

# How to Apply for an Office of the State Fire Marshal (OSFM) Vapor Recovery (VR) Certification

1. Complete, sign, and submit the VR application form
  - a. The VR application form can be downloaded from the VR website, link here: [Application for Vapor Recovery Certification](#)
  - b. An incomplete application form will be returned.
2. Submit a complete test report issued by an OSFM approved testing laboratory
  - a. The complete test report shall include, but not be limited to, the cover page, tested product description, illustrations, diagrams, installation instructions, detailed test procedures with test data and results, photographs, and the conclusion.
  - b. The list of OSFM approved testing laboratories and recognized test standards are found on the VR website, link here: [VR Program Approved Testing Laboratories](#)
  - c. An incomplete test report will cause a delay or denial of the certification.
3. Submit the manufacturer's data/specification sheets
  - a. These include operations manuals, installation manuals, engineering drawings, and any literature about the product.
4. For a technical revision application, submit a copy of the existing VR certification
5. Submit the payment for the application fee with the application
  - a. These fees are listed in the application form, and they can only be paid in the form of a check or money order.
  - b. The manufacturer shall send the required payment to the address listed in the application form.
6. If there are any questions on the VR Certification process, please contact us at [CALFIRESFMHQMailVR@fire.ca.gov](mailto:CALFIRESFMHQMailVR@fire.ca.gov).