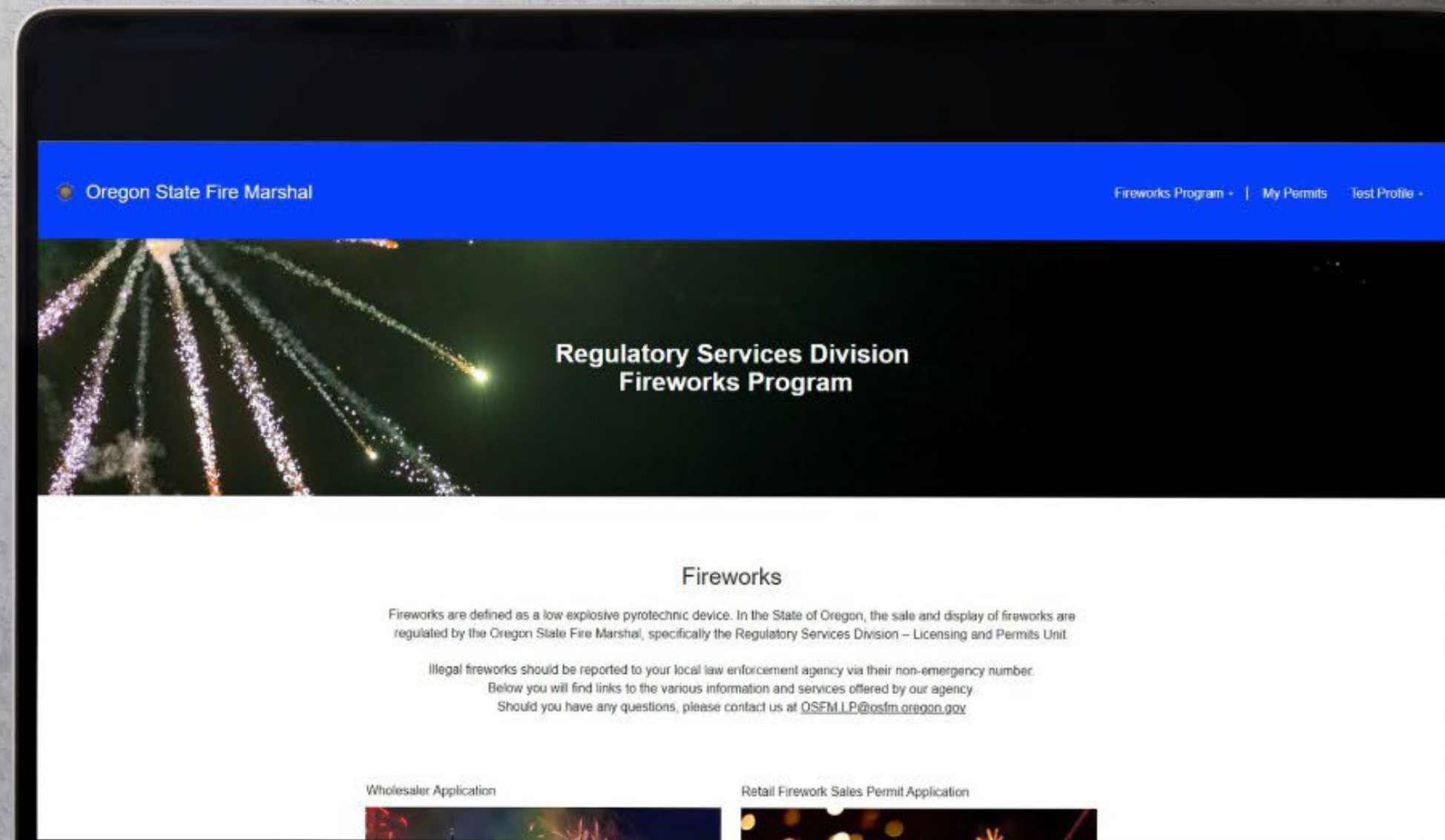




2026 FIREWORKS DISPLAY USER GUIDE

OREGON STATE FIRE MARSHAL



**Welcome to the new online portal for
General, Limited, and Special Effects
Display Permit Applications.**

THIS IS A COMPREHENSIVE GUIDE FOR HOW TO USE THE ONLINE PORTAL TO FOLLOW THIS JOB AIDE TO ENSURE A SMOOTH AND COMPLIANT PROCESS.



Complete the application: Fill out the application screens with complete and accurate information.



Electronically submit and sign your applications in one easy process.



The Oregon State Fire Marshals Regulatory Services Division will review your application promptly and email your certification back in a smooth seamless process.



Submitting a paper application is still available. The paper application may be mailed to the PO box only. Please contact us with questions:
OSFM.LP@OSFM.Oregon.Gov

