



# INSTRUCTIONS: MANUFACTURER'S COMPLIANCE CERTIFICATION of CIGARETTE BRAND STYLE

## General Information

### Who must file this Certification?

Any Participating or Non-participating Manufacturer, who intends for their brands to be listed as compliant with the North Carolina Fire Safety Standard and Firefighter Protection Act (Article 92).

It is unlawful to offer for sale in the State of North Carolina any cigarette that is not compliant with the North Carolina Fire Safety Standard and Firefighter Protection Act.

Manufacturers can use the following link to submit fire safe cigarette certifications online:

[http://www.ncdoi.com/osfm/Fire\\_Safety\\_Programs/Default.aspx?field1=Manufacturers&user=Fire\\_Safe\\_Cigarettes](http://www.ncdoi.com/osfm/Fire_Safety_Programs/Default.aspx?field1=Manufacturers&user=Fire_Safe_Cigarettes)

Click on "Log in for Cigarette Certification". If you are a new manufacturer who has not previously submitted to us, you must contact us for a username and password. Also, a FEIN is required, so if you have submitted to us before and not provided your FEIN, you must contact us to get this resolved.

### Where do I send my completed Certification Form and Payment?

If your notary uses an ink stamp seal, you may submit this form electronically with the rest of your package. If your notary uses a raised stamp seal, you must submit this form by mail with your check or money order made payable to NC Department of Insurance:

**NC Fire Safety Programs, Attn: Allison Cummings**  
NCDOT- Office of State Fire Marshal  
1202 Mail Service Center  
Raleigh, NC 27699-1202

### Part 1: Type of Compliance Certification

**Initial Certification:** The first time brand styles are submitted for compliance certification.

**Recertification:** Done every three years and there are no changes from the initial certification.

**Reformulation:** A recertification will be considered a reformulation if there have been changes from the initial certification to any of these characteristics:

- 1) Brand or trade name on the package.
- 2) Brand style, as defined in G.S. 58-92-10 (1a).
- 3) Length in millimeters.
- 4) Circumference in millimeters.
- 5) Flavor, such as menthol or chocolate, if applicable.
- 6) Filter or non-filter.
- 7) Package description, such as soft pack or box.

Some brand styles in a package may have had changes in some of these characteristics while others may not have. Please submit those with changes together as a reformulation package and those with no changes together as a recertification package. Include one check/money order **per** package. A Reformulation will result in a change to the brand style number assigned during the initial certification.

Also, **retesting is not required in order to recertify unless one of the above characteristics have changed.** However, the most current lab report must be uploaded with your online submission.

### Part 2: Certification Information provided to Distributors and Agents

The manufacturer must provide copies of Certification to all North Carolina distributors and agents to which they sell cigarettes and shall also provide sufficient copies of an illustration of the package marking utilized by the manufacturer pursuant to this section for each retail dealer to which the distributor or agents sell cigarettes as required by GS 58-92-25.

### Part 3: Manufacturer Certification

The authorized designee executing the Certification must be an officer, principal, director or other authorized representative of the Manufacturer. The authorized designee's name and title must be legibly printed. **This document must be signed and dated by an authorized notary public.**



## MANUFACTURER'S COMPLIANCE CERTIFICATION of CIGARETTE BRAND STYLE

*Review instructions prior to completion.*

<b>Part 1. Type of Compliance Certification and Fee</b>			
Company Name:			
Type of Certification:	<input type="checkbox"/> Initial	<input type="checkbox"/> Reformulation	<input type="checkbox"/> Recertification
Number of Brand Styles:	\$250 Fee <b><u>Per Brand Style</u></b>	<input type="checkbox"/> Payment Enclosed with Mailed Form <input type="checkbox"/> Payment Mailed if Filed Electronically	

<b>Part 2. Certification Information provided to Distributors and Agents</b>
The undersigned manufacturer must provide copies of Certification to all North Carolina distributors and agents to which they sell cigarettes and shall also provide sufficient copies of an illustration of the package marking utilized by the manufacturer pursuant to this section for each retail dealer to which the distributor or agents sell cigarettes as required by GS 58-92-25.

<b>Part 3. Manufacturer Certification</b>	
Under penalties of perjury, I state that, to the best of my knowledge, all of the information contained in this certification of compliance and any supporting documents are true and accurate and that I am a person authorized to bind the manufacturer making this certification either under the laws of the State of North Carolina or the jurisdiction where the manufacturer resides or is organized. I understand that the NC Office of State Fire Marshal may require additional information and/or documentation to determine whether the manufacturer qualifies for listing on the North Carolina Directory. <b>This document must be signed and dated by an authorized notary public.</b>	
ORIGINAL SIGNATURE OF AUTHORIZED REPRESENTATIVE OF MANUFACTURER	DATE
PRINTED NAME OF AUTHORIZED REPRESENTATIVE OF MANUFACTURER	TITLE
County and State:  Sworn to & subscribed before me this day by: <span style="float: right;"><i>[name of principal].</i></span>  Date:  (Official Seal)	Signature of Notary Public:  Printed name of notary:  My Commission Expires:

The NC Office of State Fire Marshal will not process incomplete or illegible certifications.