

Certificate of Existence Online System Annual Application Instructions

Once your request to access the online Certificate of Existence system has been approved, please submit your Certificate of Existence, by starting here: <https://www.insurance.nd.gov/fire-marshal/certificate-existence>

General Information:

You will be allowed to save work in progress. Your COE is not considered submitted to the State Fire Marshal until both Fire Chief and Auditor/Secretary have e-signed and submitted the COE.

On most pages, you will have these button options.

- “Finish Later” keeps your changes/progress and return to the Fire Departments page
- “Continue” keeps your changes and go to the next page
- “Cancel” ignores your changes and return to the previous page if other button options are available, specific instructions will be provided

Login:

1. Enter your User ID and password
2. Click Log in
3. You will be directed to the Fire Departments page when you provide valid credentials

* If you experience difficulty logging in, please contact ITD at 1-877-328-4470.

Fire Departments:

This page lists the FDIDs that you were granted access for. If your department is not listed, please exit the site and contact the State Fire Marshal’s office.

1. Click the “Edit” button next to the department you are submitting the COE for
2. You will be directed to the Fire Department page

Edit Fire Department:

The information shown is the prior year’s information provided to the State Fire Marshal’s office by the Certificate of Fire Department Existence process. Please modify/update this information as needed.

- You will receive validation messages for required fields on Save and Continue

Roster:

You will need to provide a list of roster positions for your department.

1. Click New Roster position
 - You are REQUIRED to enter at least four “firefighters”
 - Please choose the position for the name you are going to enter, i.e.
 - “firefighter” is for all people that actively go on scene
 - “administrative” could be used for your Board Members or Office Only Personnel
 - “other” should be used in the event of an inactive/retired firefighter, junior firefighter, or the like
 - Vacant – If you have roles in your department that are not filled, more gear than firefighters, and/or are short on the average amount of rostered members that your department normally has, please add positions without names and make as “vacant”, “yes”

- Indicate if the rostered firefighter is certified as a Firefighter I by clicking yes or no.
- Indicate if the rostered firefighter is certified as a Firefighter II by clicking yes or no.
- Indicate if the rostered firefighter qualifies for the Volunteer Emergency Responder (Red) License Plate Program. *Note, to be eligible for this, the firefighter must have been serving for a minimum of two consecutive years.

2. Click Save

- You will receive validation messages for required fields on Save
- You will be directed back to the Roster page; you will see the position you just added in the list

3. Continue to Add, Edit, Delete positions as needed

Certificate of Existence

Chief – The information that you submitted on your last COE will be displayed for Part III only.

Auditor – You may modify this information; please inform the Fire Chief of any changes you make.

1. Add or edit information as needed for Parts III-V

- In part V, the first dollar amount requested is that of the annual Insurance Disbursement Fund that your department receives each year, in approximately November-March.
- The 2nd and 3rd financial blanks are regarding your department's use of the Insurance Disbursement Fund money.
- The 4th financial blank is your entire budget for the department operations for this year.

2. If you are not ready to submit, click "Finish Later"

3. If you are ready to submit

- E-sign the form by typing your name in the Signature box
- Chief – Enter your auditor's email address, then click "Submit to Auditor"
 - * Auditor will be notified that the COE is ready for their signature. Please note, this feature is not working correctly, and you may have to notify your auditor/secretary/second signer through your own means.
- Auditor – Click "Submit to Fire Marshal" once complete
 - * The fire chief will be notified that the Certificate has been submitted. Please note, this feature is not working correctly, and you may have to notify your auditor/secretary/second signer through your own means.
 - You will receive validation messages for required fields upon clicking "Submit"

4. Click Done to return to the Fire Departments page

5. Repeat process for other departments or click log off.