



California State Fire Training



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INFORMATION BULLETIN

Updating an Authorized Chief or Signatory

State Fire Training regulations set forth the requirement for a fire chief's signature on various letters, applications and Scantron forms. These documents are submitted on behalf of a participant to satisfy a requirement to become a registered instructor or verify rank and experience for certification. It is important that the fire chief and authorized signatory of record are current and accurate. To successfully update a fire chief or add/update an authorized signatory please do the following:

To update your Fire Chief: Mail to State Fire Training, a current, original letter, written on department letterhead and signed by the Fire Chief, listing the separation date of the previous fire chief, and the effective date of the new fire chief. Please print or type the name of the new chief and sign the letter so that the signature can be accurately read and verified.

To update an Authorized Signatory: Mail to State Fire Training, a current, original letter, written on department letterhead listing the names of signatories that have authority to sign on the fire chief's behalf. Both the fire chief and all listed signatories need to print or type their name and sign the letter so that the signatures can be accurately read & verified when certification documents are submitted.

**Updating a fire chief & adding an additional signatory may be submitted on the same letter.*

Please address any questions on this regulation to Kris Rose, Manager of Certification and Instructor Registration, (916) 327-2129, kris.rose@fire.ca.gov.

Dennis Mathisen
Division Chief, State Fire Training

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