



## Pyrotechnic Distributor and Operator Licenses Application Instructions

All applications must be submitted to:  
Office of the State Fire Marshal  
Pyrotechnic Licensing Division  
1035 Stevenson Drive  
Springfield, Illinois 62703-4259

### License Fees:

Pyrotechnic Distributor License and each renewal	\$500
Outdoor Professional License and each renewal	\$100
Proximate Audience License, Limited Proximate Audience License and renewal	\$300 each
Flame Effect License, Limited Flame Effect License and each renewal	\$300
Replacement license (lost, stolen, or destroyed) or duplicate license damaged, or address change)	\$25 (worn,

**All fees paid under this Act are non-refundable.** 225 ILCS 227/50(c). **The Office of the State Fire Marshal may revoke or refuse to issue the license to any person who fails to pay the requisite fees.** 225 ILCS 227/55.

**You will be invoiced once your application has been approved.** Payments submitted with applications and prior to application approval will be returned. Checks should be payable to the Office of the State Fire Marshal - Pyrotechnic License and mailed to:

**Office of The State Fire Marshal  
Division of Fire Prevention  
P.O. Box 6171  
Springfield, IL 62708-6171**

**Online payments are accepted through our e-Commerce site:**

<https://joportal.com/IL/Spa/Home>

**Insufficient Funds:** Any person who on 2 occasions issues or delivers a check or other order to the Office of the State Fire Marshal that is not honored by the financial institution upon which it is drawn because of insufficient funds on account shall pay to the Office of the State Fire Marshal, in addition to the fees owing, a fee of \$50.00. 225 ILCS 227/55.

**Insufficient Funds on Renewal Licenses:** Any person who issues or delivers a check or other order to the Office of the State Fire Marshal in payment of a renewal fee that is not honored by the financial institution upon which it is drawn because of insufficient funds on account, and the licensee whose license has lapsed continues to practice without paying the renewal fee and the \$50.00 fee for insufficient funds pursuant to 225 ILCS 227/55, shall pay to the Office of the State Fire Marshal an additional fee of \$100.00 for practicing without a current license. 225 ILCS 227/55.

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### **Fingerprint Based Background Check Requirements:**

#### **Who must be fingerprinted?**

Pursuant to Section 40 of the Pyrotechnic Distributor and Operator Licensing Act, 225 ILCS 227/40, each license applicant must file a fingerprint card, in the form and manner required by the Illinois State Police (“ISP”), with the ISP to conduct a criminal history check. For Pyrotechnic Distributors, each officer of the business must submit his or her fingerprints. In the event an individual fingerprinted for a Pyrotechnic Distributor License is also applying for a Pyrotechnic Operator License, he or she only needs to submit his or her fingerprints once. For these individuals, please submit a note with your Pyrotechnic Operator License application identifying the Pyrotechnic Distributor application for which you submitted your fingerprints.

#### **When should the applicant be fingerprinted?**

The fingerprinting requirement is part of the application process. The applicant should be fingerprinted at or about the time he or she submits an application for a license.

#### **Where should the applicant be fingerprinted?**

The ISP currently requires fingerprints to be electronically submitted. Vendors are located throughout Illinois where an applicant may have his or her fingerprints electronically submitted to the ISP. The Illinois Department of Financial & Professional Regulation manages the licensing of Fingerprint Vendors. A vendor’s list is available at:  
<https://www.idfpr.com/LicenseLookUp/fingerprintlist.asp>

#### **What is the cost for submitting fingerprints?**

The ISP and the FBI charge set fees for the electronic submission of fingerprints. In addition to these fees, the vendor may charge a processing fee, which may vary from vendor to vendor. In the event the original submission of fingerprints is deemed unclassifiable by the ISP or FBI, and an applicant’s fingerprints need to be resubmitted, the vendor may charge an additional fee for resubmission. These fees are the responsibility of the applicant. Contact the vendors for specific fee information and acceptable methods of payment.

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**Application Instructions**

**What information or documents should I bring with me?**

**Contact the vendor for specific requirements.** You should bring your driver's license or state issued identification card with you. You should take these instructions with you. Some vendors may require you submit a completed version of this final page as a record of the fingerprinting process. The vendor should issue a receipt to you identifying your TCN number. The TCN number is a unique number, which will be assigned when you are fingerprinted. **It is important that you maintain a copy of the TCN number in case you need to track the processing of your fingerprints.**



Office of the State Fire Marshal  
Pyrotechnic Licensing Division  
1035 Stevenson Drive Springfield, IL 62703  
(217) 785-0969

**Purpose Code: PDA    ORI: IL920690Z**

**TO BE COMPLETED BY THE APPLICANT BEFORE FINGERPRINTING:**

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Suffix: \_\_\_\_\_

Maiden Name/Formerly Used Name (First, Middle, Last):  
\_\_\_\_\_

Address (Street, City, State, Zip Code): \_\_\_\_\_ Phone Number: \_\_\_\_\_  
\_\_\_\_\_ Work: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ Cell: \_\_\_\_\_  
\_\_\_\_\_ Other: \_\_\_\_\_

Issuing State: \_\_\_\_\_ Driver's License or Identification Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
\_\_\_\_\_

**TO BE COMPLETED BY THE LIVE SCAN TECHNICIAN:**

**Identify the Driver's License or State Identification Card used to verify the applicant's identity.**

State and Driver's License Number: \_\_\_\_\_ State and Identification Card Number: \_\_\_\_\_  
\_\_\_\_\_

Technician's Name (Printed): \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

Technician's Signature: \_\_\_\_\_ TCN Number: \_\_\_\_\_  
\_\_\_\_\_