

STATE OF DELAWARE
OFFICE OF THE STATE FIRE MARSHAL

How to Apply for a Delaware Fire Protection License or Certificate

Company licenses | Individual certificates | Fire extinguisher licenses | Central and remote station licenses

Use this guide to identify the correct application, complete testing and certification requirements, and assemble a complete packet. It summarizes the current Office of the State Fire Marshal (OSFM) forms and licensing instructions. The official application and Delaware State Fire Prevention Regulations control if anything differs.

Start here: three steps

1 Choose the license Decide whether the applicant is a company, an individual certificate holder, a fire extinguisher licensee, or a monitoring company.	2 Complete prerequisites Use the classification tables to determine the required Fire School exam, NICET certification, Delaware PE registration, or Master Electrician license.	3 Submit one complete packet Include the original signed application, every supporting document, and the correct check or money order. Incomplete packets may be returned.
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Which application should I use?

What is being licensed?	Who applies?	Form
Fire alarm and/or fire suppression company	Business entity	Combined company license application
Fire suppression certificate holder	Individual tied to a licensed company	Standard certificate application, or the separate Class V application
Fire alarm certificate holder	Individual tied to a licensed company	Fire alarm certificate application
Fire extinguisher license	Individual	Fire extinguisher license application
Central or remote station service	Business entity	Central station / remote station application

Important: A company license and an individual certificate are separate. A fire alarm or fire suppression company must employ, full-time, a certificate holder qualified for the types of work the company will perform.

Fee summary

License or certificate	OSFM fee
Fire alarm company license	\$100 per company license
Fire suppression company license	\$100 per company license
Fire alarm or fire suppression certificate	\$100 per certificate requested
Fire extinguisher license	\$100
Central or remote station license	\$100

Checks or money orders must be payable to "The State of Delaware." Fire School testing fees are separate.

1. Fire Alarm / Fire Suppression Company License

The same four-page application is used for both company license types.

Application: [Open the Fire Alarm / Fire Suppression Company License Application](#)

Class overview: [Open the Fire Protection Systems License Classes chart](#)

Complete packet checklist

- ☐ Completed four-page company application. Check Fire Alarm, Fire Suppression, or both, and complete every applicable page.
- ☐ Original signatures and notarization wherever the application requires a notary. Do not leave the authorization or affirmation sections incomplete.
- ☐ Current Delaware Business License issued by the Delaware Division of Revenue.
- ☐ Certificate of insurance showing general liability and Delaware workers' compensation coverage. The application requires at least \$250,000 per person and \$500,000 per accident, with 10 days' prior written cancellation notice.
- ☐ List of the company's full-time certificate holder(s), including certificate number and classification(s). The certificate holder must be qualified for the work the company will perform.
- ☐ \$100 for each company license requested, by check or money order payable to "The State of Delaware."

Temporary business license: OSFM will accept a temporary Delaware business license for up to 60 days. Email the active/permanent business license to Licensing as soon as it is issued and no later than the temporary license's expiration.

Common examples

Request	Company license fee
Fire Alarm only	\$100
Fire Suppression only	\$100
Both Fire Alarm and Fire Suppression	\$200 total

Before mailing the packet

- ☐ Confirm the company name and address match the Delaware Business License and insurance certificate.
- ☐ Confirm every requested work classification is supported by a full-time certificate holder.
- ☐ Confirm the fee matches the number of company licenses requested.
- ☐ Make a copy of the complete packet for company records.

Submission rule: Initial license and certificate applications must be submitted with an original signature. Do not email the initial application packet. Mail or deliver it to the OSFM Licensing Office at the address on page 6.

2. Fire Suppression Certificate Holder

An individual certificate is connected to the licensed fire suppression company that employs the certificate holder full-time.

