

Consumer Certificate Renewals

If you have an issued Consumer Certificate in years past and want to apply for that same location for another year, you may renew your registration on January 1st – April 1st of the year you are renewing.

To get started you will want to go to:
<https://www.michigan.gov/bfs>

Then under Quick Links, you will want to click on **Accela Automation- Citizen Portal to start the application.**

Click here to get to : [Accela Automation Citizen's Portal](#)

DEPARTMENT OF
LICENSING AND REGULATORY AFFAIRS


BUREAU LIST | SEARCH LICENSE TYPES | VERIFY A LICENSE | FILE A COMPLAINT | LARA NEWS RELEASES | FOIA REQUEST

LARA / BUREAU LIST / FIRE SERVICES

- State Fire Marshal
- Fireworks
- Fire Fighter Training Division
- Plan Review
- Storage Tank Division
- Field Services
- NFIRS
- MI Prevention
- Marijuana Plan Reviews/Inspections

Fire Services

Welcome to the Bureau of Fire Services



Mission Statement
To provide for the protection of persons and property from exposure to the dangers of fire through inspection and fire prevention and to serve the training needs of over 30,000 fire fighters in the state of Michigan.

Vision Statement
The tenacious pursuit of providing a fire safe environment for all firefighters and citizens in the state of Michigan.

State Fire Marshal

Sign up here to receive GovDelivery announcements from the Bureau of Fire Services

[View the GovDelivery Announcements](#)

QUICK LINKS

- Contact Us
- Fire Service Directory
- Forms
- Public Acts and Administrative Rules
- FOIA Request
- BFS News Releases
- Fire Services Related Links
- Reporting and Notification of Hazardous Material Incidents
- Accela Automation | Citizen Portal**
- Fireworks Complaint Hotline

Once on the Verify a License page, you will need to fill out:

User Name or E-mail:
&
Password:

Then click on:
Login >>

Announcements Accessibility Support Register for an Account [Login](#)

Verify a License

****You must have an account to apply for or renew a license****

Click [here](#) for instructions on how to register for an account

Click [here](#) for instructions on how to link and renew licenses

Would you like to renew a trade license? **YES**

[Home](#) [BCC Licenses](#) [BCC Permits](#) [Plan Review](#) [Fire Services](#) [OLSR](#)

Advanced Search ▾

Welcome to the new Citizen Portal

We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

In partnership with Accela, Inc., we are fulfilling our promise to deliver powerful e-government services and provide valuable information about the community while making your interactions with us more efficient, convenient, and interactive. To use ALL the services we provide you must register and create a user account. You can view information, get questions answered and have limited services as an anonymous user. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.

What would you like to do today?
To get started, select one of the services listed below:

Login


User Name or E-mail:

Password:

Remember me on this computer


[Login »](#)

[I've forgotten my password](#)
[Register for an Account](#)



Once you are logged in this will be what the Home screen looks like.

Click on:
Fire Services

Announcements Logged in as: [redacted] Collections (0)  Cart (0) Account Management Logout

Verify a License

****You must have an account to apply for or renew a license****

Click [here](#) for instructions on how to register for an account

Click [here](#) for instructions on how to link and renew licenses

Would you like to renew a trade license? **YES**

[Home](#) [BCC Licenses](#) [BCC Permits](#) [Plan Review](#) [Fire Services](#) [OLSR](#)

[Dashboard](#) [My Records](#) [My Account](#) [Advanced Search](#) ▾


Hello, [redacted]

Saved in Cart (0) [View Cart](#)

There are no items in your shopping cart right now.

My Collection (0) [View Collections](#)

You do not have any collections right now.

Work in progress  [View All Records](#)

Now you will see all the Records in your account. Look for the Certificate you want to renew.

Click on:
Renew Application

11/30/2020	CT00089	Consumer Fireworks Certificate Temporary Structure	T	58245 t, LANSING MI 48912 United States	0	laduk1vm	Received	Renew Application
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Step 1:

The system will auto populate the facility address.

