



# **FIRE STANDARDS COMPLIANT CIGARETTE CERTIFICATION ONLINE APPLICATION INSTRUCTIONS**

*Updated: July 1, 2025*

## **General Information**

### **Who must file this Certification?**

Any Participating or Non-participating Manufacturer who intends for their brands to be listed as compliant with the South Carolina Reduced Cigarette Ignition Propensity Standard and Firefighter Protection Act. It is unlawful to sell or offer for sale in the State of South Carolina any cigarette that is not compliant with the South Carolina Reduced Cigarette Ignition Propensity Standard and Firefighter Protection Act (unless the cigarettes were in inventory and taxes paid prior to January 1, 2010.)

### **When is this Certification due?**

All Certifications are valid for a period of three years as per §23-51-40. The Office of State Fire Marshal will not process incomplete or illegible certifications.

### **How do I apply for Certification?**

Application for Fire Standard Compliance is made on the Office of State Fire Marshal Information Management System (IMS) [website](#). Payment is made online. See the procedures on the following pages for a step-by-step guide for creating an account in the IMS and applying for approval.

## **Specific Instructions**

### **Types of Certifications**

- Initial Certification applications must be submitted and approved prior to a product being sold or offered for sale in South Carolina.
- Subsequent Re-Certifications are due 90 days prior to expiration.
- Supplemental Certifications must be submitted if you are adding or removing brand styles.
- All certifications expire 3 years from the date of approval.

### **Manufacturer Information**

- Provide your company name, contact name of the person completing the application, address, phone, FEIN, fax, web address, and e-mail address for notification. The fax number and web address of the company are optional.

### **Manufacturer's Representative**

- Provide information on the entity that will be acting as the manufacturer's representative, if applicable.

### **Brand Information**

- Provide a list of each brand style that you wish to certify for sale in SC. List the brand, style, flavor, length circumference, filter, and package type. Upload an image of the package bearing the FSC marking.

### **Test Method**

- Indicate which test method applies to the Brands being certified.
- Provide the name of the ISO/IEC 17025 Certified Test Lab
- If an alternative test method is being used, attach a copy of the alternative test method as required by §23-51-30. Attach the most recent test results.

### **Marking Approval**

- Before the Certification of any cigarettes, if using other than “FSC,” a Manufacturer shall present its proposed marking to the Office of State Fire Marshal for approval.
- Upload a copy of the Fire Marshal’s approval for alternate proposed marking.
- Upload a copy of Manufacturer’s proposed marking that is 8-point type or larger and is in conjunction with or is at or around the UPC code.

### **Notarized Manufacturer Certification Report**

- The Manufacturer Certification Report must be notarized, and a copy of it must be uploaded with each application. The original notarized form must be maintained by the Manufacturer for the duration of the Certification and shared as part of an audit or investigation when required by OSFM.
- The authorized designee executing the Certification must be an officer, principal, director, or other authorized representative of the Manufacturer. The authorized designee’s name and title must be legibly printed. This document must be signed and dated by an authorized notary public.

## **Questions or Assistance**

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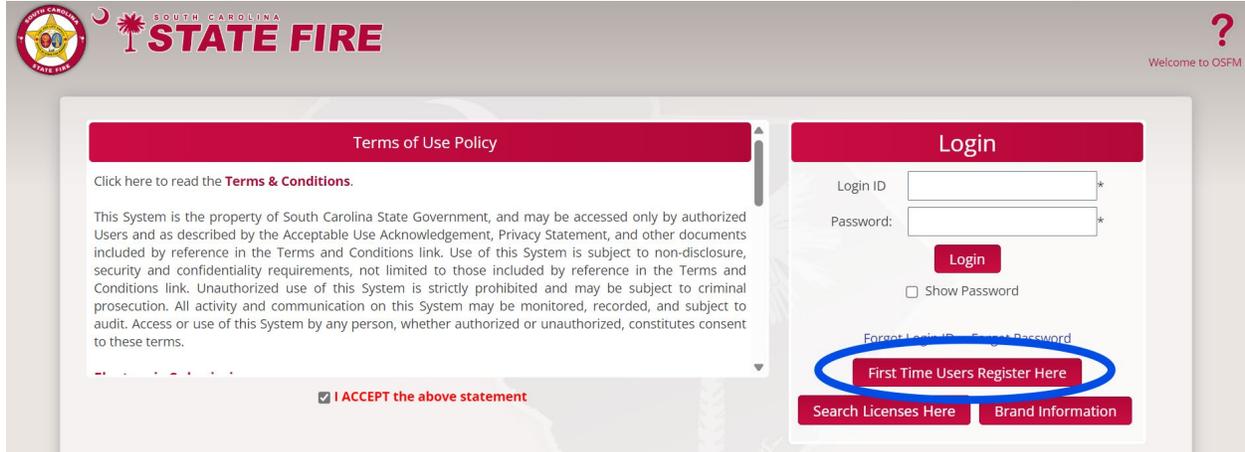
803-414-7161

# Creating a FSC Account in the SC Office of State Fire Marshal IMS

Step 1: Create your personal user account in the OSFM Information Management System.

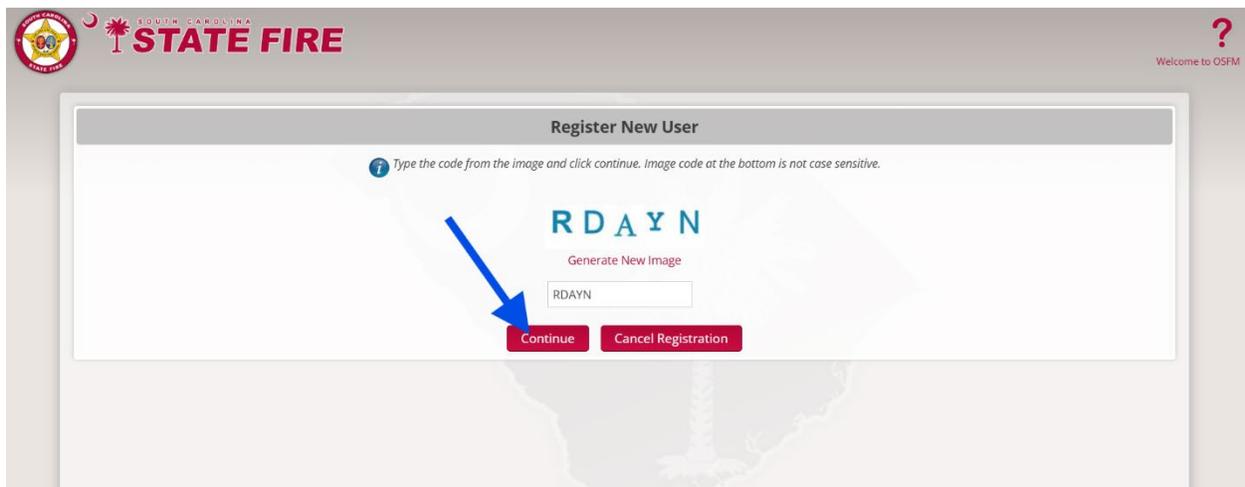
Go to <https://osfm.llr.sc.gov/Login.aspx>.

Read and accept the Terms of Use Policy and click “First Time Users Register Here”.



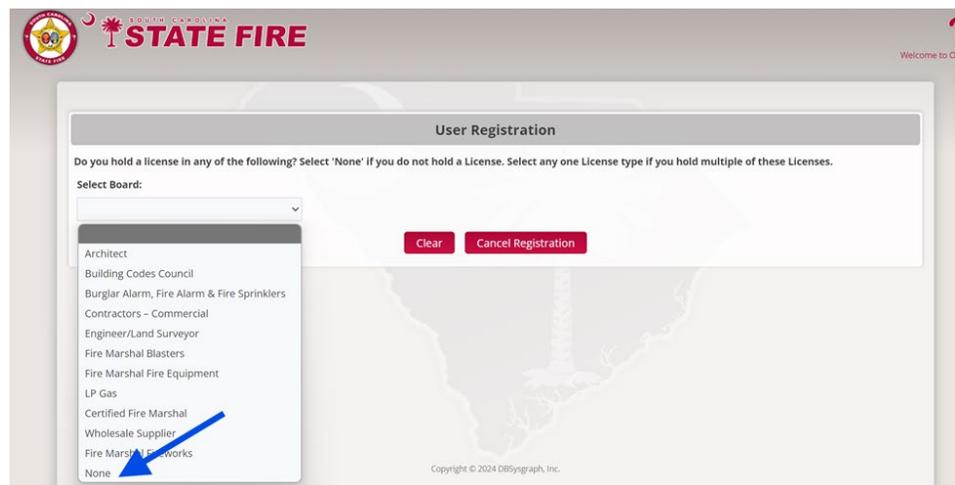
The screenshot shows the OSFM login page. On the left, there is a "Terms of Use Policy" section with a link to read the terms and conditions. Below this, there is a checkbox labeled "I ACCEPT the above statement" which is checked. On the right, there is a "Login" section with input fields for "Login ID" and "Password", a "Login" button, and a "Show Password" checkbox. Below the login section, there is a link for "First Time Users Register Here" which is circled in blue. There are also links for "Search Licenses Here" and "Brand Information".

