



RECORD UPDATE FOR A CERTIFICATE HOLDER

Read ALL instructions below carefully. Incomplete, illegible, or missing information will delay processing and may result in rejection. To **update your existing sprinkler certification contact record with this office** you must:

- 1) **Be currently certified** by this office. If your certification is expired, simply complete the appropriate reinstatement form for your type of certification (Certificate of Competency or Fitter).
- 2) This form can **ONLY** be used to update the following information:
 - a. Mailing Address.
 - b. Phone Number.
 - c. Fax Number.
 - d. Email Address.
- 3) This form **CANNOT** be used to update the following information:
 - a. Certification Levels – Use the appropriate Initial Certification Application Form
 - b. Legal Name – Use the Certificate Holder Legal Name Change Form.
 - c. Employer – Use the Certification Transfer Form.
- 4) Unless otherwise instructed, **DO NOT SUBMIT** any fees. There is ordinarily no cost associated with this action.
- 5) Complete all sections of this application. Write “NOT APPLICABLE”, “DOES NOT APPLY”, or other clarifying statements as needed. Blank entries may constitute an incomplete application.
- 6) Should you wish for the previously issued certification to be replaced, you must return the originally issued document in its entirety.
- 7) Return all portions of this completed application marked “MUST RETURN AS PART OF THE APPLICATION” at the bottom right of the page to:

Washington State Patrol Fire Protection Bureau
Education, Enforcement, and Analytics Section
Post Office Box 42642
Olympia, WA 98504-2642
- 8) Within two to ten (2-10) working days of this paperwork being accepted as complete, your record will be updated and any replacement documentation requested will be issued.



FIRE PROTECTION BUREAU
EDUCATION, ENFORCEMENT, AND ANALYTICS SECTION
 PO Box 42642
 Olympia WA 98504-2642
 (360) 596-3914 - firesprinkler@wsp.wa.gov



Date Received

UPDATE: CERTIFICATION CONTACT INFORMATION

*This form is **ONLY** for use by a currently certified individual who wishes to change some aspect of their record with our office. Information that can be changed by this form includes address, phone number, FAX number, and/or e-mail address and only the record holder – the person the certification was issued to – can make a request to change their own certification record.*

CURRENT CERTIFICATE HOLDER CONTACT INFORMATION (OLD DATA)

Certification Number Issued by This Office: _____

Complete Name of Certificate Holder: _____

Complete Mailing Address: _____

Phone Number: _____ **FAX Number:** _____

E-Mail Address: _____

Current Employer of Record Holder: _____

Individual Certification Record to be Updated

Check All Certifications Held by This Record Holder

- | | | | |
|------------------------------------|---|---|---|
| <input type="checkbox"/> Level 1 | <input type="checkbox"/> Level 2 | <input type="checkbox"/> Level 3 | <input type="checkbox"/> Level U |
| <input type="checkbox"/> Level ITT | <input type="checkbox"/> Residential Fitter | <input type="checkbox"/> Journey Fitter | <input type="checkbox"/> Fitter Trainee |

UPDATED CERTIFICATE HOLDER CONTACT INFORMATION (NEW DATA)

Complete Mailing Address: _____

Phone Number: _____ **FAX Number:** _____

E-Mail Address: _____

Please replace my certification document(s) to match my new information.

Please note while there is no cost involved this option will REQUIRE the return of the originally issued document in its entirety.

I, as the certificate holder described herein, do hereby swear and attest that all of the information provided in this update is correct and true to the best of my ability and knowledge.

Signature of Certificate Holder

Date of Signature

CERTIFICATION RECORD UPDATE



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FEE SUBMITTAL: CERTIFICATION RECORD UPDATE

Certificate/Record Holder: _____	
Certification Fees	Total Cost of Update
ALREADY PAID	\$ 0.00

- 1) Complete this form by writing your name (the name of the certificate holder whose record is being updated) at the top of this form.
- 2) Include ALL forms marked "MUST RETURN". Unless otherwise instructed by this office, partial or incomplete submissions – on any level – WILL NOT be accepted and may be discarded.
- 3) Do not submit any unnecessary documentation not identified as part of this process.
- 4) Submit NO PAYMENT, as this is merely an administrative action.
- 5) Once received and verified as a valid update, the record is changed. This is generally completed within a single day of receipt.
- 6) Unless you requested a replacement document to match the changes, no notification is provided that the update has been made. This information is for the most part internal and not routinely disclosed through our compliance lists posted to our web pages.
- 7) Should you wish to receive a replacement, DO NOT forget to return the originally issued certification document in its entirety.

CERTIFICATION RECORD UPDATE