

FIRE CHIEF CERTIFICATION 2026

This application is for Fire Chiefs who take office between 01/01/2026 and 12/31/2026.



**This application, and all supporting documentation, is
due within 14 days of taking the Chief position.**

******(This is for NEW Fire Chiefs who take office in 2026, not those who were reelected for another term. If in doubt, call the office before filling out the application to save you some time.)******

Fire Department Name

Fire Department Email

Confirm Fire Department Email

Fire Department Phone

Number of Firefighters that are Volunteer Only

Number of Firefighters that are Paid Only

Number of Firefighters that are Paid Per Call Only

Name

Home Address

Your Personal Email Address

Confirm Your Personal Email Address

Home Phone

Work Phone

Work Ext.

Cell Phone

Date You Officially Assumed the Responsibilities as Chief

A letter of appointment must be included on the **letterhead** of the appointing authority and contain **ALL** of the following information:

- Fire Chief's full name
- Date he/she officially assumed the responsibilities as Fire Chief
- Signed by the Appointing Authority (Department President, Mayor, etc.; NOT the Fire Chief.)

Along with the letter of appointment, the Fire Chief must also include copies of:

- Fire Officer 1 & 2
- Photograph of Driver's License FRONT
- Photograph of Driver's License BACK
- Notarized Affidavit (The link can be downloaded from our website firemarshal.wv.gov > Fire Department Services Division > Personnel Certifications.)

By submitting this application, I swear and affirm that I am the duly appointed/elected Fire Chief of the fire department listed above, and the required documentation and information submitted in and with this application is true to the best of my knowledge. I fully understand that any false or misleading information may result in denial of certification or revocation of any certification obtained by providing false information. I also fully understand that by submitting fraudulent documentation or information, that I may face other penalties under law. I hereby give permission to the Office of The West Virginia State Fire Marshal to contact any agency or school provided on this application to verify the information provided by the applicant is accurate.

I will operate the department in compliance with all applicable laws, rules, and regulations, and will not allow the department or members of the department to act or operate in a manner while engaging in fire department related activities, that is not in compliance with all applicable laws, rules, and regulations.

Being qualified, according to the provisions of Title 87 Series 13 Code of West Virginia, I hereby make application for Certified Fire Chief.

Date Signed

Fire Chief's Signature

If you print this form to a pdf document you can attach it and all supporting documentation in an email to Malena.L.Bogges@wv.gov for quicker processing.

Otherwise, you can mail it to the office at:
WV State Fire Marshal's Office
1600 Pennsylvania Ave
Charleston, WV 25302