Verify that you are not a robot by entering the code you see on the screen.



The screenshot shows the "Register New User" page. It features a CAPTCHA image with the code "RDAYN" in the center. Below the image, there is a "Generate New Image" button and a text input field containing the code "RDAYN". There are "Continue" and "Cancel Registration" buttons. A blue arrow points to the "Continue" button.

Select “none” for licensing board.



The screenshot shows the "User Registration" page. It asks the user if they hold a license in any of the following categories. A dropdown menu is open, showing a list of licensing boards. The "None" option is selected, indicated by a blue arrow. There are "Clear" and "Cancel Registration" buttons. The copyright notice at the bottom reads "Copyright © 2024 DBSgraph, Inc."

# Creating a FSC Account in the SC Office of State Fire Marshal IMS

Create your login (unique to you, can be any series of letters of numbers) and enter all of your personal information and click “Register”.

The registration form includes the following fields and sections:

- Phone: (123) 456-7890
- Email: osfmtestperson@gmail.com
- Verify Email: osfmtestperson@gmail.com
- Physical Address: Enter the Street Address and then ZIP Code to look up City and State.
  - Street Address: 141 Monticello Tr
  - ZIP Code: 29203
  - County: RICHLAND
  - City: COLUMBIA
  - State: SC
- Security Questions:
  - What is the name of the first school you att
  - What is your First Car?
  - What is your Mother-in-law's maiden name

Buttons: Register, Cancel Registration

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Verify your email address by using the temporary password you receive in your email to log into the IMS.

The login page includes the following sections and fields:

- Terms of Use Policy: Click here to read the **Terms & Conditions**. This System is the property of South Carolina State Government, and may be accessed only by authorized Users and as described by the Acceptable Use Acknowledgement, Privacy Statement, and other documents included by reference in the Terms and Conditions link. Use of this System is subject to non-disclosure, security and confidentiality requirements, not limited to those included by reference in the Terms and Conditions link. Unauthorized use of this System is strictly prohibited and may be subject to criminal prosecution. All activity and communication on this System may be monitored, recorded, and subject to audit. Access or use of this System by any person, whether authorized or unauthorized, constitutes consent to these terms.
- Acceptance:  I ACCEPT the above statement
- Login Section:
  - Login ID: testperson1
  - Password: [masked]
  - Buttons: Login, Show Password
  - Links: Forgot Login ID, Forgot Password
  - Buttons: First Time Users Register Here, Search Licenses Here, Brand information

After logging in, you will be asked to create a permanent password. Once you create your permanent password, click “Home” (the House icon in the upper right of the screen). This will take you to your personal dashboard.

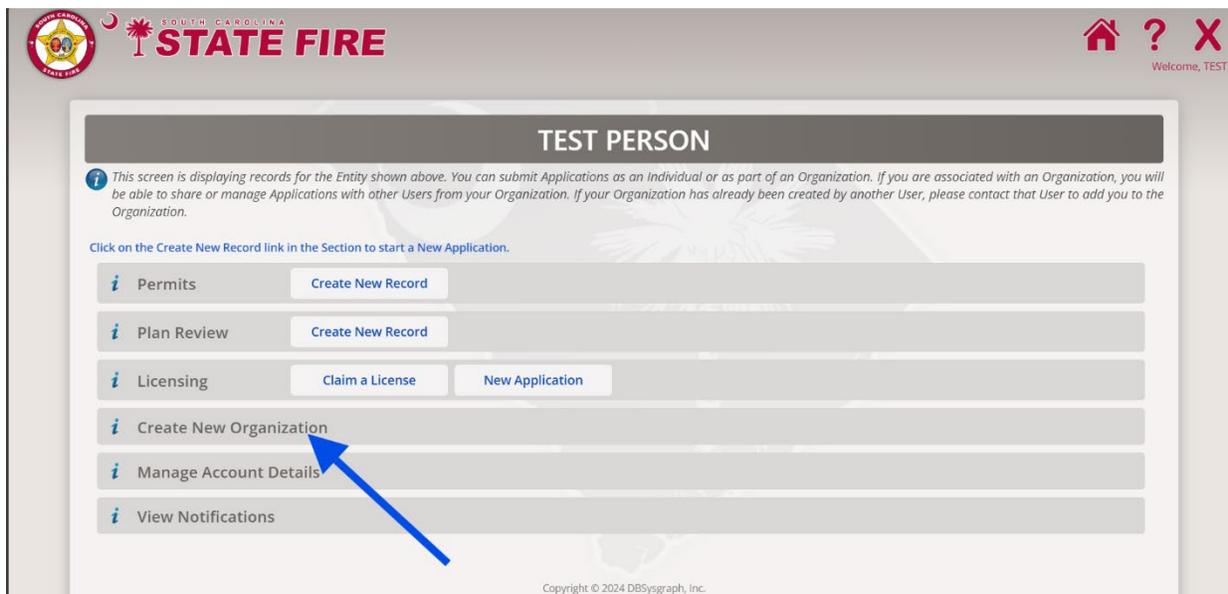
# Creating a FSC Account in the SC Office of State Fire Marshal IMS

