OFFICE OF THE ILLINOIS STATE FIRE MARSHAL

OSFM Vital Documents

What is a Vital Document?

The Department of Justice has said that a document is "vital" if it "contains information that is critical for obtaining [federal] services and/or benefits or is required by law."

Vital written documents can include: consent and complaint forms; intake and application forms with the potential for important consequences; written notices of eligibility criteria, rights, denial, loss, decreases in benefits or services; hearing notices; notices advising LEP persons of free language assistance; and written tests that test for competency for a license, job, or skill for which knowing English is not required.

Vital Document Accessibility

All OSFM documents are available in English. Document language conversion can be done for the following languages: Polish, Arabic, Hindi, Spanish, Chinese, Tagalog.

In addition, translator/interpreter services are available as needed for those languages listed above and over 100 other languages. Contact OSFM or the specific Division to request language assistance.

OSFM Vital Document Access & Information:

- **General Contact Information:**
  - OSFM General Phone Number: (217) 785-0969
  - OSFM Divisions Information Link: https://sfm.illinois.gov/about/divisions.html
  - OSFM Divisions Contact-Us Link: https://sfm.illinois.gov/contact-us.html
  - Contact information is also included on each Division's webpage.

Documents & Information Lists:

The Division Lists that begin on the next page contain links to take the user to either a general page where applications and forms can be accessed or to pages where specific forms for a service are listed. Indented bullets indicate the specific forms available via the link above the indent. Links going to multiple forms have the number of those forms in parentheses for reference.

In addition, Frequently Asked Questions (FAQ) pages are also available for each Division, with the exception of Personnel Standards & Education and Human Resources/Special Projects. The link to the Division's FAQ page is listed last in each Division's list when one is available.

In accordance with the OSFM Language Access Plan (LAP), the Agency's Human Resources Director is designated as OSFM's Language Access and Disability Access Coordinator. The HR Director can be reached at (217) 558-1750 or at jodi.schrage@illinois.gov.

Documents & Information Listed by Division

Arson Investigation Division
- Request an Arson Investigator and/or K-9 Team (Call line available 24/7/365): 1-800-252-2947
- Arson Division Link:
  https://sfm.illinois.gov/about/divisions/arson.html
- Youth Firesetter Intervention Program (3) Link:
  https://sfm.illinois.gov/about/divisions/arson/yfsip.html
- FAQ Link:
  https://sfm.illinois.gov/about/divisions/arson/arson-faqs.html

Boiler & Pressure Vessels Division

- Applications & Forms Link:
  https://sfm.illinois.gov/about/divisions/boilers-pressure-vessels/applications-and-forms.html
  - Owner Registration/Information Change Request
  - Inspection Request
  - Application for Boiler and Pressure Vessel Repair License
  - Application for Authority to Transact Business in Illinois
  - Insurance First Time Inspection Request (For Insurance Inspector use ONLY)
  - Hot Water and Steam Heating Boilers Logsheets
  - List of Organizations Holding Repair Licenses
- FAQ Link:
  https://sfm.illinois.gov/about/divisions/boilers-pressure-vessels/boilers-faqs.html

Elevator Safety Division

- Applications & Forms Link:
  https://sfm.illinois.gov/about/divisions/elevators/elevator-applications.html
  - Elevator Professional's License Applications (5)
  - Request/Update Forms (6)
  - Certificate of Operation Form (Annual & Triennial)
  - Certificate of Operation Extension Form
  - Registration of Conveyance Form
  - Application for Conveyance Permit Forms
  - Municipality Safety Program Agreement Form
- FAQ Link:
  https://sfm.illinois.gov/about/divisions/elevators/elevator-faqs.html

