



Renewal Instructions - Pyrotechnician Certificate of Competence

To renew your Pyrotechnician Certificate of Competence, submit the following items to the address above:

1. A completed application.
2. A check or money order made payable to the Commissioner of Labor for **\$150**.
3. Copy of your ATF Notice or Letter of Clearance as a Responsible Person or an Employee Possessor. If you do not have an ATF clearance, explain the status of your ATF application or reason for exemption.
4. Verification of active participation in the required number of shows. Verification may be in the form of copies of approved permits of shows you participated in.
 - For Class A: at least 3 NFPA 1123 shows and 3 NFPA 1126 shows
 - For Class B: at least 3 NFPA 1123 shows
 - For Class C: at least 3 NFPA 1126 shows

Do you need to be fingerprinted?

You **do not** need to be fingerprinted now if you are renewing an application and have a:

- Current ATF license as a responsible person or employee possessor
- New York State Department of Labor Explosives License

You **must** have your fingerprints scanned at a L1 Enrollment Services, aka MorphoTrust USA, location in NYS if you are:

- A new applicant
- Renewing an application and do not have ATF clearance

Fingerprinting

1. Scheduling an appointment:
 - Use the website www.L1enrollment.com or call toll free 1-877-472-6915 to
 - Find a New York State location near you
 - Schedule an appointment
 - Provide the following identification number when you schedule: **ORI #NY921260Z**
2. Fees:
 - The total fee includes a fingerprinting fee of \$91.50 plus a vendor fee of approximately \$11.00 to \$12.00
 - All fees are subject to change; check with the vendor for the current charges
 - You may pay the fee to L1 Enrollment Services either when you schedule online or at the time of the service
3. Identification:
 - Take 2 forms of ID to your appointment: One **must** have a photo
4. Follow up:
 - You are given a receipt after the fingerprint scan
 - Keep the receipt for tracking purposes
 - The service will transmit your prints to the New York State Division of Criminal Justice Services (DCJS) for processing
 - DCJS will send the results to the License & Certification Unit at the NYS Department of Labor, using the ORI number listed above