



**Illinois Office of the State Fire Marshal  
 Division of Elevator Safety  
 James R. Thompson Center  
 100 West Randolph Street, Suite 4-600 Chicago, IL 60601  
 Phone: 312-814-3435**



## APPLICATION FOR CERTIFICATE OF OPERATION - ANNUAL

This *application* form is strictly for the certificate of operation for each elevator, escalator, platform lift, power-driven stairway and stairway chairlift (collectively hereinafter referred to as “conveyance”) at your location. The **Owner** must complete this *application* for new and existing conveyance(s). The state will issue a Certificate of Operation **only** for conveyance(s) located in a municipality that has **not** signed an Elevator Safety Program Agreement with the state. Please check with your municipality before submitting this application.

**All application forms must be submitted to the Office of the State Fire Marshal, Elevator Safety Division, James R. Thompson Center, 100 West Randolph Street, Suite 4-600, Chicago, Illinois 60601. Fax copies will no longer be accepted.** The Office will **INVOICE** you for the initial certification fee of \$100.00 or the annual renewal fee of \$75.00. Any renewal application of Certificate of Operation that has expired will be subject to an additional Late Fee of \$50.00(PLEASE **DO NOT SEND MONEY WITH THIS APPLICATION**). **A copy of a final inspection report indicating the conveyance has PASSED inspection must also be submitted with each application.** The Elevator Safety Division will process the *application(s)* in the order that they are received, and shall issue a certificate of operation for each conveyance upon payment of the invoice. This certificate must be displayed in the conveyance and must be renewed on an annual basis based on an annual conveyance inspection.

**NOTE: Your conveyance MUST be registered with the State of Illinois prior to requesting a Certificate of Operation.**

<b>THIS SECTION FOR OFFICIAL USE ONLY</b>	
_____	_____
Illinois Certificate of Operation	Date Entered

### 1. Building Location

Name of Building:	County:
Building Address	
City/State/Zip Code	
Nature of Business:	
Conveyance Registration No.:	

### 2. Building Owner

Name of Building Owner:	
Owner's Address	
City/State/Zip Code):	
Phone No. of Owner:	Fax No. of Owner:
Email Address:	FEIN or SS# of Owner:

**3. Billing information (If different than Owner Information)**

Name on Invoice:	Telephone Number:
Address (include City/State/Zip Code):	
Email Address (an electronic copy of the invoice will be sent to this address and you will be able to pay online):	

**4. Signature (Contact Person for this conveyance – All mail will be sent to this person with the exception of invoices)**

I certify under penalty of perjury that the information on this application is true and complete to the best of my knowledge.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Print Name (and Title) \_\_\_\_\_

Name of Company \_\_\_\_\_

Address \_\_\_\_\_

Contact Phone Number \_\_\_\_\_ Contact Fax Number \_\_\_\_\_

Contact Email: \_\_\_\_\_

Revised 08/23/2017 res

The Identity Protection Act, 5 ILCS 179/1 et seq., requires each local and State government agency to draft, approve, and implement an Identity-Protection Policy that includes a statement of the purpose or purposes for which the agency is collecting and using an individual's Social Security Number (SSN). This statement of purpose is being provided to you because you have been asked by the OSFM to provide your SSN or because you requested a copy of this statement. You are being asked for your SSN for one or more of the following reasons: Internal verification and/or potential collection of fees, penalties or fines. We will only use your SSN for the purpose for which it was collected. We will not: Sell, lease, loan, trade, or rent your SSN to a third party for any purpose; Publicly post or display your SSN; Print your SSN on any card required for you to access our services; Require you to transmit your SSN over the Internet, unless the connection is secure or your SSN is encrypted; or Print your SSN on any materials that are mailed to you, unless state or federal law requires that number to be on documents mailed to you, or unless we are confirming the accuracy of your SSN.