



FIRE DEPARTMENT OF THE CITY OF NEW YORK

FDNY Business

**Certificates of Fitness — Application, Payment & Renewal Processes
for Individuals**

User Guide

v2.0

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IMPORTANT INFORMATION

This guide is made available by the Fire Department City of New York (FDNY) as a courtesy to the public. It does not represent all the filing requirements for any given FDNY application. Though every effort is made to continuously update this guide, it in no way supersedes, or otherwise substitutes for the legal or procedural requirements of the New York City Fire Code, Building Code, Zoning Resolution or any other applicable rules, regulations or policies.

INTRODUCTION

About this Guide

The *Certificate of Fitness — Application, Payment & Renewal Processes for Individuals* Guide is designed to assist users with applying for, paying, submitting, and renewing a Certificate of Fitness (COF) Application online via FDNY Business.

Online filing can be done from any computer with an Internet connection. Applicants can also continue to file in person and via U.S. Mail. (Applications cannot currently be completed on mobile devices.)

To complete an online Application, you must have the following:

- An email address
- A NYC ID (instructions on creating an account are below)
- The Contact Name, Address and Email Address of your Employer

Numbers in the images will assist you in following the instructions. For example, ① indicates your first action, ② indicates your second action, etc.

For additional assistance, dial 311 and ask for FDNY Business Support or send an email to FDNY.BusinessSupport@FDNY.nyc.gov.

NOTE: This guide covers all COF types EXCEPT the T-93 COF. The T-93 COF is the only COF that has an online exam. For additional details on the T-93 COF, refer to the [T-93 COF Instructions](#) located on FDNY Business.

ALL other COF exams must be taken in person at FDNY Headquarters, located at 9 MetroTech Center, Brooklyn N.Y.

CERTIFICATES OF FITNESS FOR INDIVIDUALS

1. Initial Application and Payment Steps

You can now apply, pay for and submit a Certificate of Fitness (COF) Application online through FDNY Business. Once your Application has been submitted, it will be reviewed by FDNY.

Upon approval of your COF Application, you will receive an email notification with instructions about the exam you will need to take to obtain the COF.

You will need to come in to FDNY Headquarters to complete the exam. For specific details, see the [FDNY Business — Certificates of Fitness](#) page. Once you have completed your COF Exam, you will receive your COF results. You will also receive your Certificate if you pass the exam.

NOTE: ONLY the **T-93 COF** exam can be taken online. For specific instructions, refer to the [FDNY Business — T-93 Certificate of Fitness](#).

Step 1. Create your NYC ID Account

If you do not have an **NYC ID**, go to [Register for an Account](#) to create your account. On the **Create Account** page, enter the required information. Then click to “check” the checkbox to accept the **NYC ID Terms of Use** and click the **Create Account** button. See Figure 1.

The screenshot shows the 'Create Account' form with the following sections and callouts:

- EMAIL OR USERNAME:** Callout 1 points to the 'Email Address or Username' and 'Confirm Email Address or Username' input fields.
- PASSWORD:** Callout 2 points to the 'Password' and 'Confirm Password' input fields. A 'Password Strong' indicator is visible next to the password field.
- SECURITY:** Callout 3 points to the 'Security Question' dropdown menu, and Callout 4 points to the 'Answer' input field. Below these fields is a 'Display Answers' section with 'Show' and 'Hide' radio buttons.
- TERMS:** Callout 5 points to the checkbox for 'I understand and agree to the NYC ID Terms of Use, the overall Terms of Use for NYC.gov, and the Privacy Policy for NYC.gov'. Callout 6 points to the 'CREATE ACCOUNT' button.

Fig. 1: NYC ID — Create Your Account

Once you have created your account — or if you already have an account — begin your Application by clicking the [Login](#) button on the [FDNY Business Home Page](#). See Figure 2.

