires:
				License No.: Issued: Expires:
				License No.: Issued: Expires:
				License No.: Issued: Expires:
				License No.: Issued: Expires:
				License No.: Issued: Expires:
				License No.: Issued: Expires:
				License No.: Issued: Expires:
				License No.: Issued: Expires:
				License No.: Issued: Expires:
				License No.: Issued: Expires:
				License No.: Issued: Expires: