

# CERTIFICATE REQUEST Form

Please fill in *ALL* information for an individual certificate. Include any additional information into the form below. If you do not complete all information your request may be delayed.

**Note:** Original certificates must be cleared to 2 or less applicants, if applicable. Please see the 'Requesting Certificates of Eligibles' SOP located: <https://www.firejobs.doi.gov/index.php?action=soptitle> for more information.

**Email this form to [blm\\_fa\\_fires@blm.gov](mailto:blm_fa_fires@blm.gov) with a subject of "HR and Selecting Official Request"**

This request is for a Temporary Seasonal Fire position NTE 6 months (1039).

Requesting:	CERTIFICATE
Name of Selecting Official(s): <i>(only 2 max)</i>	
E-mail of Selecting Official(s): <i>(only 2 max)</i>	
Name of HR Specialist(s): <i>(only 2 max)</i>	
E-mail of HR Specialist(s): <i>(only 2 max)</i>	
Phone of HR Specialist(s): <i>(only 2 max)</i>	

<b><u>Position Information:</u></b>	
Agency: <i>(BIA/BLM/FWS/NPS)</i>	
Location: <i>(City/State) (only one location per request)</i>	
Park/Refuge/District/Agency: <i>(if applicable)</i>	
Title: <i>(ex: Wildland Firefighter)</i>	
Crew Type: <i>(ex: Engine, Hand, Helitack)</i>	
Pay Plan:	<input type="checkbox"/> GS <input type="checkbox"/> WG
Series:	
Grade(s): <i>(ex: 03/04/05/06/07)</i>	

<b><u>Certificate Information:</u></b>	
Announcement Number:	
Have you exhausted previous certificate?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Additional Information:	