



**Office of the State Fire Marshal  
Attn: Pyrotechnic Licensing Division  
1035 Stevenson Drive  
Springfield, Illinois 62703-4259**

**NOTICE TO LICENSEE**

**Pyrotechnic Distributor, Production Company, Limited Pyrotechnic Distributor  
(Municipal/Governmental) and Pyrotechnic Lead Operator**

- A. Pursuant to 41 Ill. Adm. Code 230.170, a licensee is obligated to notify the Office of the State Fire Marshal (OSFM) in writing at the above address within 5 business days after the following events:
- 1) Discovery that his/her license has been lost, stolen or destroyed.
  - 2) ATF license has expired or ATF has terminated, suspended or revoked a license or Letter of Clearance. A copy of any written notice of termination, suspension or revocation shall be sent to OSFM.
  - 3) DNR explosives license has expired or DNR has terminated, suspended or revoked the license. A copy of any written notice of termination, suspension or revocation shall be sent to OSFM.
  - 4) USDOT has changed the licensee's Identification Number. Proof of the licensee's new Identification Number shall be sent to OSFM.
  - 5) USDOT has changed the licensee's Hazardous Materials Registration Number. Proof of the licensee's new registration number shall be sent to OSFM.
  - 6) The licensee's insurance company or the licensee has changed any of its insurance coverage. A pyrotechnic distributor licensee shall send a new Certificate of Insurance showing proof of not less than *\$1,000,000 in product liability insurance, \$1,000,000 in general liability insurance and proof of Illinois Workers' Compensation insurance* shall be sent to OSFM. [225 ILCS 227/35] The insurance coverage shall provide for 30 days minimum coverage prior to written notice of cancellation to OSFM and shall comply with Section 230.100(a)(4). A production company distributor licensee shall send a new Certificate of Insurance and copy of the policy showing *proof of not less than \$2,000,000 in general liability insurance and proof of Illinois Workers' Compensation insurance*. The insurance coverage shall provide for a minimum of 30 days coverage after written notice to OSFM of cancellation and shall comply with Section 230.100. *The insurer shall not cancel the insured's coverage or remove an additional insured from the policy coverage without notifying OSFM in writing at least 15 days before cancellation.* [225 ILCS 227/35]
  - 7) A distributor licensee or production company licensee has changed its officers. A sworn statement listing all of the distributor's current officers' names and personal addresses, and copies of each officer's driver's license, shall be sent to OSFM.

- 8) A distributor licensee or production company licensee no longer employs a lead operator. The distributor licensee or production company licensee shall provide OSFM with the full name and last known address of the lead operator.

B. Pursuant to 41 Ill. Adm. Code 230.170, a licensee is obligated to notify the Office of the State Fire Marshal (OSFM) in writing at the above address within 10 days after a change in his/her address or name. Proof that the change in address or name had been done in accordance with the law shall be sent to OSFM.