## Step 2: Create your organization in the OSFM IMS.

Fire Standard Compliant Cigarette applications may be entered by both an individual or an organization. But, in most all circumstances, it is best for the cigarette certifications to be owned by an organization, not an individual. This will allow the certification to live on in the system even after an individual is no longer employed or inputting data into the IMS.

**Note:** Multiple personal accounts can be associated with the same organization. The first user to create the organization is by default, the administrator. Additional users can be added to the organization and be given admin rights if the admin chooses to do so. Admins will have the ability to manage the organization. All members of the organization will be able to and retrieve enter and view FSC certifications.

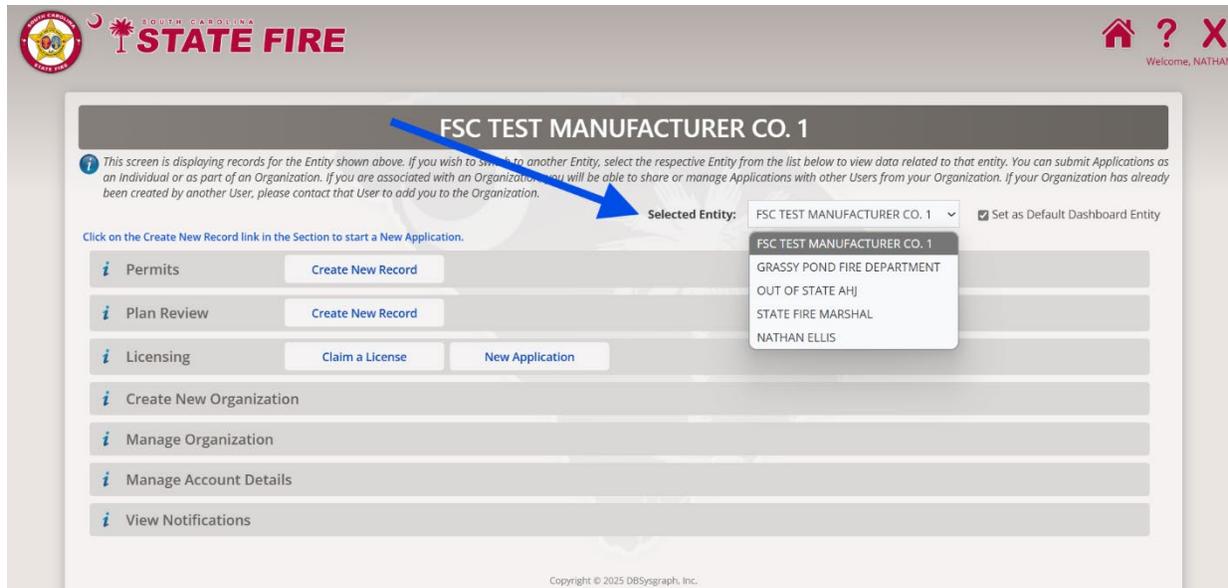
From your dashboard, Click “Create New Organization” and enter all of the required information.



After creating your organization, you will be asked if you would like to set the organization as your default dashboard. You can create as many organizations as you need to, for example, if you are a manufacturer’s representative for more than one company.

