

Your Concern expires December 31. As you know, the California Health and Safety Code Duration of license and certifications shall be renewed annually, and renewals thereof shall be valid from January 1st through December 31st.

It also says application for renewal shall be made on or before November 1st of the year in which the current license expires. However, since you contact us prior to the December 1st and as a one-time courtesy, we have created a renewal application for you.

13166. Duration of license

Original licenses shall be valid from the date of issuance through December 31st of the year in which issued. Thereafter, each license shall be renewed annually, and renewals thereof shall be valid from January 1st through December 31st.

If your applications is not submitted and not accepted until after November 1st , you are required to pay the penalty fee of 50% as required in HSC 13189(b).

13189. Original fee; annual renewal fee; penalty fee.

(a) The original and annual renewal fee for any license or a certificate of registration issued pursuant to this chapter shall be established by the State Fire Marshal. That fee shall not exceed the amount necessary to cover the costs incurred in the administration and enforcement of this chapter.

(b) A penalty fee equal to 50 percent of the required annual license fee or certificate of registration fee shall be added to the fee in all cases where the fee for a renewal is not paid on or before November 1.

For you convenience, I have attached the new fee schedule for you, but can also be found at the OSFM website, <https://osfm.fire.ca.gov/media/gdwfue0s/laws-and-regulations-portable-fire-extinguishers-2022-rev-1-2022.pdf>.

For the future, here are the instructions for renewal.

Go to <https://calfire.govmotus.org>

1. Open your account with the pre-populated information the OSFM has for you from the **current year's issued** license.
2. From the side of the screen or "Control Panel", place the cursor on and click the "MANAGE LICENSE" button
3. Make the selection from the dropdown, the selection you want to apply for, Re-new.
4. Once Accepted, payment can be made.
5. From the "Control Panel", place the cursor on and click the "MAKE PAYMENT" button

Or

Go to <https://calfire.govmotus.org/>

When you go to the link you need to log in.

1. HOW TO MAKE AN ACCOUNT OR REGISTER

- a. When you open it, the website go to “Don’t Have an Account? Register” TAB.
- b. It will ask you for your Email Address. (this needs to be the email address given to the OSFM).
- c. You will then be asked for a “Password”.
- d. They will send you a confirmation you are registered. The form will Pre-Populate with some of your information.
- e. Log-in (I waited about 4 minutes and tried Login and Password, it worked, the email came later).
- f. After Log-in your page for “My Licenses” will come up.

NOTE: On this site, your Certificate of Registration is listed as a License.

- g. Select the license you want to renew.

2 HOW TO CREATE AN APPLICATION FOR RENEWAL /UPGRADE/CHANGE OF LOCATION/ CHANGE OF OWNERSHIP

- a. Log in to your account.
- b. The next screen open, your account with the Pre-populated information the OSFM has for you from the current year’s issued license.
- c. ON THE LEFT SIDE OF THE SCREEN IS A TAB
- d. Place the cursor on the “MANAGE LICENSE” selection you want to apply for, Re-new/Upgrade/Change of Location, and click it
- e. Next select Concern type you wish to apply for
- f. Upload all required documents

NOTE: Required documents areas not uploaded will not allow you to submit the application.

- g. Sign the application
- h. At this point, the ‘Submit’ Button will/should be dark blue.
- i. Click the ‘Submit’ button, this creates the application
- j. You will then get an email that says you are ready to make payment.
- k. Click on that link to log back into the GovMotus
- l. Click on the application number
- m. Once the application opens, on the left side under the control panel, click on “Make Payment”
- n. Select your payment method

NOTE: For Check or Money Order Follow the steps Below

- o. Print the invoice/receipt for each license/CofR.
- p. Attach your payment of each to the invoice/receipt
- q. Mail it to the address on the invoice/receipt.

3. HOW TO MAKE PAYMENT

- a. Log in to your accounts for either CofR, Concern, or both once you receive the email from ITBS stating to make a payment.
- b. Go to the manage payment tab on the left side of the screen and click on it.
- c. Select your payment method

NOTE: For Check or Money Order Follow the steps Below

- d. Print the invoice/receipt for each license/CofR.
- e. Attach your payment of each to the invoice/receipt
- f. Mail it to the address on the invoice/receipt.

NOTE: Please ensure to write your E number and EE number on the invoice/receipt for renewal.