

**MISSISSIPPI FIRE PERSONNEL MINIMUM STANDARDS and CERTIFICATION BOARD****Personnel Action Form (PAF)** MSCB Form-1 (Rev. 10/2025)

A Personnel Action Form must be completed for all newly hired paid employees, and for volunteer firefighters pursuing Mississippi's NFPA 1010, Firefighter I-II Certification Program. Complete all information below and forward to the MSCB Office within thirty (30) days of hiring a paid firefighter, or a volunteer firefighter expressing intentions to pursue NFPA 1010, Firefighter I-II, training.

Social Security Number (Last 4 digits required)		Today's Date:	
<b>Career Firefighter</b> Date of Current Employment: _____ Full Time or Part time Status: _____		<b>Volunteer Firefighter</b> Date of Entry: _____	
Employee's First Name	M.I.	Last Name	Date of Birth
Street Address:			
City:	State:	Zip Code:	Phone Number:
Fire Department Name & Address			
Fire Chief/Director	Fire Dept. Phone Number:		Fire Dept. Fax Number

**I. CRIMINAL BACKGROUND:**

Has this employee/volunteer ever been convicted of a felony? ( ) Yes ( ) No

If the answer is "YES", please attach a written statement from the employee explaining the circumstances. Attach a copy of court and/or law enforcement documents regarding the charges/convictions/sentencing.

**II. PREVIOUS TRAINING:**

Does the employee possess Firefighter I – II certification?	( ) Yes	( ) No
Is the certification from in-state or out-of-state?	( ) In-State	( ) Out-of-State
Is the certification IFSAC, Pro Board, or MSCB?	( ) IFSAC	( ) Pro Board
	( ) MSCB	( ) Other

**III. FIRE DEPARTMENT WORK HISTORY: (Career and Volunteer) Use attachments if necessary.**

Dept. Name \_\_\_\_\_ Address: \_\_\_\_\_ Phone# \_\_\_\_\_

Name of Contact Person \_\_\_\_\_ Dates of Service \_\_\_\_\_

**IV. SEPARATION FROM THE FIRE SERVICE:**

Has the employee/volunteer been separated from the Fire Service?

Under two (2) years?	( ) Yes	( ) No
Two (2) to five (5) years?	( ) Yes	( ) No
Over (5) years?	( ) Yes	( ) No

\_\_\_\_\_  
(Signature of Fire Chief/Director or Designee)

**Warning:** Mississippi Code as Annotated §97-7-10, Fraudulent statements and representations provide for severe penalties from misrepresentation or fraudulent statements to a board. This statute authorizes a fine of up to (\$10,000) and a jail sentence of up to five (5) years.

Mississippi Code 1972 as Annotated §45-11-253, empowers the board to require the submission of reports and information by fire service agencies for the administration of Sections §45-11-251 and §45-11-253.

**Min. Standards & Certification Board #1 Fire Academy USA, Jackson, MS 39208-9600 Tel: 601-932-2444 Fax: 601-932-2819**

<https://apps.mid.ms.gov/minstand>