



# Form FA-1 Instructions

## Certification for Aid Payable in 2026

Fire departments must complete and submit Form FA-1 annually to be considered for Fire State Aid distributions. These instructions provide guidance to certifiers to complete Form FA-1. The form must be submitted by **March 16, 2026**, to prevent a decrease in aid.

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## 2025 Law Changes

There were no law changes in 2025 that affect how to complete Form FA-1.

Please see the [Fire State Aid webpage](#) for 2023 law changes that affected Form FA-1 beginning in 2024.

## Complete the Form

- 1 **County of Location.** This is the county where your fire department is located. Select your county from the dropdown list.
- 2 **Fire Department Name.** Select your department from the dropdown list.
- 3 **Fire Department ID.** The fire department must have a 4-digit or 5-digit Fire Department ID to submit this form (do not enter leading zeros). This number was used by the State Fire Marshal as of December 31, 2025. The Property Tax Division cannot help you find this number. If you don't have it, please contact the State Fire Marshal at 651-201-7200.
- 4 **Public-Safety Answering Point (PSAP) and Dispatch Agency.** Each fire department must have a PSAP and Dispatch Agency. The PSAP is where emergency calls are made to and where your fire department is dispatched from. Dispatch Agency is the organization that oversees the PSAP. For most fire departments, both the PSAP and Dispatch Agency are the County Sheriff's Department.
- 5 **Fire Service Area Report as of Dec 31, 2025.** Review your fire department's fire service area report as of year-end of the reporting year. This report automatically populates for your specific fire department once you enter into the form your fire department's county of location, your fire department name, and your fire department ID (FDID).
- 6 **Certification of Service Area.** Click the button preceding the statement that is true for your fire department. If the Fire Service Area Report is not accurate, also see the Attachments step below for providing supporting documentation.
- 7 **Attachments.** If the Fire Service Area Report is accurate for your fire department as of December 31, 2025, skip this step. If the Fire Service Area Report is not accurate for your fire department, upload supporting documentation indicating the change in service area. Some examples of supporting documentation are applicable fire protection contracts, termination notices, and apportionment agreements. No changes will be made for Fire State Aid purposes without sufficient documentation.
- 8 **Certification of Fire Department Status.** If your fire department has provided fire protection service for at least one calendar year prior to December 31, 2025, click the certification box preceding the statement. If your fire department has not provided fire protection service for at least one calendar year prior to December 31, 2025, your fire department does not qualify for Fire State Aid payable in 2026.

## Certify and Submit the Form

Form FA-1 must be certified by the person authorized by statute. See Step 3 below for more information.

If someone else fills out the form, this person can save the form for later and have it emailed to the authorized submitter to certify and submit it (see Step 7 below). Forms not certified by the person authorized by statute will be rejected and need to be corrected.

- 1 **Certification.** If you certify that you are authorized to submit the information on Form FA-1 and that it is true and correct to the best of your knowledge and if you understand that anyone giving false information is subject to a fine of up to \$3,000 and/or up to one year in prison [Minnesota Statutes, section 609.43], check the box preceding the statement.
- 2 **Certifier Name.** Type your first and last name.
- 3 **Certifier Title (Secretary / Municipal Clerk).** Type your title. For municipal fire departments, the certifier must be the municipal clerk. For independent non-profit firefighting corporations, the certifier must be the corporation's secretary.
- 4 **Certifier Phone Number.** Type the phone number including area code of the person certifying the form.
- 5 **Certifier Email.** Type the email address of the person certifying the form. Please note that the email address you provide will be used by the Department of Revenue to confirm the receipt of your form and to contact you about your form.
- 6 **Review and verify the information.** The certifier is responsible for verifying the accuracy of information reported for December 31, 2025, as described in these instructions.
- 7 **Save for later.** You have the option to save the Form FA-1 to complete later. This feature can also be used if someone else needs to certify the information. If you click save for later, you will be forced to fill in an email address. That address will receive an email with a link to go back to the form.
- 8 **Submit the form.** Click the "Submit" button to submit the form to the Department of Revenue. You will receive an email stating the FA-1 has been received by Revenue along with a link where you can retrieve a PDF copy of the form.

If you don't see the email within 24 hours, please check your spam or junk mail folders. The sender is [PropTax.Admin@state.mn.us](mailto:PropTax.Admin@state.mn.us). If you have not received or found it within 24 hours, please email [PropTax.Admin@state.mn.us](mailto:PropTax.Admin@state.mn.us) so we can check the email address and resend the confirmation email.

Your department will be added to the "FA-1 Forms Received" report posted on the [Fire State Aid webpage](#) after the form is submitted. This report is updated regularly during the filing period. The next update date is provided at the top of report.

Once you have received your confirmation email, there is no further action you need to take unless you receive an email from us.

## Form Rejection

If your form is rejected, the certifier will receive an email with an explanation of what needs to be corrected. The certifier must make the corrections required and resubmit the form by March 15 (March 16 this year), or within 30 days of the email, whichever is later.

- 1 Receive an email with the subject line “Form Fire State Aid Not Approved for: [Name of Your Fire Department].” This email will describe the correction or corrections needed.
- 2 Click the “update and resubmit the form” link.
- 3 Make your corrections directly in the form.
- 4 After completing your changes, click the submit button at the end of the form.
- 5 The certifier will receive an email confirmation that the form has been received by the Department of Revenue. This works the same as for the originally submitted form.

## Fire State Aid Amounts

Aid amounts will be posted on the [Fire State Aid webpage](#) by October 1. You will receive notification that they've been posted if you are subscribed to email updates. You can subscribe from the [Fire State Aid webpage](#).

## Appeals

A municipality, an independent nonprofit firefighting corporation, a firefighter relief association, or the statewide volunteer firefighter plan may object to the amount of Fire State Aid apportioned to it by filing a written request with the Department of Revenue to review the apportionment of the funds. The objection must be filed within 60 days of the date the aid amount is paid. For more information, see [M.S. 477B.03, subd. 7](#).

## Fire State Aid Statutory References

Minnesota Statutes, [chapter 477B](#)

Minnesota Statutes, [chapter 423A.022](#)

## Questions?

Email [PropTax.Admin@state.mn.us](mailto:PropTax.Admin@state.mn.us).