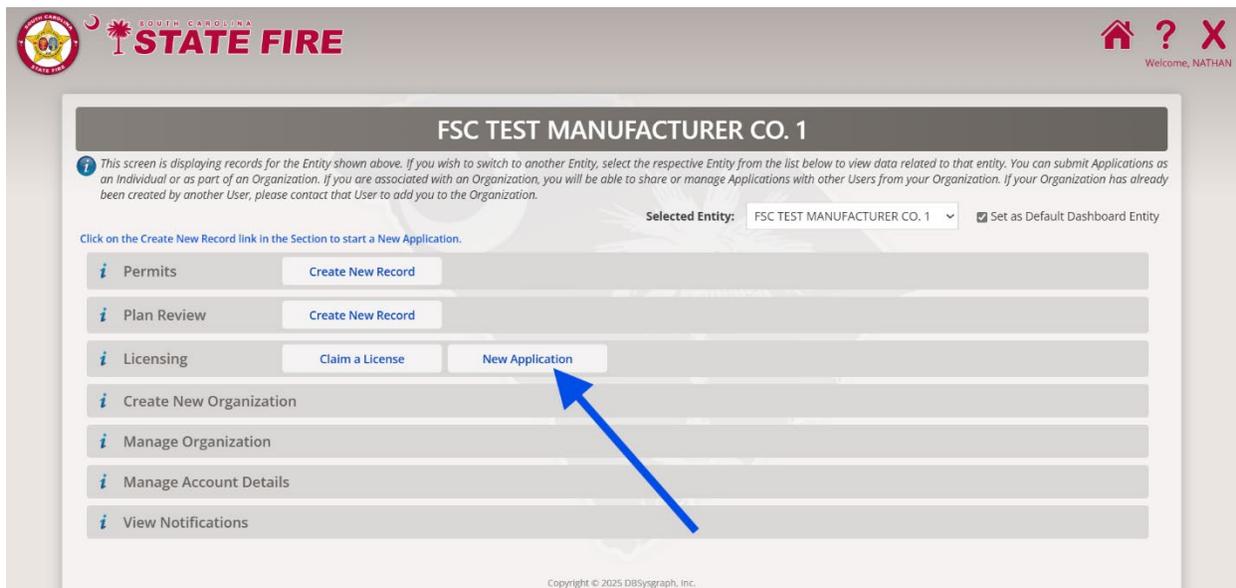
# Creating a FSC Account in the SC Office of State Fire Marshal IMS

You can toggle between dashboards by using the “Select Entity” option located beneath the information paragraph at the top of the dashboard.



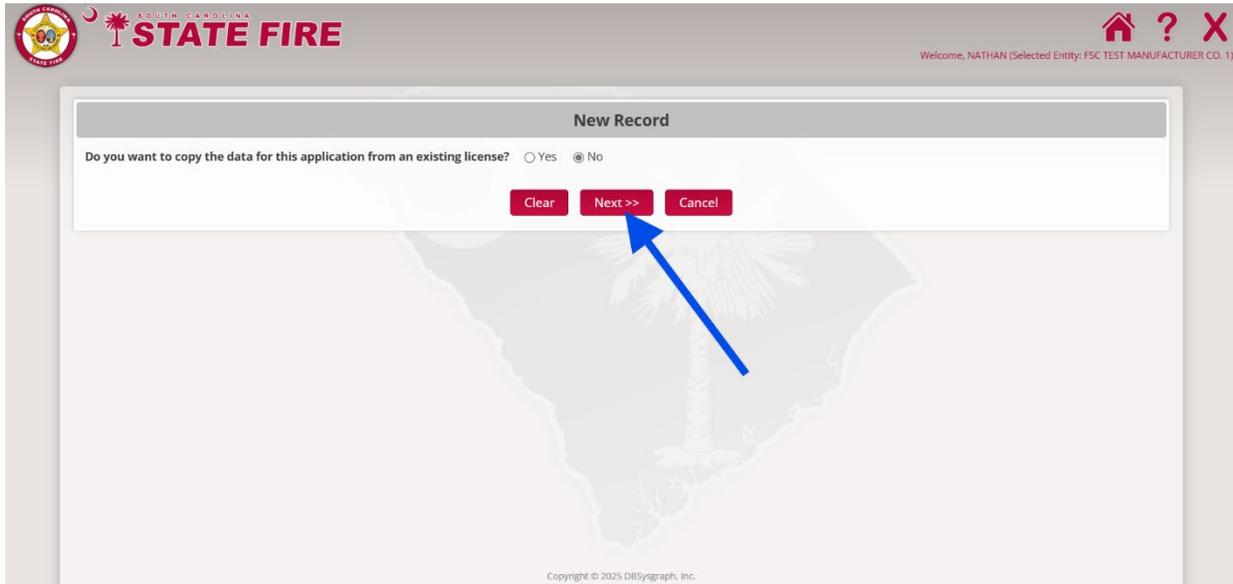
## Step 3: Create the New FSC Application in the Licensing Module.

From the Organization’s Dashboard, click “New Application” on the Licensing Module.

