

# Office of The State Fire Marshal

## Automatic Extinguishing System

### FAQ's

**Question:** How do I pay for my renewal, can I use a credit card?

**Answer:** Yes. You may now pay by credit or debit card.

**Question:** I have not renewed in 2+ years, the system will not let me renew, what do I do?

**Answer:** Contact the program at [AES@fire.ca.gov](mailto:AES@fire.ca.gov) to assist with Multi-Year renewal.

**Question:** My company said they were going to pay for my renewal, they did not renew it.

**Answer:** The license belongs to the fitter, therefore it is the responsibility of the fitter to renew.

**Question:** I did not receive my sticker but I moved and did not notify the OSFM within 15 days.

**Answer:** You must submit a Sprinkler Fitter Replacement Certification/Registration Identification Card Application.

**Contact:** [AES@fire.ca.gov](mailto:AES@fire.ca.gov)



### Calling all Sprinkler Fitters

**It's time for the Annual Sprinkler Fitter Renewal**

**And guess what you may now pay by Credit Card!**

**To start the process please follow the instructions listed below.**

You may now go online to renew your Sprinkler Fitter License. <https://calfire.govmotus.org/>

If you sign in and do not see the application listed under "License", this means you are logging in with a different email address than GovMotus has on file. Log in using the email address you received the expiration notice to.

**If you have never logged into GovMotus you will need to register.**

Once signed into the GovMotus system, on the Dashboard click on the application "License Number" that shows the "Issued" application.

- Your license application page will open, on the left side under "Control Panel" click "Manage License"
- Click "Renew Application"
- Ensure all your personal information is correct
- Upload a JPG photo of yourself and the CEU documents (if applicable)
- Press "Submit"
- The State Fire Marshal Office will need to approve your application at this point
- Allow 2-4 business days for the Cal Fire Attendant to "Accept" the license
- After the application for renewal is accepted log back in
- On the left side under "Control Panel" click "Make Payment"
- Follow the prompts that will allow you to submit payment via credit/debit card
- Allow 2-4 business days for approval and issuance
- If you choose to pay by check, after the "Make Payment" download a PDF copy of the "Payment Notice"
- Mail the "Payment Notice" and the check/money order to the address listed on the form. Please allow 6-8 weeks for the license to be processed after the check has been cashed
- If the payment is submitted **without** the Payment Notice, the check or money order will be mailed back and there may be a late fee associated

### Renewal Timeline

**March 1<sup>st</sup>- Renewal email notices sent (Sprinkler Fitter can now renew online)**

**May 1<sup>st</sup>- Renewal Considered Late (Late fee will apply)**

**July 1<sup>st</sup>- Renewal Expired**

**All Registrations and Certifications for all sprinkler fitter levels are valid from time of issuance to June 30<sup>th</sup>**