

**DERBY FIRE DEPARTMENT  
COMPANY MEMBERSHIP TRANSFER FORM**

Return completed transfer form to the Chiefs Office

Name \_\_\_\_\_

Address \_\_\_\_\_ E-mail: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number: \_\_\_\_\_ FDID Number: \_\_\_\_\_

**Transferring From:**

Company: \_\_\_\_\_

\_\_\_\_\_  
Signature of member requesting transfer Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Company Captain Date: \_\_\_\_\_

- Membership status:  Member in good standing  
(Check all that apply)  Member not in good standing  
 Certifications up to date  
 Certifications lapsed

Comments: \_\_\_\_\_

**Transferring To:**

Company: \_\_\_\_\_

\_\_\_\_\_  
Signature of New Company Captain Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Fire Commissioner Date: \_\_\_\_\_

- Transfer Approved  Transfer Denied

**Member Transfer Processing Instructions:**

1. Member transfers may be initiated by a member or by invitation from a representative from a company.
2. Two approval signatures are required. Both the designated company captain that a member is "transferring from" and "transferring to" must sign the completed Member Transfer Form.
3. The member requesting transfer should forward the original copy of the Member Transfer Form to the chief's office to advise them of the transfer and a copy should be retained by the member and or company
4. The fire department database will be updated once the form is received by the chief's office
5. The chief's office will notify the former company to advise them of the acceptance of transfer.