Classification and exam requirements: [Open the Fire Suppression System Certification Requirements](#)

Application for Classes I, II, IIIa-IIIe, IV, VIa, and VIb: [Open the standard Fire Suppression Certificate Application](#)

Application for Classes Va-Vf: [Open the Fire Suppression Class V Certificate Application](#)

Choose the classification and complete the matching prerequisites

Class	Required exam(s) and credential(s)
I	State Fire Prevention Regulations exam NICET Level II - Water-Based Fire Protection Layout NICET Level II - Special Suppression Layout
II	State Fire Prevention Regulations exam NICET Level II - Water-Based Fire Protection Layout
IIIa-IIIe	State Fire Prevention Regulations exam NICET Level II - Special Suppression Layout
IV	State Fire Prevention Regulations exam Fire Suppression Class IV exam
Va-Vf	State Fire Prevention Regulations exam NICET Level II - Special Suppression Layout
VIa	State Fire Prevention Regulations exam NICET Level II - Inspection and Testing of Water-Based Systems
VIb	State Fire Prevention Regulations exam NICET Level II - Water-Based Fire Protection Layout NICET Level II - Special Suppression Layout

Application packet checklist

- ☐ Correct completed application: the standard form for Classes I, II, IIIa-IIIe, IV, VIa, or VIb; the separate Class V form for Va-Vf.
- ☐ Delaware State Fire School letter showing successful completion of the State Fire Prevention Regulations exam.
- ☐ Class IV exam pass letter, if applying for Class IV.
- ☐ Copy of each current NICET certificate required for the classification shown above.
- ☐ Signed and dated letter on company letterhead confirming the applicant is the owner or a full-time employee of the company.
- ☐ Copy of a government-issued ID or other proof of age. Include proof of authorization to work in the United States if applicable.
- ☐ \$100 for each certificate requested, by check or money order payable to "The State of Delaware."

Delaware PE option: A current Delaware Professional Engineer registration may replace prescribed exam/NICET documentation where the application permits. The suppression application specifically does not allow this substitution for Class VIa (or in-house Class VIIIa). Contact Licensing before relying on the PE exception for a particular class.

3. Fire Alarm Certificate Holder

An individual certificate is connected to the licensed fire alarm company that employs the certificate holder full-time.

Classification and exam requirements: [Open the Fire Alarm Signaling System Exam Requirements](#)

Application: [Open the Fire Alarm Signaling Systems Certificate Application](#)

Choose the classification and complete the matching prerequisites

Class	Required exam(s) and credential(s)
I	State Fire Prevention Regulations exam NICET Level II - Fire Alarm Systems
IIa, IIb, IIc	State Fire Prevention Regulations exam NICET Level II - Fire Alarm Systems
III	State Fire Prevention Regulations exam NICET Level II - Fire Alarm Systems
IVa, IVb, IVc	State Fire Prevention Regulations exam NICET Level II - Fire Alarm Systems
V	State Fire Prevention Regulations exam Fire Alarm Signaling System Class V exam
VI	State Fire Prevention Regulations exam NICET Level II - Fire Alarm Systems
VII	Current State of Delaware Master Electrician license

Application packet checklist

- ☐ Completed Fire Alarm Signaling Systems Certificate Application.
- ☐ Delaware State Fire School letter showing successful completion of the State Fire Prevention Regulations exam, when required for the class.
- ☐ Class V exam pass letter, if applying for Class V.
- ☐ Copy of the current NICET Level II Fire Alarm Systems certificate, when required for the class.
- ☐ Copy of the current Delaware Master Electrician license, if applying for Class VII.
- ☐ Signed and dated letter on company letterhead confirming the applicant owns the company or is a full-time employee.
- ☐ Copy of a government-issued ID or other proof of age. Include proof of authorization to work in the United States if applicable.
- ☐ \$100 for each certificate requested, by check or money order payable to "The State of Delaware."

Delaware PE option: The certificate application permits a current Delaware Professional Engineer registration to be submitted instead of prescribed examination documentation. Because Class VII has a separate Master Electrician pathway, contact Licensing with any class-specific PE question.