If you have a different address, then what appears on your certificate being renewed, you will have to complete a new application.

Fireworks Low Impact Renewal

1 Step 1	2 Review	3 Pay Fees	4 Record Issuance
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Step 1 : Step 1 > Page 1

* indicates a required field.

Facility Address

This address is from your registration, it cannot be changed. If your registration address has changed, you will need to submit a new application.

* Street No.:	* Street Name:	Street Type:
<input type="text" value="123456"/>	<input type="text" value="T"/>	<input type="text" value="ST"/>
* City:	* State:	* Zip:
<input type="text" value="MASON"/>	<input type="text" value="MI"/>	<input type="text" value="48854"/>
County:	Township:	
<input type="text"/>	<input type="text"/>	
<input type="button" value="Clear"/>		

Step 1 (continued):

If you have a new contact that you would like to add to the account, you will click add new.

You may edit a contact by clicking the edit link.

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Tori LaDuke

Email: [redacted]
Address: [redacted]
City: [redacted]
State/Province: [redacted]
Zip/Postal Code: [redacted]
Phone: [redacted]
Fax: [redacted]

[Edit](#) [Remove](#)

Contact Addresses

[Add Additional Contact Address](#)

To edit a contact address, click the address link.

Showing 0-0 of 0

	Address Type	Recipient	Address	Action
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No records found

Renewal Application

APPLICATION INFORMATION

Michigan Sales Tax License Number:

BB-1524567

* Business Name Listed on Sales Tax License:

T

* What is your current Michigan Sales Tax License Expiration Date::

12/31/2021

* Sentenced for Felony Conviction within the preceding 5 years:

Yes No

* Ever been convicted of a felony involving theft, fraud, or arson:

Yes No

* Applicant attests to verification of compliance (R 29.2914) in Fireworks Safety General Rules::

Yes No

PLAN REVIEW EXEMPTION

Does the location have an approved automatic fire sprinkler system:

Yes No

* Is this a renewal application for a permanent facility that has had no changes since last year?:

Yes No

* Amount in pounds of pyrotechnic composition on hand:

800

Step 1 (continued):

Application information will auto populate.

You will have to enter or answer the questions highlighted in yellow.

Add attachments that are needed at this time for your application.

- Bond
- Sales Tax License
- Site Plans
- Floor Plans

Then click on:

Continue Application

Attachment

The maximum file size allowed is 100 MB.

ade; adp; bat; chm; cmd; com; cpl; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
[REDACTED]	Fireworks Inspection Report	30.60 KB	11/30/2020	Actions ▼

Select from Account

Add

Continue Application »

Save and resume later



Step 2: Review

[Continue Application »](#)

[Save and resume later](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Step 2:

Review all the information for the location that you are renewing.

Click on:
[Continue Application](#)

Record Type

Consumer Fireworks Certificate Temporary Structure Renewal

Facility Address

[Edit](#)

58245 t
LANSING MI 48912

Applicant

[Edit](#)

Individual
Tori LaDuke
123456
Mason, MI, 48854

Phone:517-241-8847

Renewal Application

APPLICATION INFORMATION

[Edit](#)

Michigan Sales Tax License Number:	BB-1524567
Business Name Listed on Sales Tax License:	T
What is your current Michigan Sales Tax License Expiration Date::	12/31/2021
Sentenced for Felony Conviction within the preceding 5 years:	No
Ever been convicted of a felony involving theft, fraud, or arson:	No
Applicant attests to verification of compliance (R 29.2914) in Fireworks Safety General Rules::	No

Then you will want to click on:
Check Out

IF YOU NEED INSTRUCTIONS FOR CREATING YOUR ACCOUNT, RENEWING A LICENSE, OR CHANGING YOUR ADDRESS, CLICK HERE.

[Home](#) [BCC Licenses](#) [BCC Permits](#) [Plan Review](#) **[Fire Services](#)** [OLSR](#)

[Create/Amend an Application/Record](#) [Search Applications](#)

Consumer Fireworks Certificate Temporary Structure Renewal

1 Step 1 2 Review **3 Pay Fees** 4 Record Issuance

Step 3 : Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Applicant Fee.	1	\$1,000.00

TOTAL FEES:: \$1,000.00

Note: This does not include additional inspection fees which may be assessed later.

