



**DEPARTMENT OF FORESTRY AND FIRE PROTECTION
OFFICE OF THE STATE FIRE MARSHAL
FIRE ENGINEERING AND INVESTIGATIONS**

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Date: April 17, 2024

To: Automatic Extinguishing Systems Committee

From: Brice Bennett, Deputy State Fire Marshal III (Supervisor)

SUBJECT/AGENDA ACTION ITEM:

Notary Public Signature Requirements for Sprinkler Fitter, Apprentice, and Trainee Applications

Recommended Actions:

Motion to Approve - Consent

Background Information:

Following the passage of Assembly Bill 433 (Gordon) in 2013, regulations went into effect on July 1, 2017, requiring Automatic Fire Extinguishing Systems (AES) sprinkler fitters to be certified by the Office of the State Fire Marshal (OSFM).

Per regulations, certified Sprinkler Fitters and Multifamily Residential Sprinkler Fitters must submit a Form AES 1005 to the OSFM. The AES 1005 requires the form to be signed before a notary public. Similarly, for Apprentice and Trainee registration, Form AES 1005A, requires a notary public signature.

The requirement for notarization is not explicitly listed in Title 19, California Code of Regulations. The notarization is only listed on the forms, which is adopted in reference.

Analysis/Summary of Issue:

The OSFM AES 1005 and AES 1005A forms require a notary public witness to sign the applicant's signature on each form. This notarization requires the applicant to take the form to a notary public and pay the service fee. The OSFM reviewed other state agencies' business processes, and of the three evaluated, none required their forms to be signed by a notary public.

State Agency	Signature Requirements
Commission on Teaching Credentialing: Teaching Credential	Oath and Affidavit (E-Signature)
Board of Barbering and Cosmetology: Request for Certification of a California Licenses	Perjury Statement
Contractors State License Board State of California: Application for Original Contractor License	Perjury Statement

The OSFM proposes removing the notary public signature from the AES 1005 and AES 1005A forms. Starting May 1, 2024, if approved, a notary public signature is no longer required on the AES 1005 and AES 1005A forms.

Potential Industry Impacts:

This proposed change will make it easier for applicants to apply for registration and certification. It also aligns with industry standards for a state license/certification. This will reduce the application cost by no longer requiring a notary public signature.