LET'S BEGIN



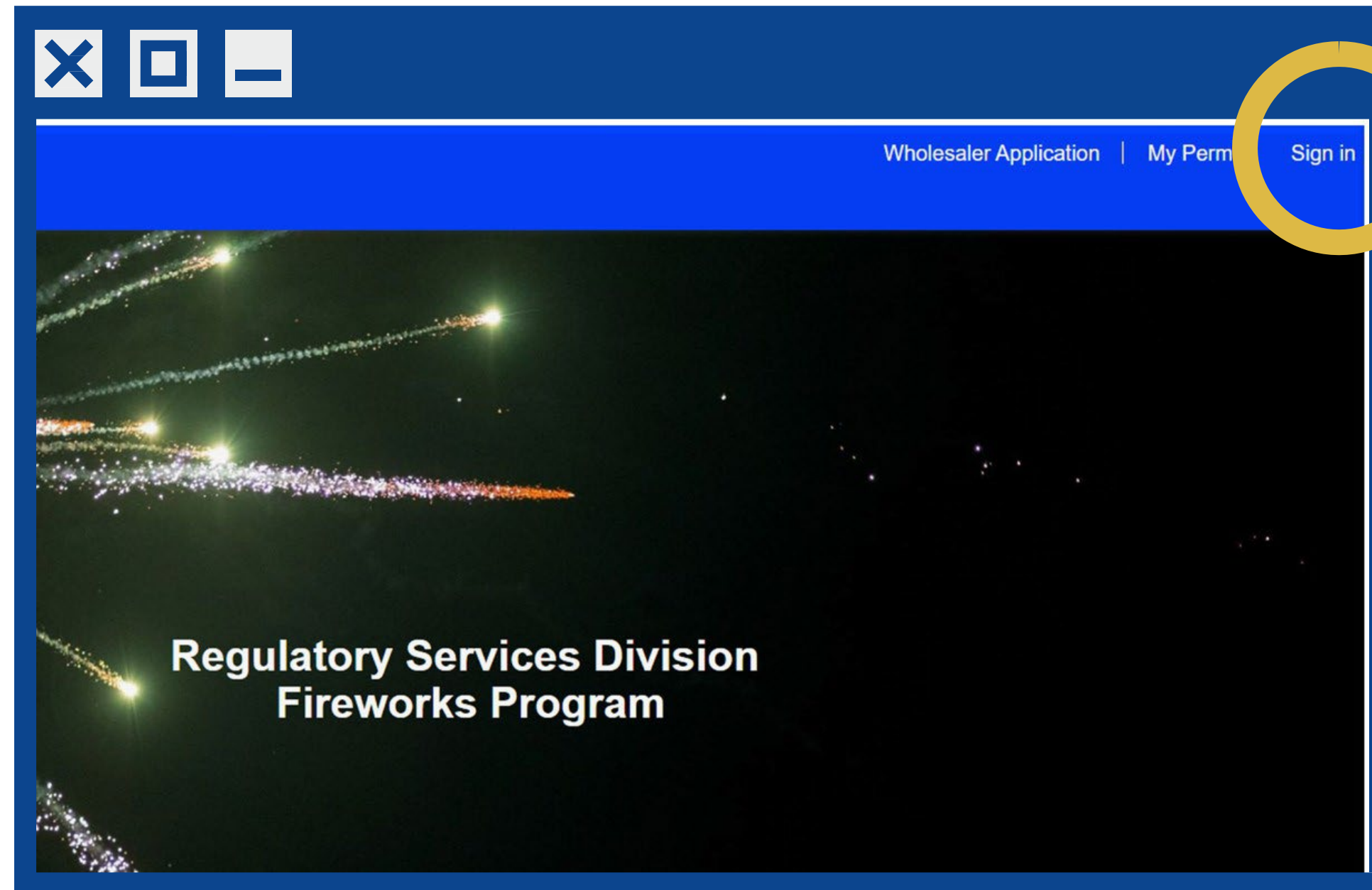
If this is your first time using our online portal, the first step is to create your personal account. Having an account allows you to access all the features and services we offer securely and conveniently



If you already have an account, simply log in using your registered email and password. After logging in, you can skip ahead to page 9 of this guide where you'll find detailed instructions on how to navigate and use the portal's features.

CREATING AN ACCOUNT

[Click here](#) to create an account

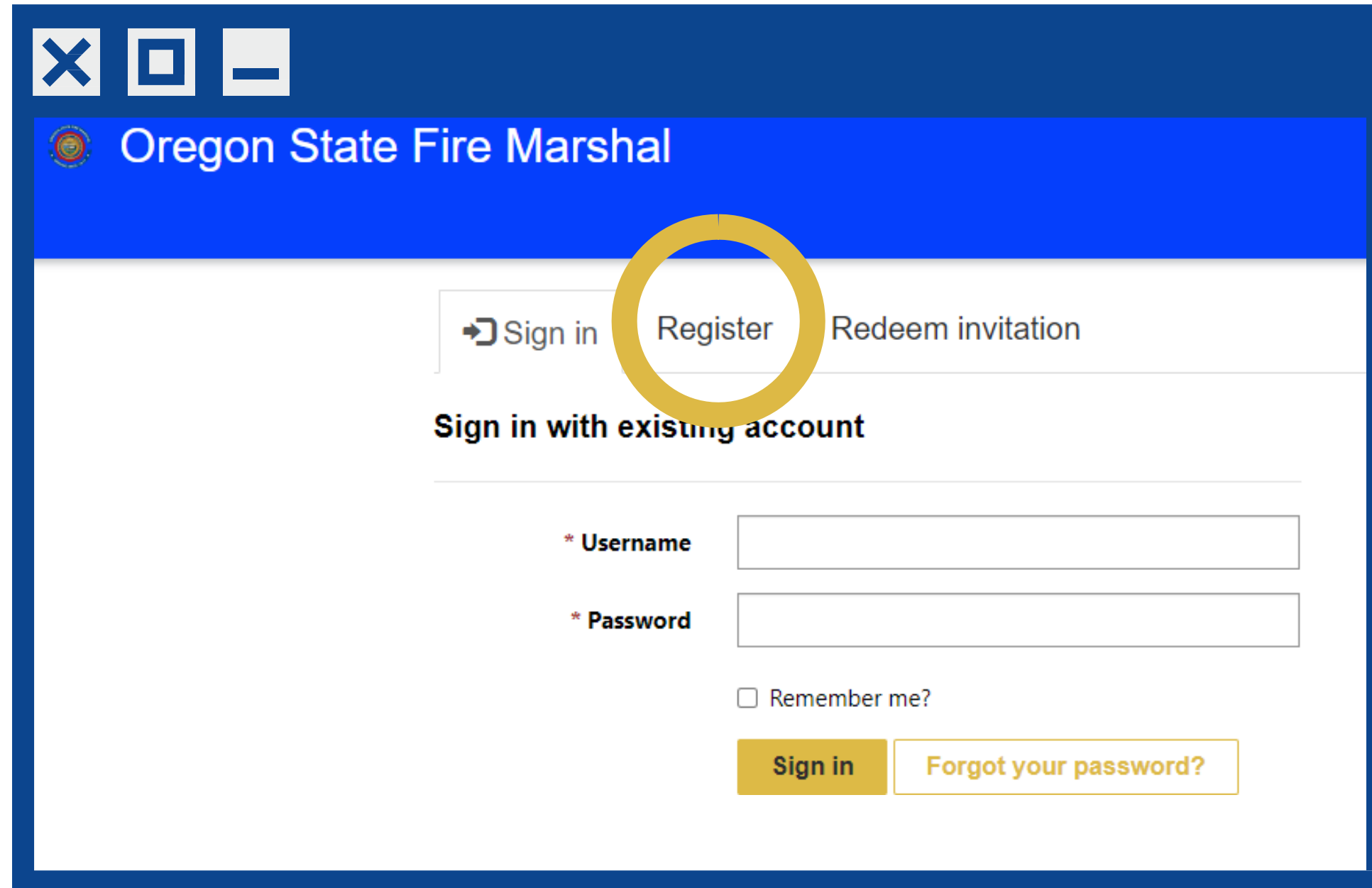


STEP 1

To get started with account creation, click 'sign in' at the top right corner of the portal website.