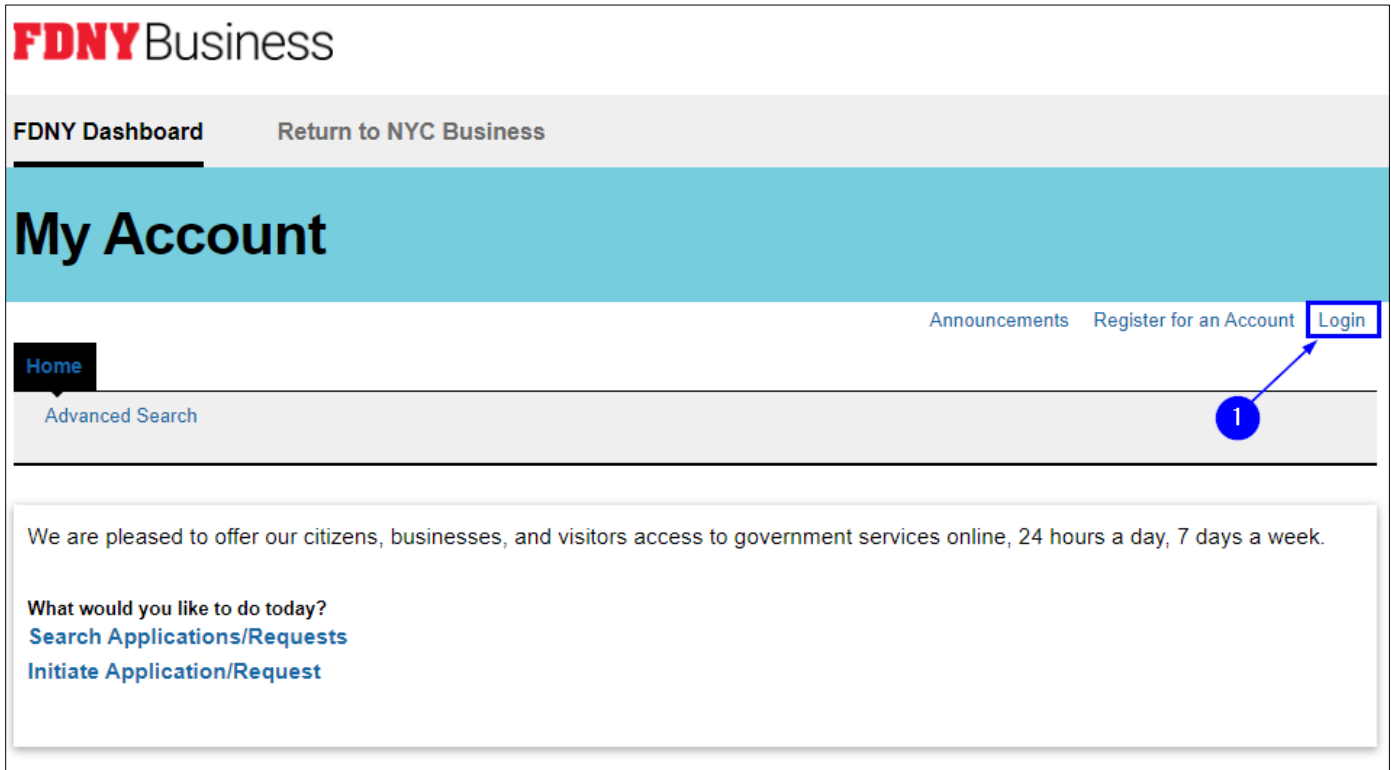


Fig. 2: Click 'Login'

Enter your **Email Address** (your NYC ID) and **Password**. Then, click the **Log In** button. See Figure 3.



Fig. 3: Enter Your NYC ID/Password and Log In

Once logged in, click on **Initiate Application/Request**. See Figure 4.

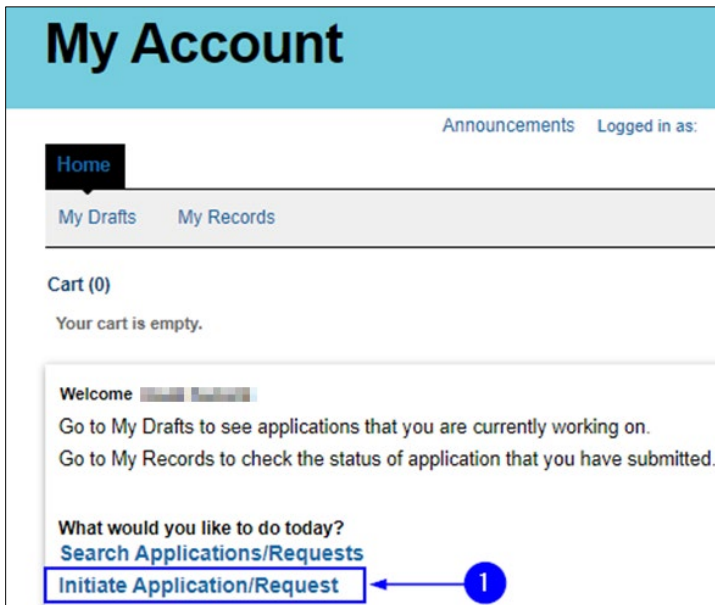


Fig. 4: Initiate Application/Request

On **Select Type of Application** page, click the **Certificate of Fitness** drop-down list and select "Certificate of Fitness Application" and click **Continue Application**. See Figure 5.

