



**North Carolina  
Department of Insurance  
Office of State Fire Marshal  
1202 Mail Service Center  
Raleigh, NC 27699-1202**

**TO THOSE REQUESTED TO CERTIFY AN  
APPLICANT'S EXPERIENCE, ABILITY AND CHARACTER**

The person providing you with this certificate is requesting that you certify as to your knowledge of their experience, ability, character and integrity. Of particular concern is your knowledge as to his or her prior compliance with all state and local laws and regulations governing the use of pyrotechnics.

Your cooperation is requested so that the Office of State Fire Marshal can determine whether an applicant has the experience necessary to receive a Pyrotechnic Operators permit. The person involved is required to verify that he or she meets all conditions necessary to take a pyrotechnic operator's examination. This verification is accomplished through your certification in support of their experience, ability, and character.

Certifications by former employers are the most desirable; however, any reference who has direct knowledge may certify to the applicant's experience. Applications shall be accompanied by the name and complete address of one reference **who is, preferably, not related to the applicant**, and who can attest to the applicant's experience, integrity and training. To be accepted, the attached form must be completed, and the statements therein certified to be true under the penalty of perjury.

If the applicant is certified in a different state the reference letter is not required.

When completed, please mail to:

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

APPLICANT'S NAME: \_\_\_\_\_

(Print)

**APPLICANT'S EXPERIENCE/ABILITY REFERENCE LETTER**

The person certifying to their knowledge of the above named examinee shall complete the form below.

I, \_\_\_\_\_, certify that I have personally known \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ and that of my own direct knowledge said examinee is experienced as follows:

Tell in your own words what you know of the applicant's experience and ability to handle pyrotechnics and their compliance with state and local laws and regulations governing them. Please provide the name of their employer and dates of employment. Describe the type of work performed and their position as assistant, North Carolina certified assistant, North Carolina permitted assistant, or lead operator (under another permitted/licensed operator). Give any other details that might aid in evaluating their experience. Include how you acquired knowledge about the applicant. (Use an additional sheet of paper if required.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Indicate your opinion of the character and integrity of this applicant:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, I certify under penalty of perjury that the foregoing is true and correct.

Relationship to applicant; circle one: Employer, Co-Worker, Friend, Supervisor, Other (specify)

\_\_\_\_\_

Signature of Certifier \_\_\_\_\_

Pyrotechnic License # \_\_\_\_\_

Street Address & City: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

\_\_\_\_\_ For Notary Use \_\_\_\_\_