HELPFUL HINT: Save the link as a "favorite" in your browser.

CREATING AN ACCOUNT



The screenshot shows a web browser window with the Oregon State Fire Marshal logo and name at the top. Below the header, there are three tabs: 'Sign in', 'Register', and 'Redeem invitation'. The 'Register' tab is highlighted with a yellow circle. Below the tabs, the text 'Sign in with existing account' is displayed. Underneath, there are two input fields labeled '* Username' and '* Password'. A checkbox labeled 'Remember me?' is located below the password field. At the bottom, there are two buttons: 'Sign in' and 'Forgot your password?'.

✕ □ —

 Oregon State Fire Marshal

➔ Sign in **Register** Redeem invitation

Sign in with existing account

* Username

* Password

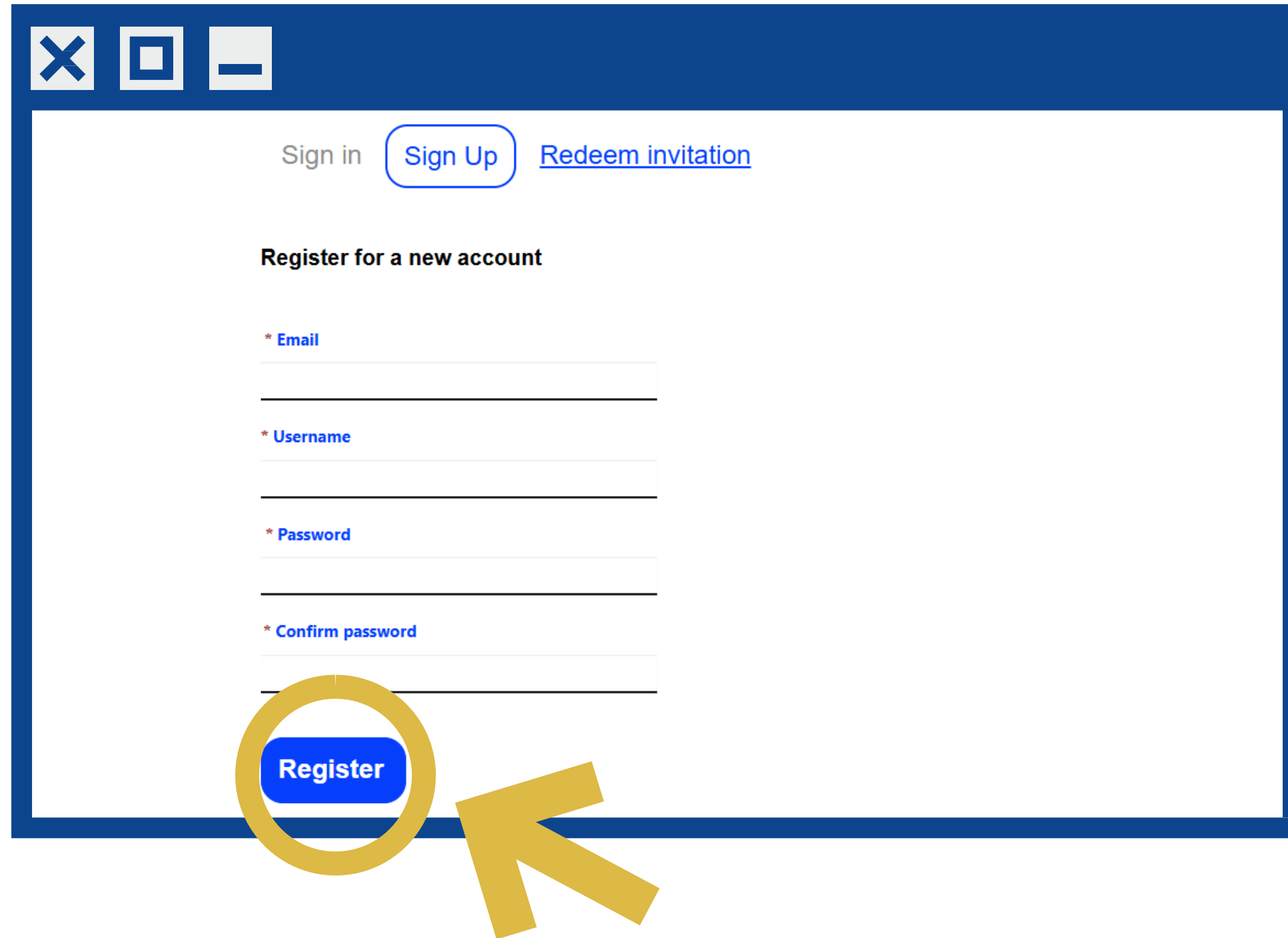
☐ Remember me?

Sign in Forgot your password?

STEP 2

Click the 'Register' tab

CREATING AN ACCOUNT



Sign in **Sign Up** [Redeem invitation](#)

Register for a new account

* **Email**

* **Username**

* **Password**

* **Confirm password**

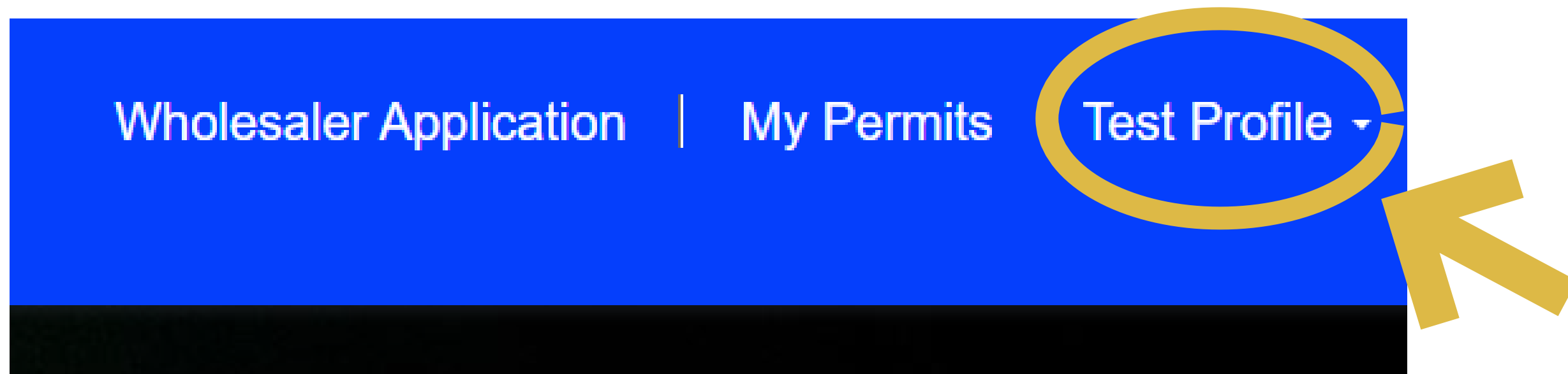
Register

STEP 3

The “Sign Up” tab will open.
Complete the required sections.

