How to submit forms online:

1. Open Internet Explorer.
2. Go to www.firemarshal.wv.gov
3. Click the following links:
4. Click the following link:
5. From here, click on the form you wish to complete.

6. You will see the following prompt – click open.

7. Once the form is completed, hit the “SUBMIT” button at the bottom of the page. You will see the following prompt:

8. If using a program other than Microsoft Outlook, you will need to add your email account. You can do this by selecting the radio option “Use Webmail” as seen on the
picture above. You will be prompted to select from Yahoo, Gmail or Other.

9. A new tab will open that will require you to enter your email information. After entering your email information, you will see the following screen.

   Adobe Acrobat would like to:

   📧 Read, send, delete, and manage your email

   👤 Manage your contacts

By clicking Allow, you allow this app and Google to use your information in accordance with their respective terms of service and privacy policies. You can change this and other Account Permissions at any time.

10. Select “allow”.

Once you select allow, your email provider will create a draft of the email. You need to go into your drafts folder, select the email and SEND.