



CITY OF CHICAGO FIRE DEPARTMENT
BUREAU OF FIRE PREVENTION



TO: FIRE EXTINGUISHER SERVICING COMPANIES

RE: FIRE EXTINGUISHER SERVICEMAN (FES) LICENSE EXAMINATION

The next Fire Extinguisher Serviceman License examination will be given on April 30, 2024, at 9:00 a.m. The location of the test site is 1338 S. Clinton Street. The exam will begin promptly; all late arrivals will not be allowed entry into the exam site.

Class size is limited. To secure a seat for the exam all applicants must complete the following prior to the date of exam:

- ✓ **All applicants must pre-register for the exam.**
 - a. Call (312) 744-4762 to register for the exam.
 - b. The deadline for registration is April 25, 2024.
- ✓ **All applicants are required to complete payment for the exam prior to the date of exam. Payments will no longer be accepted at the exam site and/or the COC Fire Prevention Bureau Headquarters.**
 - a. The combined exam and license fee is \$30.00.
 - b. Payments can be made at any of the City of Chicago payment centers. Select this link to view available payment sites: [COC REVENUE PAYMENT LOCATIONS](#)
 - i. Most forms of payment are accepted at the City of Chicago payment centers.
 - ii. If you are paying by check or money order, the payment must be made out to the “City of Chicago Department of Revenue.”
 - iii. All payments are required to be submitted with two (2) completed Point of Sale invoices. Select this link to access the FES Point of Sale: [FES POINT OF SALE INVOICE](#)

On the day of the exam, the approved registered applicants are required to bring the following:

- ✓ Proof of payment.
 - Applicants are required to submit the original receipt of payment provided [to you] at the City of Chicago payment centers accompanied with the completed [FES POINT OF SALE INVOICE](#).
- ✓ A completed FES application form. Select this link to access the FES application: [Fire Extinguisher Serviceman Application.pdf](#)
- ✓ PHOTO ID (Driver’s License or State ID) to show proof of age.
 - Applicants must be 18 years of age to take the test.
- ✓ Two (2) pencils to take the exam.

BE ADVISED: APPLICANTS REPORTING TO THE EXAM SITE ON THE DATE OF THE EXAM WITHOUT THE ABOVE LISTED ITEMS COMPLETED WILL NOT BE PERMITTED ENTRY INTO THE EXAMINATION SITE.

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“We’re There Before You Need Us”

444 NORTH DEARBORN, 2ND FLOOR, CHICAGO, ILLINOIS 60654



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To better prepare for the exam, applicants should review the City of Chicago Municipal Code Sections on Fire Extinguisher Serviceman which can be viewed online at [City of Chicago Law Department](#) and NFPA 10 (2018 Edition):

- [15-4-430 thru 15-4-510](#)
- [15-16-670 thru 15-16-700](#)
- [Title 14B: 14B-9-906 thru 14B-9-906.10](#)

Ensure all Fire Extinguisher Servicemen in your company have a current 2023 Fire Extinguisher Serviceman License and that the Certificate of Insurance is current for 2023.

Please direct all questions regarding this exam and process to 312-744-4762.

Respectfully,

A handwritten signature in black ink, appearing to read "John Javorka", written over a horizontal line.

John Javorka, P.E., LEED AP
Deputy Commissioner
Bureau of Fire Prevention

"We're There Before You Need Us"