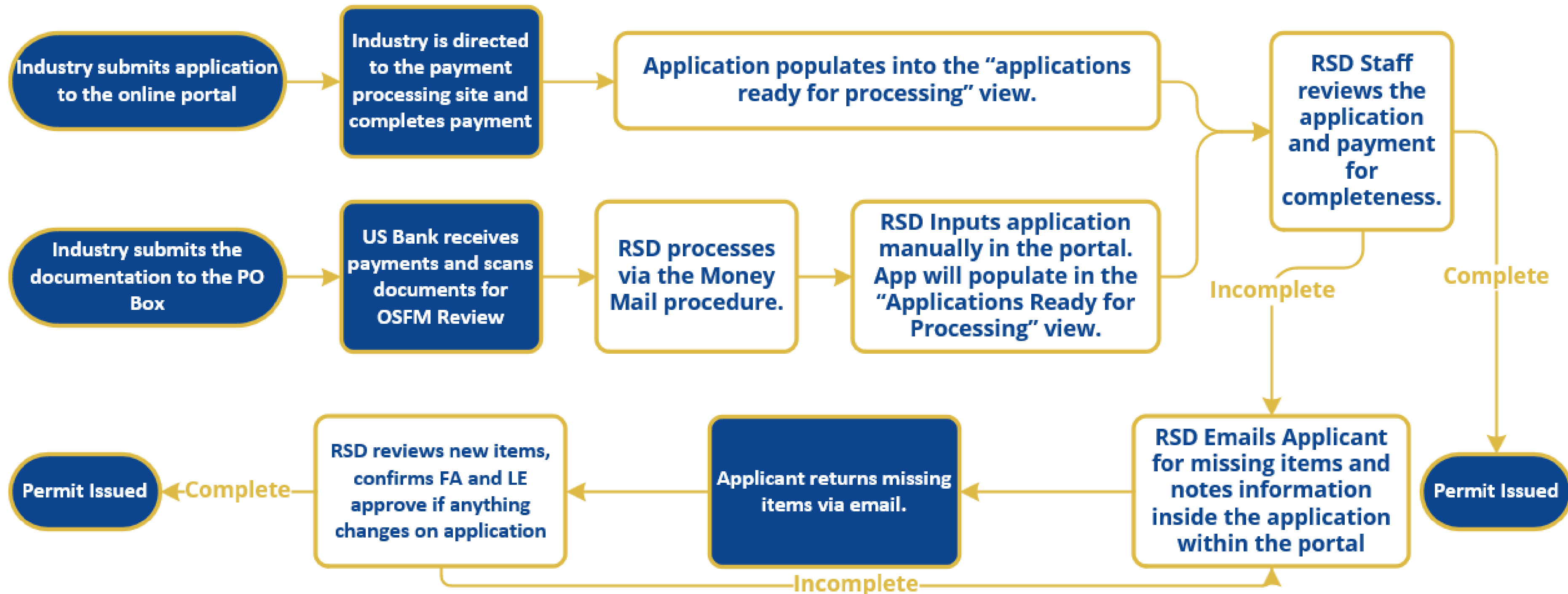
Click ‘Register’ to finalize your
account.

Once your account is created and you are logged in, your name will appear in the upper right corner of the main page.



PERMIT APPLICATION OVERVIEW

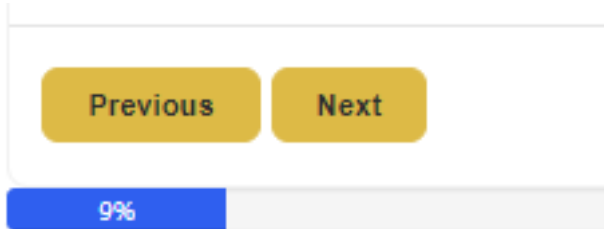
Display Application Process (Limited, General and SPFX)



HELPFUL HINTS BEFORE YOU GET STARTED



To start a new application, click “Apply for an Operator Certification.”

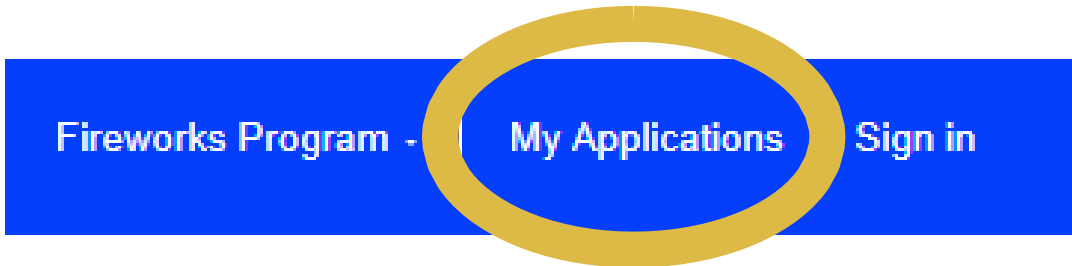


The status bar at the bottom will help you navigate along the way.

Helpful Hint: Use the “previous” and “next” buttons on screen, *not your browser’s back buttons*.



