



## Proof of Publication Form

As part of the application process a proof of publication will need to be submitted with the loan packet. Please read the information, review the examples provided and follow the steps below which are provided to help guide you through the process.

THERE IS A 30-DAY PUBLICATION PERIOD IMMEDIATELY PRIOR TO APPLYING FOR THE LOAN. It is recommended the advertisement be done a week or two before the loan application is submitted.

The FEMSLP staff will compare the actual Publication Date with the recorded Postmark Date of your company's forms to determine if the 30-day criteria has been met. The postmark date is the date the U.S. Postal service or courier service stamps/affixes to the mailing envelope/package.

1. Figure 1, page 2 of this document, sample language is provided that will be needed for the publication.
  - a. Complete the information, please send or take it to a newspaper of general circulation published regularly in your service area. We do not need the form in figure 1 back.
  - b. Arrange for a one-day advertisement at your company's expense.
  - c. Make sure the invoice is sent to your company and NOT to OSFC.
  
2. Request a "Proof of Publication of Legal Notice," which newspapers must provide under the provisions of the "Newspaper Advertising Act" (Act 587, approved May 16, 1929) and should be familiar to all newspapers.
  - a. The notarized document MUST contain the **ORIGINAL newspaper article of your advertisement.**  
**\*Copies of the article will not be accepted and will delay the processing of you loan application.**
  - b. Submit the notarized Proof of Publication Legal Notice to Office of the State Fire Commissioner Harrisburg Office ***postmarked by the 30th day after the advertisement appears in the newspaper.***

*\*\*Refer to example of Proof of Publication in Figure 2, page 2 of this document.*



**Figure 1 - Language for Proof of Publication**  
(Sample Language for publication)

**Recommended Publication Form**

The \_\_\_\_\_ hereby announces its  
(Charter Name of Company)

intention to apply for a loan from the Fire and Emergency Medical Services Loan Program administered by the Office of the State Fire Commissioner.

The \_\_\_\_\_ hereby certifies that:  
(Company)

- The \_\_\_\_\_ by-laws do not discriminate  
(Company)  
against applicants for membership on the basis of race, color, religious creed, national origin, sex, age or handicap; and
- There is not an unwritten policy of discrimination for membership in the \_\_\_\_\_

Comments on this application should be forwarded to \_\_\_\_\_  
(Company)

\_\_\_\_\_ (Company Address)

and the Office of the State Fire Commissioner, Fire and Emergency Medical Services Loan Program,  
1310 Elmerton Avenue, Harrisburg, PA 17110. (717) 651-2200 or 800-670-3473

**Figure 2 - Example of Proof of Publication**  
(Example of the form that needs to be returned to OSFC)

**PROOF OF PUBLICATION**  
State of Pennsylvania, County of Cumberland

Name and Title of newspaper staff of Name of newspaper, of the County and State aforesaid, being duly sworn, deposes and says that Name of Newspaper, a newspaper of general circulation in the location of newspaper County and State aforesaid, was established Date newspaper established, since which date Name of newspaper has been regularly issued in said County, and that the printed notice or publication attached hereto is exactly the same as was printed and published in the regular editions and issues of Name of Newspaper on the following day(s): Date(s) of publication.

**COPY OF NOTICE OF PUBLICATION**

Place publication here

Affiant further deposes that he/she is not interested in the subject matter of the aforesaid notice or advertisement, and that all allegations in the foregoing statement are true, place and character of publication are true.

Sworn to and subscribed before me this \_\_\_\_\_

Date \_\_\_\_\_  
Notary Public \_\_\_\_\_

My commission expires: \_\_\_\_\_  
SEAL