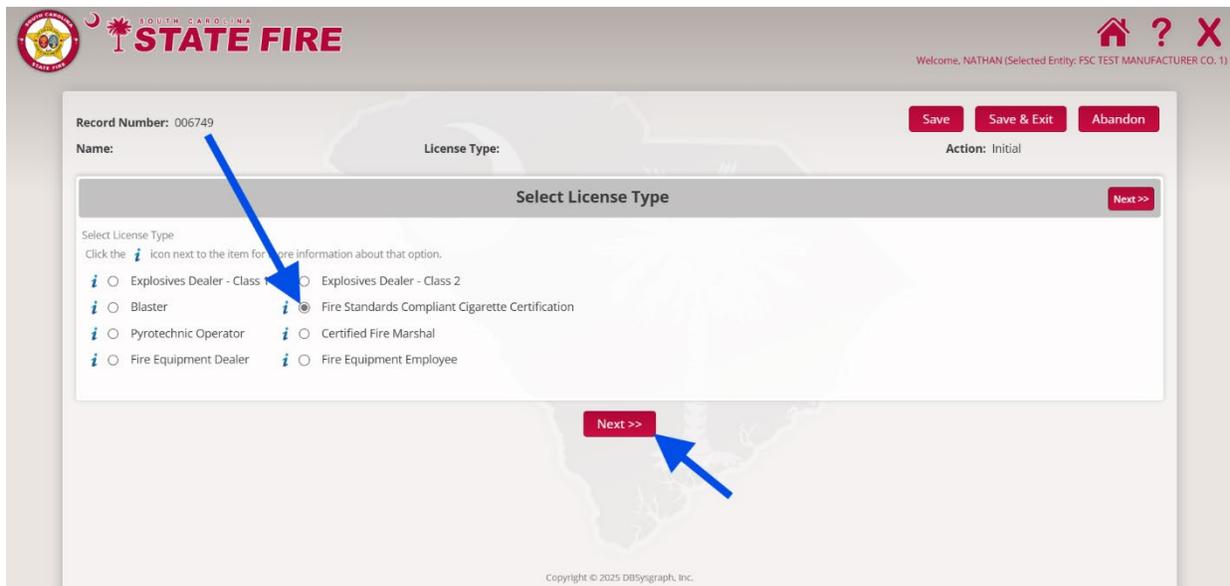


# Creating a FSC Account in the SC Office of State Fire Marshal IMS

You will be given an option to copy information from a previous “license” or certification. For all FSC applications that are entered into the IMS for the first time, you will have to enter everything as if the certification is brand new. In the future, renewals and supplemental applications will allow you to copy information entered from previous licenses. Click Next.



Click Fire Standard Compliant Cigarette and click Next.



# Creating a FSC Account in the SC Office of State Fire Marshal IMS

Enter all of the required Manufacturer's information and click "Next".

Record Number: 006749  
Name: TEST FSC MANUFACTURER 1  
License Type: FIRE STANDARDS COMPLIANT CIGARETTE CERTIFICATION  
Action: Initial

**Manufacturer Information**

Manufacturer Name: Test FSC Manufacturer 1  
Firm Doing Business As (DBA): Test FSC 1  
Firm Organization Type:  CORPORATION  PARTNERSHIP  INDIVIDUAL  LLC  OTHER

Contact Person: OSFM Test Person  
Contact Email: osfmtestperson@gmail.com  
Verify Email: osfmtestperson@gmail.com

Manufacturer Phone Number: (723) 456-7890  
Alt Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

Federal Employer Identification Number (FEIN): 99-999999  
Web Address: \_\_\_\_\_  
MSA Select:  PARTICIPATING  NON-PARTICIPATING

Physical Address  
Enter the Street Address and then ZIP Code to look up City and State:  Out of Country  
Street Address: 141 Monticello Tr  
ZIP Code: 29205 County: RICHLAND City: COLUMBIA State: SC

Mailing Address Same as Physical Address:  Yes  No  
Submitted by Manufacturer's Representative?  Yes  No

**Next >>**

Enter all of the required Brand Information and click "Next". Required Brand Information includes Testing Method, Marking Information, and Brand Style information for each brand style that you are seeking certification for and click "Save". Next, the IMS will require you to upload an image (.pdf, .tif, .png, .jpg, .dwf, .heic, .jpeg) of the cartons for each brand style listed. You can upload the brand style packaging by clicking on the paper clip. After entering each brand style for this manufacturer and uploading the required packaging details, you can click "Next".

Record Number: 006749  
Name: TEST FSC MANUFACTURER 1  
License Type: FIRE STANDARDS COMPLIANT CIGARETTE CERTIFICATION  
Action: Initial

**Brand Information**

The cigarettes included in the application have been tested using the following method (check one).  
The test results are to be included in this application. The Manufacturer is required to retain the testing data for a minimum of three (3) years.

Testing Method  
 ASTM E2187-04  
 ALTERNATE TESTING METHOD APPROVED BY THE OFFICE OF STATE FIRE MARSHAL  
Test Lab Name: Example Test Lab

All cigarettes included in the application should have an approved marking of "FSC" in eight point type or larger, or other approved marking on the package at or near the UPC code as required by §23-51-50.