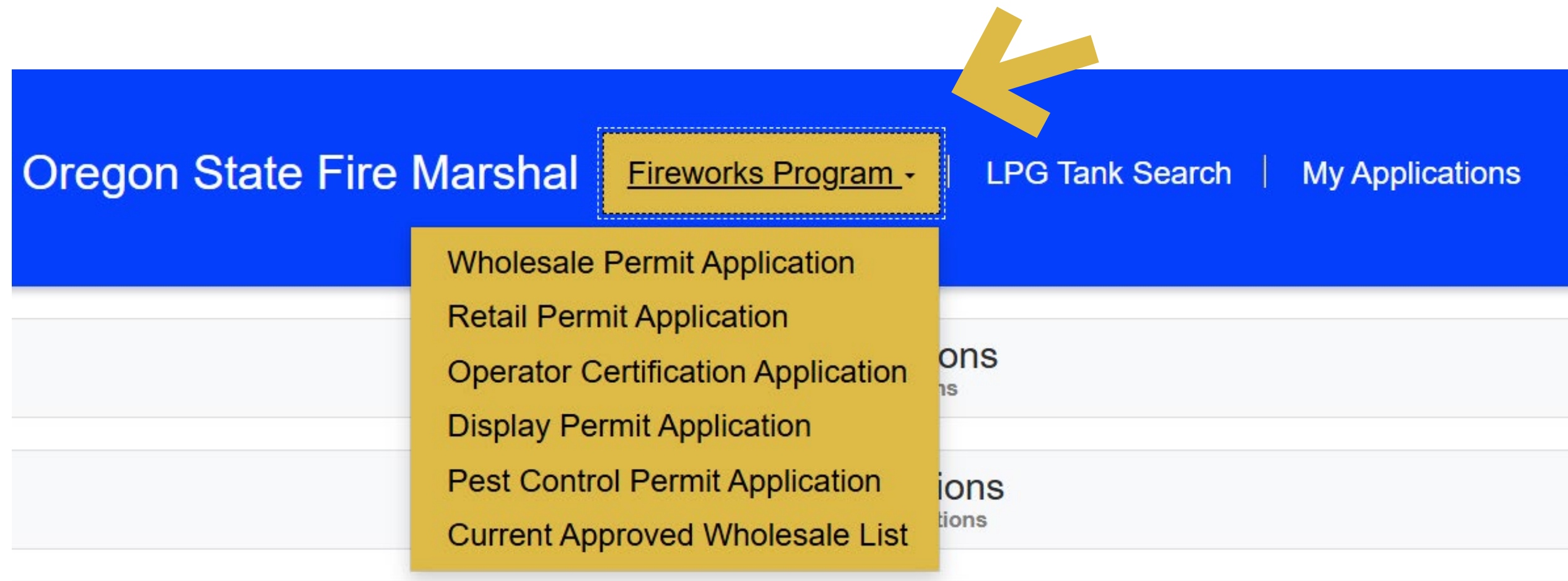
Helpful Hint: Red asterisks* indicate the required sections. These must be completed before you can advance to the next page of the application.



You may check on the status of your application at any time by navigating to the ‘My Applications’ dropdown.

Screenshots may appear different based on updates to the portal. The process is still the same.
Please let us know if you have any questions at OSFM.LP@OSFM.Oregon.Gov

STARTING AN APPLICATION



1. Click the 'Fireworks Program' dropdown.
2. Select 'Display Permit Application.'

FIREWORKS DISPLAY APPLICATION

Please select the application you would like to complete

FIREWORKS DISPLAY APPLICATION

* Required Field

For assistance please email OSFM.LP@OSFM.Oregon.Gov

Application Type *

Please select the type of application you would like to complete

Select

Next

0%

Application Type *

Please select the type of application you would like to complete

Select

Select

Limited Display Permit

General Display Permit

SPFX (Special Effects) Display Permit

The online application is the same as the current paper application.

Click the drop-down arrow to select the type of application needed.

DISPLAY PERMIT APPLICATION PROCESS

APPLICATION INSTRUCTIONS

Please read this page fully, review the required Oregon Revised Statutes and Oregon Administrative Rules.

By checking the box at the bottom, this certifies that the statutes and rules have been read and understood by the applicant.

IMPORTANT

1. Do not use “Same”, “same as before” or “same as above” in any of the fields.
2. Please include your email address for quicker permit response.

[Previous](#)