4. Fire Extinguisher License

Application: [Open the Fire Extinguisher License Application](#)

- ☐ Completed Fire Extinguisher License Application with original signature.
- ☐ Delaware State Fire School letter showing successful completion of the Fire Extinguisher exam.
- ☐ Copy of a government-issued ID or other proof of age. Include proof of authorization to work in the United States if applicable.
- ☐ \$100 fee by check or money order payable to "The State of Delaware."

5. Central Station / Remote Station Company License

Application: [Open the Central Station / Remote Station License Application](#)

- ☐ Completed two-page application with original signatures and notarization.
- ☐ Current Delaware Business License. A temporary license may be accepted; provide the active/permanent license when issued.
- ☐ Certificate of liability insurance, including workers' compensation documentation requested by Licensing. The application lists minimum liability coverage of \$250,000 per person and \$500,000 per accident with 10 days' prior written cancellation notice.
- ☐ UL Certificate of Compliance or other valid central-station listing documentation accepted by OSFM.
- ☐ Delaware resident agent information: name, company, Delaware address, telephone number, fax number, and email address.
- ☐ \$100 fee by check or money order payable to "The State of Delaware."

6. Testing at the Delaware State Fire School

Testing information and dates: [Delaware State Fire School Testing Center](#)

Official testing letter: [Testing for a Fire Protection License with OSFM](#)

Study source: [Current Delaware State Fire Prevention Regulations](#)

Exam	Primary reference material
State Fire Prevention Regulations	Current Delaware State Fire Prevention Regulations
Fire Alarm Class V	Current Delaware regulations plus the currently adopted NFPA 72 and NFPA 101
Fire Suppression Class IV	Currently adopted NFPA 13D
Fire Extinguisher	Currently adopted NFPA 10

Testing reminder: All exams are in person and open book. Applicants are responsible for bringing the correct reference materials. Testing fees are separate from OSFM licensing fees. For scheduling or testing questions, call the Delaware State Fire School at (302) 739-4773.

7. After the License or Certificate Is Issued

Annual renewal

- ☐ Company licenses must be renewed every year.
- ☐ A renewal notice is emailed approximately 60 days before the license expires. Keep the company's licensing email address current.
- ☐ Review the renewal roster carefully so only current certificate holders are included and the fee is correct.

Keep required documents current

When any of the following expires, email the renewed/current document to Mariah.Austin2@delaware.gov:

- ☐ Delaware Business License
- ☐ Certificate of liability insurance / workers' compensation documentation
- ☐ NICET certification

When a certificate holder leaves the company

- ☐ Notify OSFM in writing within five business days.
- ☐ Send a signed letter on company letterhead stating the employee's name and the effective end date of employment.
- ☐ The individual's certificate is not valid for work on behalf of the former company. It remains inactive until transferred/associated with another licensed company through OSFM.
- ☐ Prompt notice allows OSFM to remove the person from the company license and adjust renewal fees.

Other updates: A licensed company must also notify OSFM of a business address change within 14 days and must keep required insurance continuously current.

8. Where to Submit and Who to Contact

Mail or deliver applications to
Office of the State Fire Marshal
Technical Services / Licensing
Delaware Fire Service Center
1537 Chestnut Grove Road
Dover, DE 19904-1544

Licensing contact
Mariah Austin
Mariah.Austin2@delaware.gov
Technical Services / Licensing: (302) 739-4394

Email use: Use email for licensing questions and for updated business-license, insurance, and NICET documents. Do not email the initial signed application packet.

Official forms and resources

- [OSFM licensing overview](#)
- [Fire Alarm / Fire Suppression Company Application](#)
- [Fire Protection License Classifications](#)
- [Fire Suppression Exam Requirements](#)
- [Fire Suppression Certificate Application](#)
- [Fire Suppression Class V Application](#)
- [Fire Alarm Exam Requirements](#)
- [Fire Alarm Certificate Application](#)
- [Fire Extinguisher Application](#)
- [Central / Remote Station Application](#)
- [Delaware State Fire School Testing Center](#)
- [Delaware State Fire Prevention Regulations](#)
- [Delaware One Stop - Business License](#)

Prepared as an applicant-friendly summary. Always use the newest form posted by OSFM.