Marking  
 "FSC" MARKING AS PER §23-51-50  
 OFFICE OF STATE FIRE MARSHAL APPROVED ALTERNATE MARKING  
 MANUFACTURER PROPOSED MARKING OF 8 POINT OR LARGER

Please provide all information that is asked for. If any part is left blank this will delay the certification of the brand.

Brand: \_\_\_\_\_ Style: \_\_\_\_\_ Flavor: \_\_\_\_\_ Package (Box Type):  HARD PACK  SOFT PACK  
Length (mm): \_\_\_\_\_ Circumference (mm): \_\_\_\_\_ Filter:  Yes  No

**Save** **Clear**

Click the icon to edit the Brand information. Click the icon to upload the image of Packaging for the Brand. Click the icon to delete the Brand from the list.

Brand	Style	Flavor	Length	Circumference	Filter	Package Type
EXAMPLE BRAND 1	EXAMPLE STYLE 1	NON-MENTHOL	84	24.5	Yes	Hard Pack

**Next >>**

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# Creating a FSC Account in the SC Office of State Fire Marshal IMS

Upload a copy of the NOTORIZED *Manufacturer's Certification form*. Select the label from the drop down menu. Click "Browse" to locate the document on your computer. Click "Upload". Next, Upload *Detailed Test Results and Certificate from the Testing Lab* using the same process. Finally, upload other documents as needed. Click "Next".

The screenshot shows the 'Attachments' section of the IMS application. At the top, there are navigation buttons: '<< Prev', 'Next >>', 'View Data', 'Share Access', 'Exit', and 'Abandon'. The record information includes 'Record Number: 006749', 'Name: TEST FSC MANUFACTURER 1', 'License Type: FIRE STANDARDS COMPLIANT CIGARETTE CERTIFICATION', and 'Action: Initial'. The 'Attachments' section features a 'Document Type' dropdown menu, a 'Browse' button, and 'Upload' and 'Clear' buttons. A red text label 'Manufacturer Certification document' is visible. Below this is a table of existing attachments:

Attachments	Type	Uploaded By	Uploaded On
060825-070650_060825_006749_MANUFACTURER CERTIFICATION REPORT.PDF	Detailed Test Results & Certificate from Test Lab	NATHAN ELLIS	6/8/2025
060825-070004_060825_006749_MANUFACTURER CERTIFICATION REPORT.PDF	Notarized Manufacturer Certification	NATHAN ELLIS	6/8/2025
060825-042701_SC TOBACCO INSTRUCTIONS.PDF	Image of packaging with approved 'FSC' marking or approved alternative	NATHAN ELLIS	6/8/2025
060825-042328_SC TOBACCO INSTRUCTIONS.PDF	Image of packaging with approved 'FSC' marking or approved alternative	NATHAN ELLIS	6/8/2025

At the bottom, there are '<< Prev' and 'Next >>' buttons. Blue arrows point to the 'Document Type' dropdown, the 'Upload' button, and the 'Next >>' button.

## Step 4: Submit Payment

Click "Make Payment" and click "Proceed".

The screenshot shows the 'Application Info' page. At the top, there are navigation icons and a 'Back to Search' button. The record information includes 'Reference #: 006749', 'License Type: FIRE STANDARDS COMPLIANT CIGARETTE CERTIFICATION', 'Name: TEST FSC MANUFACTURER 1', 'Validity Period:', and 'Status: INCOMPLETE'. The 'Application Info' section contains the following text: 'Please select an option to proceed. Click the icon next to the item for more information about that option.' Below this are four options: 'Edit Application', 'Save without Submitting', 'Make a Payment', and 'Abandon Application'. A 'Proceed' button is located below the 'Make a Payment' option. The 'Amount Due: \$500' is displayed. At the bottom, there is a footer for the 'South Carolina Department of Labor, Licensing and Regulation', 'Office of State Fire Marshal', and 'LICENSE APPLICATION' with contact information. A table at the bottom right shows the application details:

License Type	Application Type	Current Status
FIRE STANDARDS COMPLIANT CIGARETTE CERTIFICATION	Initial	INCOMPLETE

Blue arrows point to the 'Make a Payment' option and the 'Proceed' button.

# Creating a FSC Account in the SC Office of State Fire Marshal IMS

Verify that amount is correct (\$250 per brand style). Click "Pay"

**Invoice**

Below is an invoice for payment of this application. Click "Pay" to proceed to payment and submit your application. Click "Exit & Pay Later" to exit the application and return later for payment.