Next

11%

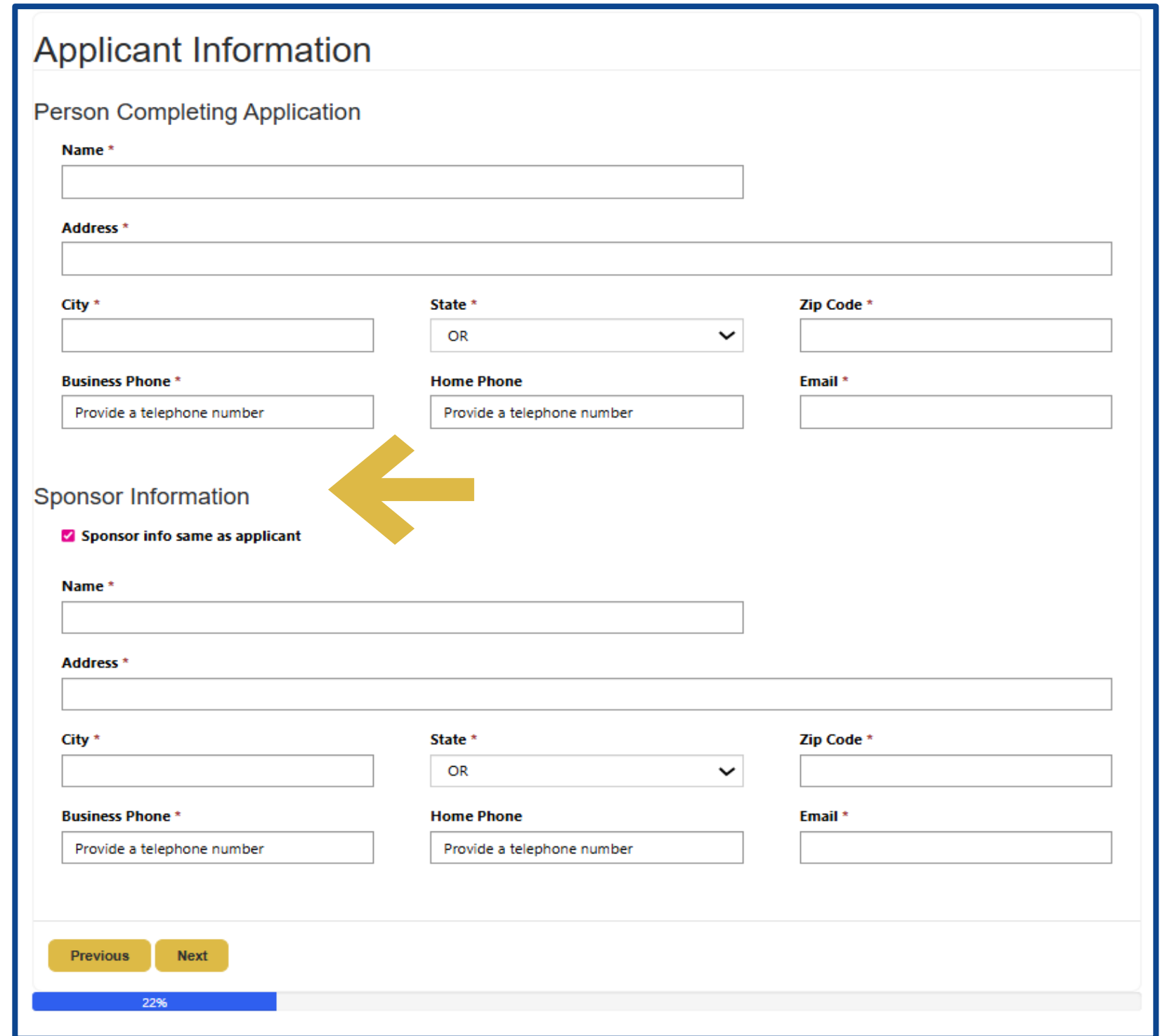
APPLICANT INFORMATION

Complete all information.
Do not use "same" or "on file".

If the Applicant and Sponsor are
the same, check the "Same as
Applicant" box.

The Final Approved Permits will be
sent to the email address provided
on this screen.

Click "Next"



The screenshot shows a web form titled "Applicant Information". It is divided into two main sections: "Person Completing Application" and "Sponsor Information".

Person Completing Application:

- Name ***: Text input field.
- Address ***: Text input field.
- City ***: Text input field.
- State ***: Dropdown menu with "OR" selected.
- Zip Code ***: Text input field.
- Business Phone ***: Text input field with placeholder "Provide a telephone number".
- Home Phone**: Text input field with placeholder "Provide a telephone number".
- Email ***: Text input field.

Sponsor Information:

- ☒ **Sponsor info same as applicant**: A yellow arrow points to this checkbox.
- Name ***: Text input field.
- Address ***: Text input field.
- City ***: Text input field.
- State ***: Dropdown menu with "OR" selected.
- Zip Code ***: Text input field.
- Business Phone ***: Text input field with placeholder "Provide a telephone number".
- Home Phone**: Text input field with placeholder "Provide a telephone number".
- Email ***: Text input field.

At the bottom, there are "Previous" and "Next" buttons, and a progress bar showing 22% completion.

DISPLAY INFORMATION

Complete all information. Do not use “same” or “on file”.

Applications and permits cannot be continuous through the day.

Demos and dress rehearsals need their own application.

Click “Next”

* Required Field

For assistance please email OSFM.LP@OSFM.Oregon.Gov

Display Information

Display Date/Time *

7/4/2026 10:36 AM

Display Address *

3991 Fairview Ind Dr

City *

Salem

State *

OR

Zip Code *

97322

Previous

Next

33%

FIREWORKS

PLEASE READ THE INSTRUCTIONS ON THIS PAGE CAREFULLY.

Add Product

Type	Product	Classification	Quantity	Size
There are no products added yet				

Wholesalers

Wholesaler Name *

Q

Secondary Wholesaler

Q

Previous

Next

44%

Add all items to be used in the display by clicking “Add Product”.

Select the Wholesaler(s) you will be purchasing products from.

Click “Next”

OPERATOR AND ASSISTANT INFORMATION & DISPLAY SITE MAP

Complete all information

Do not use “same” or “on file” or “NA”

If the Display Operator is the same as the applicant check the available box to copy the information over.

Click “Next”

Fire Authority and Law Enforcement DISPLAY SITE SIGNATURES

Use the magnifying glass to find the correct authority.
Verify the email address before entering it, as the application will be sent directly from this document.
Incorrect email addresses may delay your application.

Fire Authority

Department Name *



Upon selection, address & email will populate with what OSFM records show but is updatable.

Law Enforcement

Department Name *



Upon selection, address & email will populate with what OSFM records show but is updatable.

STORAGE SITE INFORMATION

Select the type of storage utilized for this display.

Fireworks cannot be stored for more then **30 days** prior to the display

They must be returned to the Wholesaler within **7 days** after.

FIREWORKS DISPLAY APPLICATION

* Required Field

For assistance please email OSFM.LP@OSFM.Oregon.Gov

Storage Site Information

Storage Type *

No Storage - Picking up day of Display

Select

No Storage - Picking up day of Display

No Storage - Delivered Direct to Display Site

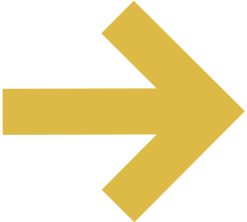
Storage - Prior to Display

SIGNATURE

By digitally signing this application, I understand I am certifying I meet the requirements for Limited Operator Certification. I also understand that violation of fireworks statutes or administrative rules may result in the State Fire Marshal revoking, suspending, or refusing to issue my certification or display permits, and may result in the issuance of civil penalties.

I hereby certify that I am knowledgeable of and will comply with Oregon's fireworks statutes, administrative rules, and safety procedures for displays. I hereby certify the information contained in this application to be correct and true to the best of my knowledge.

I UNDERSTAND THAT A LIMITED DISPLAY OPERATOR CERTIFICATE DOES NOT ALLOW THE HOLDER TO PURCHASE, POSSESS, OR STORE FIREWORKS AT ANY TIME WITHOUT FIRST OBTAINING A SEPARATE PERMIT FOR EACH EVENT FROM STATE FIRE MARSHAL.

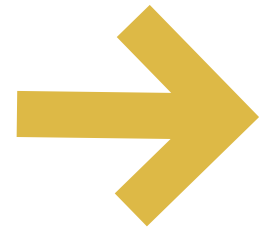


Applicant Signature *	Date *
	12/8/2025 
Previous Submit	

100%

SUBMISSION COMPLETED SUCCESSFULLY

FIREWORKS DISPLAY OPERATOR APPLICATION



Submission completed successfully. You may now close this page.

The email address provided will receive a confirmation email with the Application ID/ Reference Number.

APPLICATION – CHECKING STATUS

In the “My Applications” screen

Click “Display Applications”

The newest application will be at the top.

This shows the ID, Application Type, Status, Certificate Number (once approved), and the Created-On Date.

The status is the phase the application is in.

