



VIRGINIA DEPARTMENT OF FIRE PROGRAMS
STATE FIRE MARSHAL'S OFFICE



INTEROFFICE MEMORANDUM

TO: CERTIFICATION APPLICANT
FROM: GLENN A. DEAN, CFM
SUBJECT: INFORMATION CHANGES
DATE: 1/28/09
CC:

1/4/10 **New telephone number.**

The previous telephone number for the State Fire Marshal's Office has been changed to **804-371-0220**.

Your Blaster Certification or Background Clearance Card (BCC), or renewal notice, is enclosed. Please be aware of the following changes.

1. If you have a change of address, now or in the future, you are responsible to provide this office a notice of such address change. To many times a card holder has moved without providing the new mailing address often resulting in an expired certification. Change of address notices should be directed to the State Fire Marshal's Office, Explosives Section, 1005 Technology Park Drive, Glen Allen, VA 23059.
- ➔ 2. **If your certification number or BCC number is in the form of your Social Security number, mark through it and write in your driver's license number.**
3. The Virginia Department of Housing and Community Development is no longer the issuing agency. The State Fire Marshal's Office now issues Blaster Certifications and BCC and has relocated into a different state agency under the Secretary of Public Safety.
4. Because our computer system has not been fully converted, some future mail from this office might still mention "provisional" cards. "Provisional" cards **will no longer be issued** regardless of what you may read or hear in the future.
5. Allow **45 days** for the processing of your application to renew. It is ultimately your responsibility to renew in a timely fashion. The SFMO is not required or obligated to notify you of a renewal but does so as a courtesy.

Please ensure fingerprint cards are filled out **completely and accurately**. Incomplete applications and/or fingerprint cards will be returned and as a result, issuance or re-issuance of a card will be significantly delayed.

Mail your renewal application to:

State Fire Marshal's Office
Explosives Section
1005 Technology Park Drive
Glen Allen, VA 23059-4500