Invoice # **033644** Amount Due: **\$500.00** Receipt #

[Pay](#) [View Report](#) [Exit & Pay Later](#)

South Carolina Department of Labor, Licensing and Regulation  
**Office of State Fire Marshal**  
141 Monticello Trail • Columbia, S.C. 29203. Phone: (803) 896-9800  
www.statefire.llr.sc.gov

**INVOICE**

Invoice #	033644	Invoice Date	6/8/2025
Reference #	006749 (FIRE STANDARDS COMPLIANT CIGARETTE CERTIFICATION)	Receipt #	
Original Amount Due	\$500.00	Amount Paid	\$0.00
Adjustments	\$0.00	Refunds	\$0.00
Amount Due	\$500.00	Balance Due	\$500.00

STARTING BALANCE: \$500.00

Choose your payment method and enter payment information. After payment is submitted, you may print your receipt.

**Payment Confirmation**

Payment Processed: **!!! Payment Successful !!!**

Confirmation Number:

Invoice Amount Paid: **\$500.00**

Payment Submission Date: **6/8/2025 7:25:49 PM**

Authorization Code: **LLR1998118**

Invoice No.	Reference/License #	Name	Amount
033644	006749	FSC TEST MANUFACTURER CO. 1	\$500.00

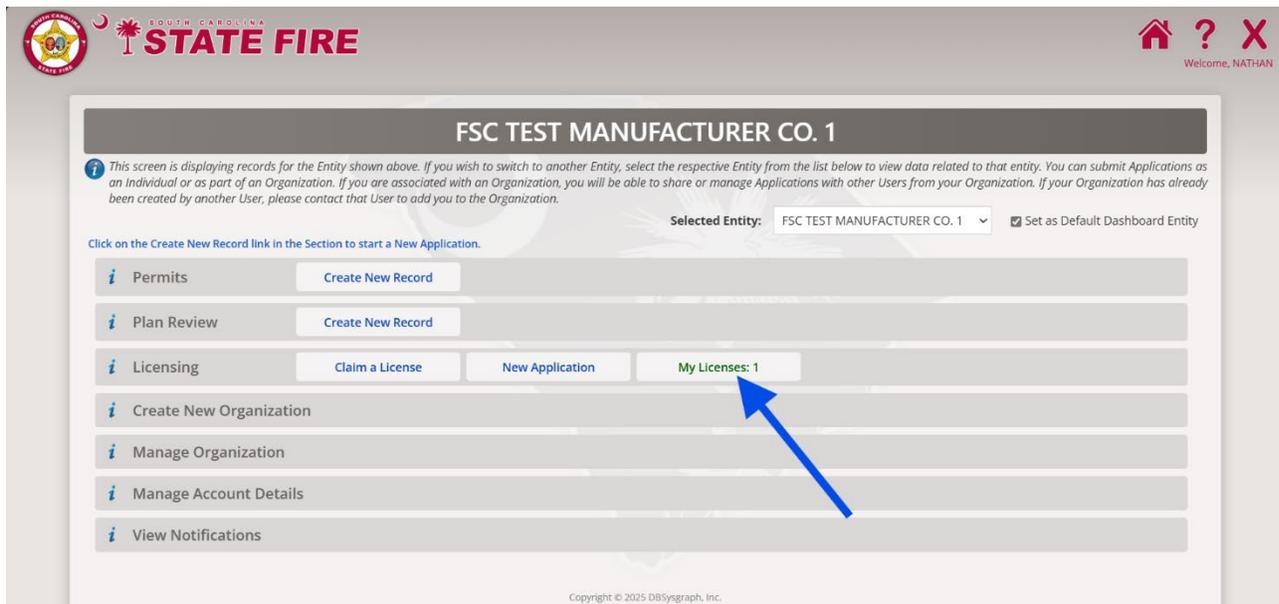
Total Amount Paid: **\$500.00**

[Print](#) [Home](#)

# Creating a FSC Account in the SC Office of State Fire Marshal IMS

## Step 5: Approval Process

Once your payment has been completed, the application will be submitted in the IMS to OSFM staff to review and approve. If there are issues that need to be corrected, or when the application is approved, you will receive an email that informs you of the status of the application. Your dashboard will also update to show the status of your applications (shown as licenses in the IMS). Certifications that have been approved will show up in your “My Licenses” tab.



**Need assistance or have questions? Contact:**

**Chris Sewell**  
**Senior Deputy State Fire Marshal**  
[Chris.sewell@llr.sc.gov](mailto:Chris.sewell@llr.sc.gov)  
803-622-1885

**Nathan Ellis**  
**Assistant State Fire Marshal**  
[Nathan.ellis@llr.sc.gov](mailto:Nathan.ellis@llr.sc.gov)  
803-414-7161