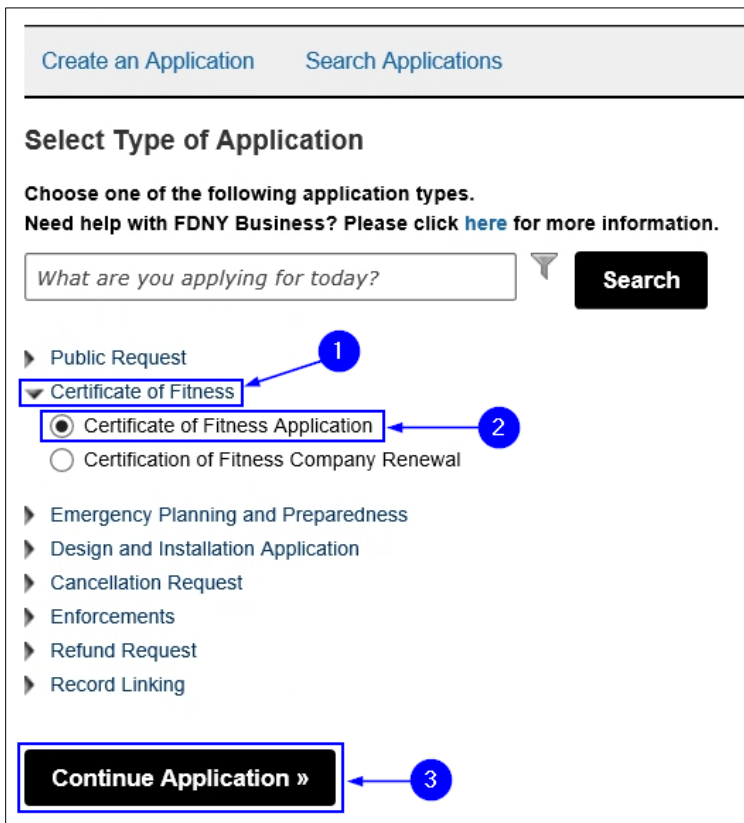


Fig. 5: Select 'Certificate of Fitness Application'

On the **Certificate of Fitness Application Information** page, answer “Yes” or “No” to the Fee Exemption question “Is this Application being submitted on behalf of a City or State Agency?” In this example, we have checked “No.”

NOTE: If you checked “Yes” to the Fee Exemption question, you will not be required to make payment when you submit your Application. If your Fee Exemption request is denied, you will not be able to take the exam until payment is made.

Next, under the “Certificate Type” section, click the **Type of Certificate** drop-down list and scroll through the list to find the COF you want to apply for.

Once you find it, click on it to select it. In this example, we have chosen “B29–Supervision of Battery Systems.”

After making your selection, scroll down the page to the next section. See Figure 6.

The screenshot shows the 'Certificate of Fitness Application' interface. At the top, a progress bar indicates six steps: 1. Application Information (highlighted), 2. Contact Information, 3. Supporting Documents, 4. Review and Submit, 5. Pay, and 6. The main content area is titled 'Step 1: Application Information > Application Information'. Below this, there is a 'Fee Exemption' section with a note and a question: '*Is this Application being submitted on behalf of a City or State Agency?'. The 'No' radio button is selected, indicated by a blue circle with the number '1'. Below the 'Fee Exemption' section is the 'Certificate Type' section. A dropdown menu is open, showing a list of certificate types. The option 'B29-SUPERVISION OF BATTERY SYSTEMS' is highlighted in blue, indicated by a blue circle with the number '2'. The list includes various options such as 'A35-TO OPERATE AND MAINTAIN AIR COMPRESSORS', 'B03-AUXILIARY RADIO COMMUNICATION SYSTEM', 'C01-SUPERVISION OF LNG (LIQUID NATURAL GAS) PLANT', and 'C94-SUPVR OF STORE HANDLING & USE OF CHEMICALS (FUNERAL HOME)'.

Fig. 6: Complete the ‘Fee Exemption’ and ‘Certificate Type’ Sections

Under “Experience Information,” click the **Experience Type** drop-down list to select either “Practical” or “Training,” as applicable. In this example, we will select “Practical.” See Figure 7.