Key:
DS FA Signed: Display Site Fire Authority Signed Yes/ No
DS LE Signed: Display Site Law Enforcement Signed Yes/ No
SS FA Signed :Storage Site Fire Authority Signed Yes/ No

Display Applications								
Click here to view display applications								
Submit Application Payment								
Display Applications								
APP ID	Application Type	Display Address	Display Date/Time	Application Status	Permit Number	DS FA Signed	DS LE Signed	SS FA Signed
26-D-0142	Limited Display Permit	3991 Fairview Ind Dr	7/4/2026 10:36 AM	Awaiting Authority Approval		No	No	No
26-D-0141	Limited Display Permit	3991 Fairview Ind Dr	5/29/2026 8:41 AM	Awaiting Payment		Yes	Yes	No

**FIRE AUTHORITY AND
LAW ENFORCEMENT
SIGN OR REQUEST
REVISIONS**

REVISION PROCESS

Page 28 If Needed

**APPLICATION
PAYMENT DUE**

DISPLAY PERMIT ISSUANCE

The email address provided will receive the final Display Permit

Oregon State Fire Marshal General Display Permit



OSFM LP * OSFM <OSFM.LP@osfm.oregon.gov>

To

Bcc

Reply

Reply All

Forward



Fri 5/22/2026 1:16 PM

Congratulations! Please see attached for your General Display Permit.

Please let us know if you have any questions.



Licensing and Permits

Regulatory Services Division

Oregon State Fire Marshal

(971) 372-0325

Email: OSFM.LP@OSFM.oregon.gov

REVISION PROCESS APPLICATION STATUS AND PERMIT STATUS

Application Starting Phase

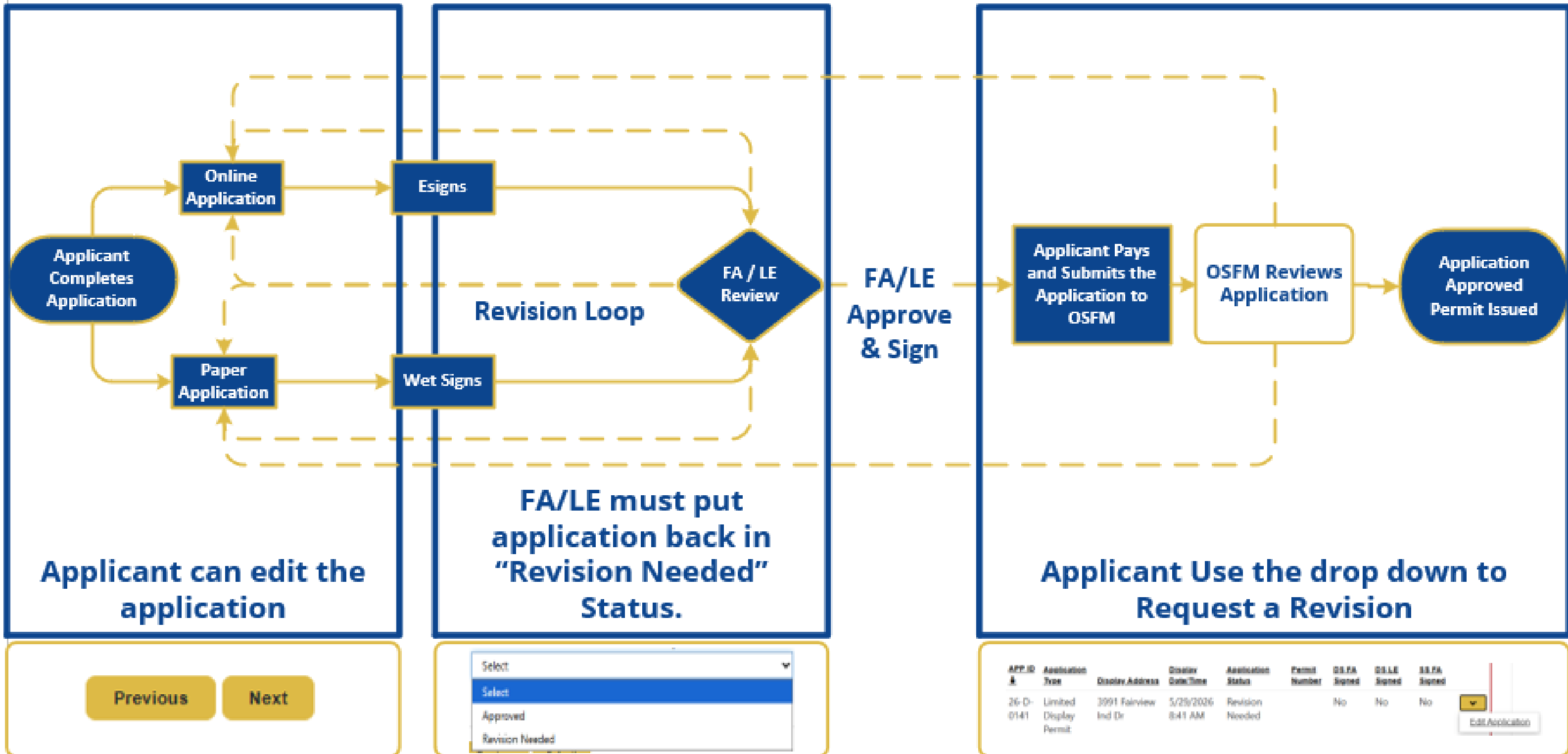
Applicant creates and signs the application. They have access to edit the application as needed, until the application has been signed.

Authority Signature Phase

Emails are sent to FA and LE, who may edit their sections then “Approve” the application or return it for revision; using the “Revision Needed” option. The application cannot be edited by anyone until the authority selects an option.

