



**Department of Homeland Security**  
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**OFFICE OF THE STATE FIRE MARSHAL**

1207 Quarrier St, 2<sup>nd</sup> Floor  
Charleston, WV 25301  
[www.firemarshal.wv.gov](http://www.firemarshal.wv.gov)

**REQUEST FOR  
“LETTER OF GOOD STANDING”  
OR  
“LICENSE VERIFICATION LETTER”**

NAME:

CURRENT ADDRESS:

CITY:

STATE:

ZIP:

TYPE OF LICENSE:

LICENSE NUMBER:

STATE FOR WHICH YOU ARE REQUESTING RECIPROCITY:

TO WHOM DO WE MAIL THE LETTER(S):

ADDRESS TO MAIL YOUR LETTER(S):

CITY:

STATE

ZIP:

1 OR 2 COPIES (The \$25.00 fee covers 2 copies):

THE FEE FOR A “LETTER OF GOOD STANDING/LICENSE VERIFICATION LETTER” IS **\$25.00**.  
PLEASE SEND THIS REQUEST ALONG WITH A CHECK OR MONEY ORDER (**NO CASH  
PAYMENTS**) FOR **\$25.00** MADE OUT TO **WVSFMO** TO THE FOLLOWING ADDRESS:

**OFFICE OF THE STATE FIRE MARSHAL  
1207 Quarrier St, 2nd Floor Licensing  
Charleston, WV 25301**