The screenshot shows a web form with two main sections: "Certificate Type" and "Experience Information". In the "Certificate Type" section, the "Type of Certificate" dropdown is set to "B29-SUPERVISION OF B...". Below it is an empty "COF Number" field. The "Experience Information" section contains instructions: "Select the experience type and enter the length of experience (example 1 year, 0 months). Applicants must have at least one month of experience." It features three fields: "Experience Type" (a dropdown menu currently showing "--Select--" with "Practical" and "Training" as options), "Experience - Length of Time Year(s)", and "Experience - Length of Time Month(s)". A blue circle with the number "1" points to the "Practical" option in the dropdown. At the bottom of the form, there is a "Save and Resume Later" button, a yellow tip box that reads "Tip: Save your application periodically to avoid losing your work by clicking on 'Save and Resume Later' button.", and a "Continue Application »" button.

Fig. 7: Select Your ‘Experience Type’

Next, enter the total number of years and months of experience you have for the Experience Type you selected.

In this example, we will enter a total of five (5) years and two (2) months of Practical experience. Next, click **Continue Application**. See Figure 8.

This screenshot shows the same form as Figure 7, but with the "Experience Type" dropdown now set to "Practical". The "Experience - Length of Time Year(s)" field contains the number "5", and the "Experience - Length of Time Month(s)" field contains the number "2". A blue circle with the number "1" points to both of these input fields. At the bottom of the form, a blue circle with the number "2" points to the "Continue Application »" button. The "Save and Resume Later" button and the tip box remain the same.

Fig. 8: Enter Length of Experience

Step 2. Add a Business Contact

The Business Contact is the person in your Employer’s business that FDNY can contact to obtain additional information about your Application.

Under the “Business Information” section, click to answer “Yes” or “No” to the question “Are you currently employed?”

NOTE #1: If you ARE employed, you MUST add a Business Contact and the Employer’s Mailing Address. If you are self-employed, this is your business’ Mailing Address.

NOTE #2: If you are NOT currently employed, you will NOT need to add a Business Contact and can skip directly to **Step 3**.

Next, complete the “Work Address Information” section. Click the **Address Type** drop-down list and select the “Building/Address” option.

Most businesses already have a Mailing Address in the system. To search for the Mailing Address, select “No” for the **Is this a New Address?** field and enter the address. All fields marked with an asterisk (*) must be completed. Then, click the **Search** button to locate it. See Figure 9.

NOTE: If the address is NOT found in the system, go back and select “Yes” for the **Is this a New Address?** field to enter a new address.

The screenshot shows two main sections of a web form. The top section, titled "Business Information", contains a question: "Are you currently employed?". Below the question are two radio buttons: "Yes" (which is selected) and "No". A blue circle with the number "1" points to the "No" radio button. To the right of the "No" button is a yellow box containing the word "OR". The bottom section, titled "Work Address Information", contains a dropdown menu for "Address Type" with the option "Building/Address" selected. A blue circle with the number "2" points to this dropdown. Below the dropdown are several input fields: "Building No.", "Address/Landmark", "City / Borough", "State", "Zip", "BIN", "Block", and "Lot". A blue circle with the number "3" points to the "City / Borough", "State", and "Zip" fields. At the bottom of this section is a radio button for "Is This a New Address?" with "No" selected. A blue circle with the number "4" points to the "Search" button. A blue circle with the number "1" also points to the "OR" label.

Fig. 9: Enter/Search the Address

As the system searches for the address, you will see the “Please Wait” notice. See Figure 10.



Fig. 10: System Processing

The **Address Search Result List** window will open and display the top matches. Here, the system has returned four (4) addresses, and one of them is the correct address. Click to select it and then click **Continue**. See Figure 11.