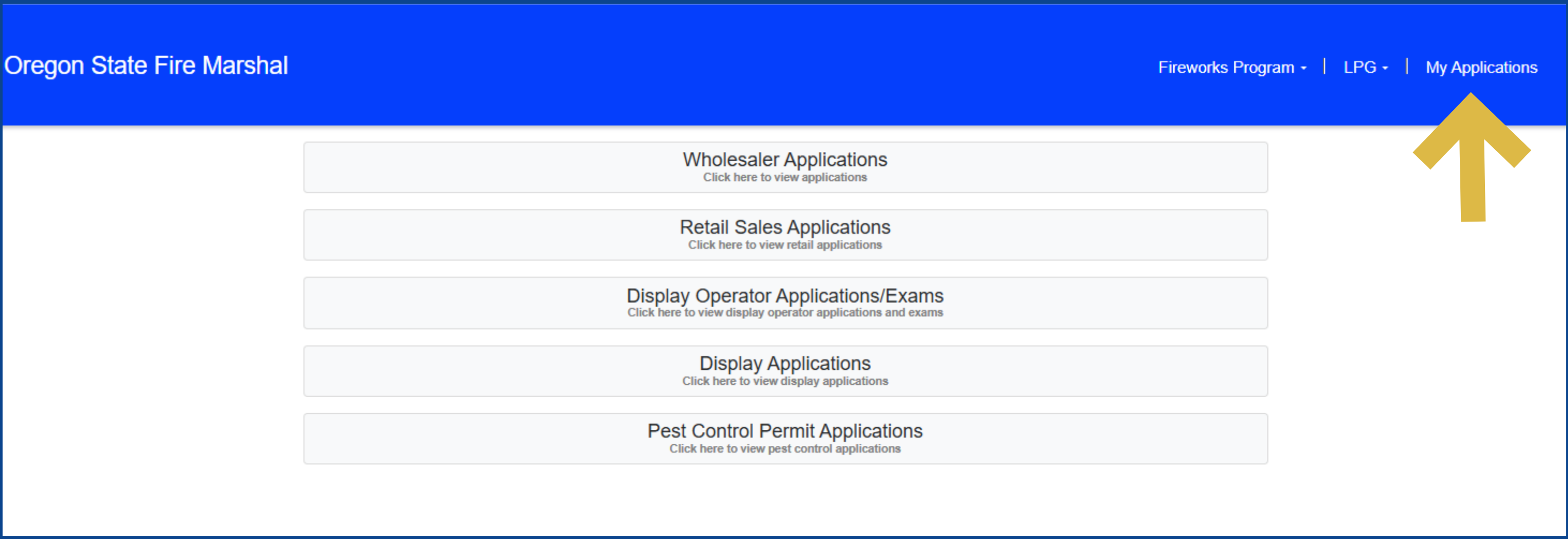
Payment and OSFM Review Phase

After the applicant submits payment, the application moves to the OSFM processing queue for internal review. If revisions are needed, the applicant may submit a revision request through the “My Applications” page by selecting “Revision Request” from the dropdown next to the application number.



AFTER SHOW REPORTING (ASR)

CHECKING PERMIT STATUS



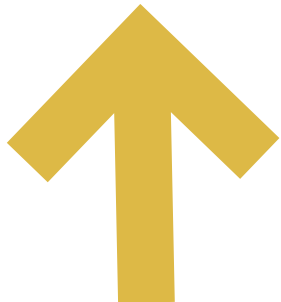
Once logged in, navigate to the “My Applications” page.

PREPARING TO SUBMIT AN ASR

My Applications



26-D-0124	General Display Permit	3991 Fairview Ind Dr	2/5/2026 11:05 PM	After Show Report Past Due	P26-G137	Yes	Yes	No		<u>Complete After Show Report</u>
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The status will show “**After Show Report Due**” or “**After Show Report Past Due**” depending on the number of days that have passed since the display.

Click the menu arrow.
Then click “Complete After Show Report”.
This will take you to a review of the application.

STARTING THE ASR

6 Easy steps using the “Previous” and “Next” buttons.

DISPLAY REPORT FOR GENERAL FIREWORKS DISPLAY

Information from your display application has been imported into your after show report. Please confirm and update any information that was imported including deleting any entries that are not applicable to the report. Add any additional information that was not imported from your application.

Permit Information

Applicant Name

Eleesa Markham

Permit Number

P26-G137

Display Date/Time

2/5/2026 11:05 PM

Display Address

3991 Fairview Ind Dr

Display City

Salem

Display State

OR

Display Zip Code

97322

Next

Step 1 Of 6

REVIEWING THE ASR

Step 2: Add, edit or delete fireworks as needed.

Use the “Add Discharged Fireworks” button to add additional fireworks not shown. Use the drop-down arrow to edit existing items listed.

LIST ALL FIREWORKS DISCHARGED (Include shell size). Number Discharged and Size of Firework will need to be added for any imported items from your application.

Fireworks Discharged

Add Discharged Firework

Firework Type ↑	Firework Classification	Number Discharged	Size of Firework
Roman Sparkler	1.3G	2	4" ▼

Previous

Next

Step 2 Of 6

REVIEWING THE ASR

Step 3: Add defective/malfunctioned fireworks

List all fireworks duds that were malfunctioned or were defective (Include shell size)

Defective/Malfunctioned Fireworks

[Add Malfunctioned Firework](#)

Type ↑	Manufacturer	Size
There are no malfunctioned fireworks added yet		

[Previous](#) [Next](#)

Step 3 Of 6

**This will affect
Operator Certification Renewals.
please review carefully.**

Step 4: Confirm the Operator in Charge and Check all appropriate duties performed.

Operator in Charge

Operator

Operator Name * Certification No.

Check appropriate duties performed:

☒ Installation of Mortars	☐ Installation of Electrical Firing System
☐ Clean-Up/Inspection	☐ Installation of Set Piece
☐ Loading Shells	☐ Tending Magazine
☐ Manual Firing Display	☐ Electrical Firing Display
☐ Other	
☐ Other	

[Previous](#) [Next](#)

REVIEWING THE ASR

Step 5: Review the Assistant already listed, add, remove and edit as needed.

- Add additional assistance as needed.
- This will affect Operator Certifications and Renewals.

Please review carefully

Assistants

Add Assistant

Name ↑	Cert	Mortars	Shells	Clean-Up	Manual	Electrical	Set Piece	EFS	TM	Other	Other
Timmy Jones		No	No	No	No	No	No	No	Yes	No	No

▼

[Delete Assistant](#)
[Edit Assistant](#)

Previous

Next

Step 5 Of 6

SUBMITTING THE ASR

Step 6:

Certification Statement

By signing and submitting this form, you certify that the information provided is true and accurate to the best of your knowledge. Providing false or misleading information may result in the denial, suspension, or revocation of operator certification and/or future permits.

Signature

I hereby certify the above information to be true and correct to the best of my knowledge. Falsification of information may result in the denial, suspension and/or revocation of operator certification and/or future permits.

Signature *

Eleesa Markham

Signature Date

2/10/2026

Mailing Address *

3991 Fairview Ind. Dr

City *

Salem

State *

LA

Zip Code *

97302

OSFM Certification No.

0123

Phone Number *

971-372-0325

Previous

Submit

Step 6 Of 6

AFTER SHOW REPORT COMPLETE

DISPLAY REPORT FOR GENERAL FIREWORKS DISPLAY

Submission completed successfully.



THIS COMPLETES THE USER GUIDE!

**EMAIL US WITH ANY QUESTIONS TO
OSFM.LP@OSFM.OREGON.GOV**