



# Instructions for State of Colorado Certification of Cigarette Manufacturer Under Reduced Cigarette Ignition Propensity Standards & Firefighter Protection Act

## Please Review Prior to Completion

### General Information

#### Who must file this Certification?

- Any Participating or Non-participating Manufacturer, who intend for their brands to be listed as compliant with the Cigarette Manufacturer Under Reduced Ignition Propensity Standards & Firefighter Protection Act. Beginning July 31, 2009, it is unlawful to stamp or offer for sale in the State of Colorado any cigarette that is not compliant with the Act.
- Roll your own cigarettes are not subject to certification under the Act.

#### When is this Certification due?

- The initial Certification must be filed and approved with the Division of Fire Prevention & Control and a copy filed with the Attorney General, no later than May 29, 2009. All Certification applications and three-year re-Certifications must be filed by April 30 of each re-certification year thereafter. The Division of Fire Prevention & Control will not process incomplete or illegible certifications.

#### Where do I send my completed Certification?

Mail this completed application and related documents to:  
Colorado Division of Fire Prevention & Control  
690 Kipling Street, Ste. 2000  
Denver, Colorado 80215

### Specific Instructions

#### Part 1: Type of Certification

- Initial Certification application is due May 29, 2009
- Subsequent re-Certifications are due 60 days prior to expiration
- The first three-year re-Certification is due April 30, 2012.
- Supplemental Certifications must be filed if brand styles are to be added or removed.

#### Part 2: Manufacturer Identification

- Provide your company name, address, phone, fax, web address, FEIN, and name, title and e-mail address of person completing the form.

#### Part 3 : Designated Contact

- Provide the name, title, address, phone and fax numbers, and email address of the individual the Division of Fire Safety should contact with respect to matters relating to this certification. The designated contact is the individual who will receive mailings.

#### Part 4: Fee Calculation

- Multiply the total number of Brand Families listed by \$1,000.00.
- Remit with the Certification.

#### Part 5: Brand Family Certification

- Check whether the Brand family is currently listed on the Colorado Fire Safe Cigarette Authorized Brands Directory.
- Identify each Brand Family and style of cigarettes the company intends to sell in Colorado, either directly or indirectly through any distributor, retailer or similar intermediary, and seeks to have included in the Fire Safe Cigarette Directory.

#### Part 5: Brand Family Certification cont.

- Brand family: Provide the brand name, the style (light, ultra light), length in millimeters, circumference in millimeters, flavor (menthol, chocolate), filter/non-filter, package description (soft pack, box), and test date.
- For laboratory location, indicate appropriate letter (A, B, etc.) that corresponds with laboratory information listing in Part 6.
- A Brands Addendum page is included with the Certification packet and is available on the Colorado Division of Fire Prevention & Control's web page.

#### Part 6: Test Method

- Check the box indicating which test method applies to the Brands being certified.
- If an alternative test method is being used, attach a copy of the Division of Fire Prevention & Control's authorization of the alternative test method.
- Provide accredited lab name, address, and phone number in the space provided. If more than one lab used, please use laboratory information addendum.
- Attach most recent test results.

#### Part 7: Marking Approval

- Prior to the Certification of any cigarettes, a Manufacturer shall present its proposed marking to the Colorado Division of Fire Prevention & Control for approval.
- If marking has been pre-approved as per Section 5.7, please check here
- Attach a copy of Colorado Division of Fire Prevention & Control's approval or attach the proposed marking for approval.

#### Part 8: Certification Information Provided to Wholesale Dealers and Agents

- Manufacturers are required to provide a copy of the Certification to all wholesale dealers and agents to which they sell cigarettes. See 24-33.5-1202 (4).
- Wholesale dealer means any person who sells cigarettes or tobacco products to retail dealers or other persons for purposes of resale as well as a person who owns, operates, or maintains one or more cigarette or tobacco product vending machines.
- Agent means any person authorized by the State Tax Commission to purchase and affix stamps on packages of cigarettes.
- Provide information about the wholesale dealers and agents to which copies of the cigarette package marking is provided. If a wholesale dealer or agent requests a manufacturer to provide one copy of the marking, electronically or otherwise, and desires to make copies as needed for its customers, please note such.

#### Part 9: Manufacturer Certification

- 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 and their signature must be notarized.