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**ADVISORY**

**TO:** Heads of Fire Department

**FROM:** Stephen D. Coan  
State Fire Marshal

**DATE:** June 1, 2012

**SUBJECT:** Update on New Licensing Program and Affect on  
Pyrotechnics User Certificates

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This is an update to the previous notice on our new licensing program. With the ability to lookup licenses electronically, we will not be providing multiple copies of pyrotechnics user certificates for the upcoming firework season. We encourage you to review and look up their status online. If necessary, a copy of the original user certificate may be used for your records.

Below is information on how to look up license information on our web site:

The Department of Fire Services has launched a new licensing program that will allow for a streamlined license system and an ability to look up real-time data on our any license, permit or registration issued by our office. As part of this new system, you will see some new changes with any license or permit issued. Located on the main DFS web page ([www.mass.gov/dfs](http://www.mass.gov/dfs)) is a short notice regarding the new program.

### **New Licensing Program - November 8, 2011**

The Department of Fire Services is rolling out a new licensing system to streamline the application and renewal process and to create a new online look-up capability. Starting November 8, licenses will have a new look and design and the [online license look-up](#) will be available. There will be additional changes in the future as we continue to make improvements in the system. If you have any questions, please don't hesitate to call our Licensing Desk at (978) 567-3700 or contact Lydia Bogar at [lydia.bogar@state.ma.us](mailto:lydia.bogar@state.ma.us).

### **New Individual License Cards**

The individual licenses issued from our office starting November 8, 2011 will now be hard plastic cards with the state seal and an imbedded picture. Any restrictions will be located on the back of the cards.

### **Department of Fire Services – License Look-up Feature**

Located on the right hand side of the main DFS web page ([www.mass.gov/dfs](http://www.mass.gov/dfs)) is a block titled online services:

#### **ONLINE SERVICES**

- \* DFS Briefs
- \* Crowd Manager Training Program
- \* DFS on Facebook
- \* DFS License Look-Up

Located at the bottom of that list is DFS License Look-Up. If you click on that button, you will have the ability to choose between “person” and “facility” license look-up. Below is what that initial screen looks like. The screen should open to “person” initially, which will cover the identified licenses. There will be multiple search ways to look up licenses, including by “number”, “name” and/or “business name.” This is a real-time license look-up. Our goal is to no longer issue multiple firework user certificates going forward. You will be able to validate these certificates online.

### **New Terms for Use of the License Look-up**

#### **Person Look-up (individual licenses)**

The new licensing program is known as My License Office, purchased from System Automation. This program is the same program used by the Department of Public Health and for the Emergency Medical Technicians (EMT) registrations. The licenses issued by

the Department of Fire Services will fall under “professions” and “license types”. Below is the list, which is the same list for both a person and a facility license.

Profession: All  
License Type: All  
First Name:  
Last Name:  
License Number:  
License Status: Pyrotechnics  
City:  
State:  
Zipcode:  
County:

Most of these are self-explanatory. The two items that are really different and new are DFS General Licenses and Pyrotechnics. The DFS General license profession captures that ability to look up black and smokeless powders and cannon/mortar licenses. Pyrotechnics profession captures the following:

Pyrotechnics  
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Fireworks  
Portable Firing Trailer  
Pyrotechnic User Certificate  
Remote Firing  
Special Effects  
Transport Fireworks

Due to Homeland Security issues, the explosive license look-up is limited and not visible. It must be requested by using the “all” professions drop-down. This look-up feature will allow you to validate the license information only.

Profession:	All
License Type:	All
First Name:	All
Last Name:	Blasting
License Number:	Cannon/Mortar
License Status:	CC - 41 Self Serve Facilities
City:	CC - 46 Portable Fire Extinguishers
State:	CC - 47 Engineered Fixed Systems
Zipcode:	CC - 48 Pre-Engineered Fixed Systems
County:	CC - 49 Hydrostatic Testing of Cylinders
	Certificate of Competency
	Fireworks
	Hood Cleaning
	Special Effects

This will allow you to see if a blasting license is up-to-date and also see the company that the individual was last reported to work for with our office.

### Facility Look-up (company licenses)

The professional level identified earlier remains in place for facilities. The license type will change. This function allows you to look up what are considered company/facility licenses. The list is identified below:

Profession:	All
License Type:	All
Business Name:	All
Manager Name:	AST Construction Permit
License Number:	AST Use Permit
License Status:	Certificate of Registration
City:	CR - 40 Self Serve Facilities
State:	CR - 42 Portable Fire Extinguishers
Zipcode:	CR - 43 Special Hazard (Engineered)
County:	CR - 44 Special Hazard (Pre-Engineered)
	CR - 45 Portable Fire Ext. (Hydrostatic)
	Explosives User Certificate
	Marine Fueling Permit
	Portable Firing Trailer
	Pyrotechnic User Certificate
	Remote Firing
	Smokeless Powder
	Transport Fireworks

[Visit the Department](#)

This list will allow you to see a listing of aboveground storage tanks, certificates of registrations for fire suppression companies, explosive and pyrotechnic user certificates (formerly firework/special effect user certificates), additional pyrotechnic certificates, and marine fueling facilities and their locations.

