

# Iowa License Management System

The Iowa State Fire Marshal Division has implemented an online system for licensing and registrations. While some paper application submittals will still be accepted, we strongly encourage you to use the online License Management System (LMS) to submit your application to avoid errors in fee calculations, unnecessary submittals, and processing delays.


## Application Submittals for an Applicant by the Company Point of Contact

If you are the company point of contact and submit applications on behalf of employees, you will need to use the Bulk Apply process to start the applications online. Instead of going to the Applications page, click on the Business link under Applications in the navigation pane. Follow the steps on the All Service page to complete the Bulk Apply and to pay for licenses online once applications are submitted. You can also add and remove users from your company roster here.

DPS Home | SFM Home

Welcome, Cindy Lou \*Who | Logout

**My Account**

- Profile
- Documents
- Applications
- Business** 
- Inspections
- Lookup

**My Account**

**Click on the Applications link to the left to find forms. Do not click on the Business link unless you are the point of contact applying for your company's installer licenses (not RME or contractor).**  
*(On a smartphone or tablet, click on the menu icon in the upper left-hand corner of the screen.)*

How To: Upload additional documents  
Add A New Site or Business  
Complete and Clear Fingerprint Card Submittal (alarm and explosives certifications only)  
Apply for the Alarm System Contractor Certification

If you are the point of contact and are **APPLYING/RENEWING ON BEHALF OF YOUR STAFF** for Fire Protection, Alarm, or Explosives licensing, click the **Business** link in the left-hand navigation pane. Further instructions will be provided on the All Services page.

**You can update your information at any time by clicking on the Profile link in the left-hand navigation pane. Keeping your profile updated will help facilitate Password resets.**

If you have more than one license type, click on the Profile link in the left-hand navigation pane, and then click the Certifications link. Any certification/license you hold will be listed.

Cindy Lou \*Who


Number:  
Issued:  
Expiration:

5 Forms pending completion  
1 Item waiting in checkout  
2 Applications to be reviewed

**All Service**

**Applications are for BULK APPLY ONLY. If you are not submitting multiple applications for installers, please click on the Application link to the left to find your applicant or business application form.**

Click the name of the business to view additional details about it. Use the search box to find a specific business or click the alphabet links to look for businesses beginning with a specific letter.

**If you are the company Point of Contact and will be applying/renewing on behalf of staff, please follow the steps below:** 

1. When you are ready to apply/renew for technicians, go to the *Business* link in the left-hand navigation pane.
2. Select your service by clicking on the name.
3. Click on the *Applicant* link in the left-hand navigation pane and then check the box next to each name you need to apply/renew.
4. Select *Apply Licenses to Selected Users* and click Go.
5. A box will pop up and you will select the appropriate form from the drop down and click Bulk Apply.
6. Then go back to *Applications* in the left-hand navigation pane and click on *Review*.
7. The forms will be listed on that screen, each technician's name in a gray bar.
8. Click on the bar to expand the box and click the Start button to complete each form.

### **TO PAY FOR LICENSES:**

1. To pay for multiple licensees online at one time select *Pay Certification/License for Selected Users* from the drop down and click Go.
2. On the Personnel License Payment screen, do not select anything from the License drop down.
3. Scroll down and click the Continue button.

### **TO ADD/REMOVE USERS:**

- Use the Applicant box below to search for and add additional applicants to your roster. **Make sure the applicant first has a user account.** If they do not, you will need to create one from the login page by clicking on the Create User Account button.
- **To remove an applicant**, check the box next to the applicant's name and select *Remove Selected Users* from the drop down and click Go.