Fire Prevention & Building Safety Division

- Fire Prevention & Building Safety Division Link:
  https://sfm.illinois.gov/about/divisions/fire-prevention-and-building-safety.html
- Life Safety Code Related Forms/Documents (11) Link:
  https://sfm.illinois.gov/resources/life-safety-code.html
- Public School Inspection Program Forms/Documents (26) Link:
  https://sfm.illinois.gov/about/divisions/fire-prevention-and-building-safety/public-school-inspection-program.html
- Aboveground Storage Tank (AST) Applications and Forms Link:
  https://sfm.illinois.gov/about/divisions/fire-prevention-and-building-safety/ast.html
- Building Safety Related (6) Forms Link:
  https://sfm.illinois.gov/about/divisions/fire-prevention-and-building-safety/building-safety.html
- Carbon Monoxide Related (2) Link:
  https://sfm.illinois.gov/about/divisions/fire-prevention-and-building-safety/carbon-monoxide-detectors.html
- Cigarette Fire Safety, FS-1 Application Form Link:
  https://sfm.illinois.gov/about/divisions/fire-prevention-and-building-safety/cigarette-fire-safety-standard-act-information.html
- Day Care Requirement Forms/Guidance (7) Link:
  https://sfm.illinois.gov/about/divisions/fire-prevention-and-building-safety/daycare-requirements.html
- Residential Board and Care Requirements (3) Link:
  https://sfm.illinois.gov/about/divisions/fire-prevention-and-building-safety/residential-board-and-care-requirements.html
- Liquefied Petroleum Gas (LPG) Tank Applications (4) and FAQ Link:
  https://sfm.illinois.gov/about/divisions/fire-prevention-and-building-safety/liquefied-petroleum-gas-tanks.html
- OSFM Direction on Haunted Houses and Special Amusement Buildings Life Safety Code Interpretation Link:
  https://sfm.illinois.gov/about/divisions/fire-prevention-and-building-safety/haunted-house-special-amusement-info.html

- Novelty Lighters Complaint Form Link:
  https://sfm.illinois.gov/about/divisions/fire-prevention-and-building-safety/novelty-lighters.html
- Permanently Moored Craft Link:
  https://sfm.illinois.gov/about/divisions/fire-prevention-and-building-safety/permanently-moored-craft.html
- Mobile Fueling (2) Link:
  https://sfm.illinois.gov/about/divisions/fire-prevention-and-building-safety/mobile-fueling.html
- Technical Services Section, Plan Submittal Forms (5) Link:
  https://sfm.illinois.gov/about/divisions/fire-prevention-and-building-safety/technical-services.html
- Licensing Section Links:
  - Fire Sprinkler Contractor Information (9) Link:
    https://sfm.illinois.gov/iam/business/fire-sprinkler-contractor-information.html
  - Fire Equipment Distributors (6) Link:
    https://sfm.illinois.gov/iam/business/fire-equipment-distributors.html
  - Pyrotechnics/Fireworks (11) Link:
    https://sfm.illinois.gov/iam/business/fireworks.html
- FAQ Link:
  https://sfm.illinois.gov/about/divisions/fire-prevention-and-building-safety/frequently-asked-questions.html

Personnel Standards & Education
- Basic Forms Link:
  https://sfm.illinois.gov/about/divisions/personnel-standards/basic-forms.html

Petroleum & Chemical Safety (Underground Storage Tanks)
- Applications & Forms Link:
  https://sfm.illinois.gov/about/divisions/petroleum-chemical-safety/applications-and-forms.html.
  - Owner/Operator Related Forms (7)
  - Operator Training Related Forms (5)
  - Contractor Related Forms (6)
- FAQ Link:
  https://sfm.illinois.gov/about/divisions/petroleum-chemical-safety/frequently-asked-questions.html
- Motor Fuel Dispensing Facilities: Policies & Interpretations, Forms, Applications, FAQs (5) Link:
  https://sfm.illinois.gov/about/divisions/petroleum-chemical-safety/motor-fuel-dispensing-facilities.html

Human Resources/Special Projects
- Grants and Loans Information Link:
  https://sfm.illinois.gov/iam/firedepartment/grants-and-loans.html
  - Small Equipment Grant Application
  - Truck & Ambulance Loan Applications
- OSFM Affirmative Action Plan:
  https://sfm.illinois.gov/content/dam/soi/en/web/sfm/sfmdocuments/documents/affirmativeactionplan.pdf
  - Discrimination Complaint Form
  - Reasonable Accommodation Request Forms
  - OSFM Employment Opportunities Link:
    https://sfm.illinois.gov/about/employment-opportunities.html
  - Bid Form
  - Transfer Request Form