Check Out »

Continue Shopping »

Click on:
Pay by Electronic Check
Or
Pay by Credit Card
Click on:
Next

Payment Method

MI Permit License Plan Review

Welcome to the CEPAS Credit Card Processing Payment Module for MI Permit License Plan Review.

This process is being used as a secure means of processing online payments 24 hours a day, seven days a week.

Payment may be made using a valid Credit or Debit card (Visa, MasterCard, or Discover).

In order to make a payment, please select 'Next' below.


* Indicates required field


Choose method of payment

Pay by electronic check

* Account Type:

Pay by credit card





Important Information Regarding Debit Blocks

Some financial institutions offer a service referred to as "Debit Blocking" or "Debit Filtering" to their business account owners to prevent unauthorized debits (withdrawals) posting to their accounts. If an account has a debit block or filter, any unauthorized debit transaction will be returned unpaid. Most financial institutions offer the option of authorizing certain debits by providing specific information about the transactions to be authorized.

If you have a Debit Block or Filtering service on your account you must access your Debit Block or Filtering settings or contact your financial institution and have the ACH transactions identified with the Company ID **9044030366** authorized to debit your account. Failure to make these arrangements will result in your payment being returned unpaid.

International ACH Transactions (IAT)

Payments processed through this website are intended only for domestic ACH payments not associated with a foreign bank account, which would classify it as an International ACH Transaction (IAT). If your domestic bank account is funded or otherwise associated with a foreign bank account you must pay via an alternate payment.

Check Payment Screen

Depending if you clicked on Electronic Check or Credit Card these are the screens you will see. Fill out all the highlighted fields and then Click: **Next**

Billing Address

Use Business Name

*First Name:

M.I.:

*Last Name:

*Street Line 1:

Street Line 2:

*City:

*State:

*Zip:

*Country:

*Phone:

*E-Mail:

Payment Details

*Payment Amount: 50.00 USD

Your account will be debited in 1 to 3 days from the date identified. If your payment date falls on a non-banking day your payment will be executed on the next available banking day. Current date payments received after 11:59 PM ET will be executed on the next valid banking day.

Payment Method

*Name On Account:

*Account Number: What's This?

*Re-Type Account Number:

*Routing Number: What's This?

*Account Type: Checking Savings

or

Credit Card Payment Screen

MI Permit License Plan Review

If you have entered a valid email address, the confirmation email will be received from noreply@fiserv.com.

To continue the payment process, click the "Next" button in the box below.

* Indicates required field

Billing Address

Use Business Name

*First Name:

M.I.:

*Last Name:

*Street Line 1:

Street Line 2:

*City:

*State:

*Zip:

*Country:

*Phone:

*E-Mail:

Payment Details

*Payment Amount: 50.00 USD

Payment Method

*Name on Card:

*Card Number:

*Expiration Date:

*Card Verification Value(CVV2): What's This?


Click:
Pay Now

Payment Review

MI Accela LARA

To confirm your payment information, click on "Pay Now" in the box below.

If you have entered a valid email address, a confirmation email will be received from noreply@fiserv.com.

Address
Billing Address: [Blurred Billing Address]
Payment Method
Credit Card  T x1111 09/21
Payment Amount
Amount: 1250.00 USD
Total: 1250.00 USD
Back Pay Now Exit

Once you have paid you will go back to Accela and give you a record number. This means you have completed the application process.

For your consumer application you will be given a renewal number and you will upload any new documents needed until it is issued and then you will be issued your CTXXXXX number

Home BCC Licenses BCC Permits Plan Review Fire Services OLSR

Dashboard My Records My Account Advanced Search ▼

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

Step 3: Receipt/Record issuance

Receipt

Your submittal has been successfully received.

1001 BARNES ST, MASON MI 48854

2020-CT00112