



**DEPARTMENT OF FINANCIAL SERVICES**  
*Division of State Fire Marshal*

**FEE INFORMATION**  
**APPLICATION & FINGERPRINT CARD INSTRUCTIONS**  
**BUREAU OF FIRE STANDARDS & TRAINING**

All initial applications for certification received by the Bureau of Fire Standards and Training will require an application processing fee of \$30.00

**On-line Applications** - Apply on-line at [www.floridastatefirecollege.org](http://www.floridastatefirecollege.org) This fee is payable on-line as part of the application process. Follow the on-line directions.

**Mailed Applications** - The fee must accompany the application and may be paid by check or money order payable to the "FLORIDA DEPARTMENT OF FINANCIAL SERVICES." Fees.

**A completed finger print card is required for Minimum Standards, Retention, Out of State Equivalency, Special Chief's Exemption, Firesafety Inspector and Special Firesafety Inspector applications. The fee is \$64.00**

**Obtain a Fingerprint Card.** If you apply on-line, a fingerprint card will be sent to you. If you do not apply on-line you may acquire the fingerprint card from the Bureau of Fire Standards and Training (352-369-2800, Option 3) or from your local Certified Training Center. *Fingerprints submitted on a card not provided by the Bureau of Fire Standards and Training will not be accepted.*

**Fill out the card** - The top portion of the fingerprint card must be complete in order for the FDLE and FBI to process the card. You are responsible for providing all information applicable to you. **See specific directions below.**

**Have your fingerprints taken.** You must take the fingerprint card to a law enforcement agency to be fingerprinted. *Fingers should be washed and dried thoroughly prior to prints being taken.* There may be a charge associated with having your fingerprints taken.

**Pay for your fingerprint processing.** Go to <http://www.fldfsprints.com> or call 888-717-5699 and pay by Master Card or Visa. Your application will not be processed until payment and the completed card has been received.

**Mail your completed fingerprint card** to the Bureau of Fire Standards & Training, 11655 NW Gainesville Rd, Ocala FL 34482-1486 after payment has been made.

**The following specific fingerprint card instructions must be followed to ensure timely processing:**

- \* Your name, at the top of the fingerprint card, and all other information MUST be typed or clearly printed in black ink.
- \* **Do not sign** the fingerprint card until you are in the presence of the person who will take your fingerprints
- \* The section titled "Employer and Address" is not necessary
- \* The section titled "Reason fingerprinted" must contain **"FIREFIGHTER CERTIFICATION CH 633.34, F.S."**
- \* The sections titled Date of Birth DOB, Place of Birth POB, SEX, RACE, HGT (HEIGHT), WGT (WEIGHT), EYES, and HAIR **must all be filled out.**

RACE \*Use W for White, B for Black, A for Asian, I for Indian, etc. DO NOT USE THE LETTER "C".

HGT \*Use feet and inches, do not use total inches.

EYES/HAIR \*To describe color of eyes and hair, use appropriate three letter code from the following list:

COLOR	CODE	COLOR	CODE
Bald	BAL	Gray	GRY
Black	BLK	Hazel	HAZ
Blond or Strawberry	BLN	Red or Auburn	RED
Blue	BLU	White	WHI
Brown	BRO		

- \* The section titled citizenship CTZ is for your citizenship - U.S., Cuba, Canada, etc
- \* The section titled Armed Forces No. MNU is for your military service number if you have one.
- \* The section titled Social Security No. SOC is for your social security number if you have one, and is very important.<sup>1</sup>
- \* You are not required to fill out the sections titled: Your No. OCA, FBI No. FBI, or Miscellaneous No. MNU.

**DO NOT FOLD OR DAMAGE THE FINGERPRINT CARD IN ANY WAY.**

The fingerprint card cannot be processed if it has been folded, creased or damaged.

<sup>1</sup> Please note that the social security number is not required; however, if you provide it, it will greatly assist us in assisting you.