



North Carolina  
 Department of Insurance  
 1202 Mail Service Center  
 Raleigh, NC 27699-1202

Attach Photo Here  
**PLEASE USE TAPE**  
**DO NOT USE**  
**STAPLES!**

**LICENSE RENEWAL APPLICATION**

**Proximate Audience Assistant (green card)**

*Close shoots, a display that occurs within a building or structure or outside before an audience within 75ft of the pyrotechnics and Special Effects.*

- Assistants must be 18.
- NO ATF CLEARANCE REQUIRED

Licensees may now apply, renew and pay online at [www.ncdoi.com](http://www.ncdoi.com) .

Enter "PYRO" in the SEARCH box on the upper right and then from the menu select ONLINE LOGIN PYROTECHNIC LICENSE APPLY/RENEW using a valid NCID account

**PERSONAL INFORMATION**

Licensee  
 License Type: Proximate Audience  
 License Level: Assistant  
 License No. \_\_\_\_\_ Issued: \_\_\_\_\_ Expires: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 County: \_\_\_\_\_  
 Telephone No. \_\_\_\_\_  
 Email address: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Verify the above contact information for your license is current and correct or supply missing data in the box on right. This information must match the information on the driver's license or government issued ID.

Strike through outdated information and write new information in the box to the right (Example: ~~Wrong Street~~ Right Street)

Do you want this information included in the Directory?  Yes  No

**BUSINESS INFORMATION**

Name: \_\_\_\_\_  
 MAILING ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 County: \_\_\_\_\_  
 Telephone No. \_\_\_\_\_  
 Email address: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**ACKNOWLEDGEMENT**

**BY MY SIGNATURE I AGREE TO REPORT TO OSFM ANY CHANGE TO MY STATUS WITH REGARD TO ANY CONDITIONS OF MY LICENSE INCLUDING CONVICTION FOR ANY FELONY, OR CONVICTION FOR ANY ALCOHOL OR DRUG RELATED OFFENSE, REGARDLESS OF MISDEMEANOR OR FELONY, WITHIN 24 HOURS OF OCCURANCE. I CERTIFY THAT ALL INFORMATION CONTAINED HEREIN, AND ALL INFORMATION AND DOCUMENTS ATTACHED HERETO, ARE ACCURATE, TRUE, AND COMPLETE. MY SIGNATURE INDICATES THAT I HAVE NOT PERFORMED OR BEEN PARTY TO ANY ACTION THAT WOULD PREVENT ME FROM MAINTAINING MY ATF CLEARANCE.**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

License No. \_\_\_\_\_ Date: \_\_\_\_\_

**ENCLOSE OR UPLOAD\* THE FOLLOWING REQUIRED SUPPORTING DOCUMENTATION**

- 2 inch by 2 inch recent photo taken within six months of the date of application. The photo must be clear, front view, full face, head and shoulders only, without glasses, hats scarves or any object that obscures the identity of the applicant.
- Copy of your Driver's License (or other Government Issued identification) that includes your **date of birth** and photograph.
- Proof of 12 hours of Continuing Education (CE) in the past three (3) years.
- Proof of active participation in the safe performance of at least (3) pyrotechnic displays as **Lead Operator** over the past three (3) years. Acceptable documentation consists of EITHER:
  - Copies of three (3) display permits from the issuing authorities listing the licensee as an operator, or
  - Complete the enclosed **Employer Affidavit of Experience** notarized letter from operator's employer under which the applicant performed as a lead operator.

**PAYMENT**

Enclose a check or money order in the amount of **\$30.00** payable to the:

**North Carolina Department of Insurance**

FEES ARE NON-REFUNDABLE AND EXPIRE AFTER ONE YEAR OF INACTIVITY

\*\*\*\*\*

**\*OR upload documentation and pay online via credit card or e-check using the OSFM web site**

ONLINE LOGIN PYROTECHNIC  
LICENSE APPLY/RENEW

**NCID login page link:**      <https://apps.ncdoi.com/f?p=143:100>

**Licensees wishing to renew online may upload a current photo, scanned driver's license and other required supporting documentation for staff review. Upon receipt of all required information, employers may then pay applicable renewal fees for their employees.**



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## Assistant Attestation Form

Your cooperation is requested so the **Office of State Fire Marshal** can determine whether the applicant has the Continuing Education (CE) and experience necessary to renew a Pyrotechnic Assistant license required by NC General Statute § 58-82A-35. The applicant is required to verify that he or she meets all conditions necessary to renew an Assistant license. This verification is accomplished through this attestation form detailing your knowledge of their education and experience.

I certify \_\_\_\_\_ has performed a minimum of the following:  
Applicant

- Participated as an Assistant in a minimum of three (3) shows in the past three (3) year renewal period.
- Attended a minimum of 12 hours of Continuing Education (CE) training over the three (3) year renewal period.

Continuing education for pyrotechnic assistants can consist of but is not limited to the following:

- 1) Training received during the set up and tear down at pyrotechnic events.
- 2) Any formal training in pyrotechnic safety received on the job or in a classroom setting.
- 3) Any training or education received to become a pyrotechnic operator.
- 4) Any training received related to transportation of pyrotechnic materials.
- 5) Any training determined to be acceptable for continuing education by the North Carolina Office of State Fire Marshal.

Signature of pyrotechnic operator  
under which training was received:

\_\_\_\_\_

NC Operators License #:

\_\_\_\_\_

Pyrotechnic Company:

\_\_\_\_\_