

Online Certificate of Fire Department Existence system sign in/user account instructions

If you created a user account in prior years, please use the same User ID/login information to log in to the system again this year by clicking here to log in:

- <https://www.insurance.nd.gov/fire-marshal/certificate-existence>
- If you need password assistance, please contact ND ITD at (701) 328-4470 or (877) 328-4470.
- Also, if you have an NDFA account, we suggest you use the same User ID/login information that you use for that system to log in to this system.

To create a new user account please follow the steps below.

Visit the following link and choose "Register as a new user" here <https://www.insurance.nd.gov/fire-marshal/certificate-existence>

1. Enter your FDID
2. Use the "I serve at another fire department" button to list additional FDIDs
3. Enter your email address
(Once you are registered; you will receive further instructions at this email address)
4. Pick your Role (**Fire Chief** or **Auditor** [this pertains to Dept. Secretary, Treasurer, and/or City Auditor])
5. Click the "Submit" button

*You will receive a validation error message if you do not provide all information

*You will be directed to a Confirmation page once you provide all information

The State Fire Marshal will review your access request. Once you are approved you will receive further instructions, via email, explaining how to complete and submit your Certificate of Fire Department Existence.