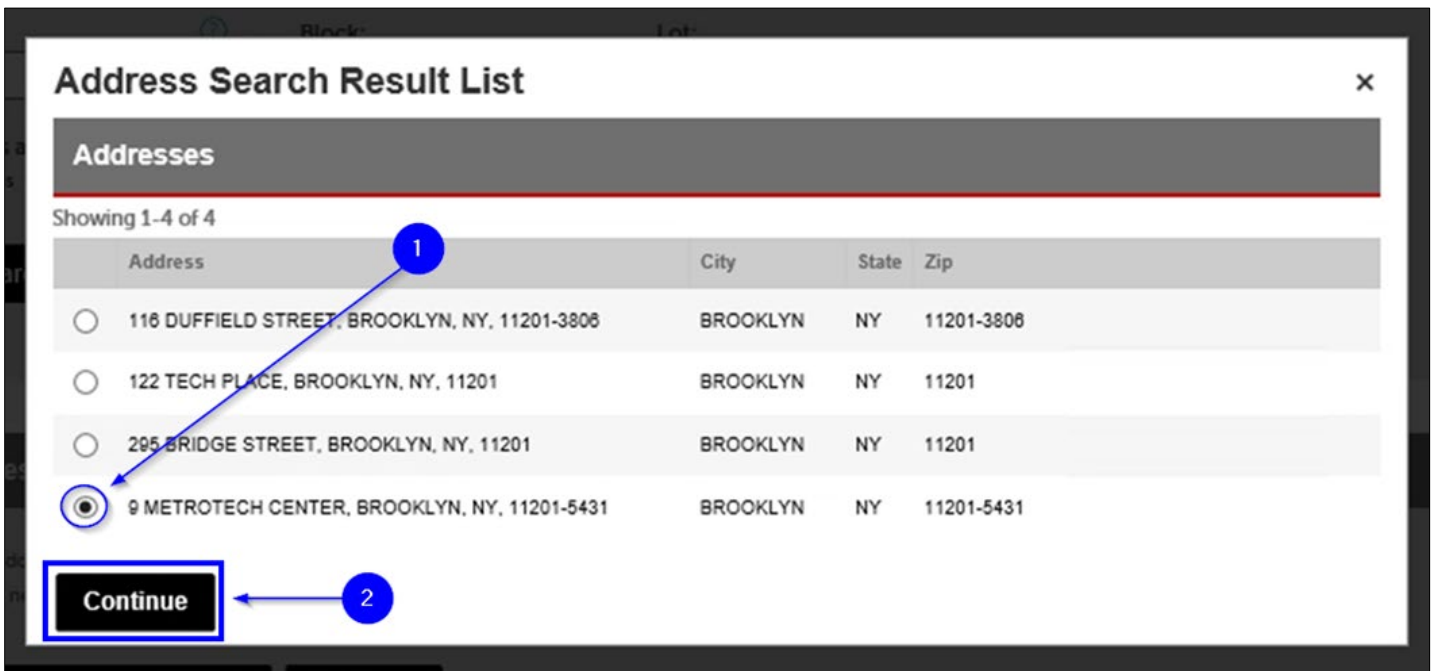


Fig. 11: Select the Mailing Address

The address you selected will be entered into the “Work Address Information”. Next, complete the “Business Contact” section to add a new Business Contact and address.

Adding a New Business Contact and Address

Click the **Add New** button to add a Business Contact. See Figure 12.

Work Address Information

After entering the physical address of the work location, click Search. If the address already exists, it will be displayed in the list below. You can select the address and click on Continue Application.

If your address is not found:

1. Try updating the information entered, e.g., Building no., Street name/Address, etc.
2. If the address is still not found, you can add the address to our registry by selecting "Yes" next to New Address and then clicking Search.
3. If search result is incorrect, please click clear and search with different criteria.

Address Type:

*Building No.:

Address/Landmark:

City / Borough:

State:

Zip:

*BIN:

Block:

Lot:

Is This a New Address?: Yes No

Search **Clear**

Business Contact

Enter additional employer contact details. All mandatory fields must be provided.

To add new contacts, click on **Add New** button. If you already have added the contact, click Edit to edit your contact details or click Remove to remove.

OR

Select from My Account **Add New**

Save and Resume Later **Tip: Save your application periodically to avoid losing your work by clicking on 'Save and Resume Later' button.** **Continue Application »**

Fig. 12: Enter the 'Business Contact'

In **Contact Information** window, click the **Individual/Organization/City Agency** drop-down arrow and select the type. Since we are entering the Employer, select “Organization.”

Enter the Employer’s **First Name**, **Last Name**, **Business Phone**, and **E-mail**. Click **Add Contact Address** to continue. See Figure 13.

Contact Information

A mailing and a billing address must be provided for Building and Business Owners using the "Add Addresses" section below. For all other contacts only the mailing address must be provided.

Individual/Organization/City Agency:

- City Agency
- Individual
- Organization

* First Name: [] Middle Name: [] * Last Name: []

Legal Business Name: []

* Business Phone: [] Mobile Phone: [] Business Fax: []

* E-mail: []

SSN: []

▼ Contact Addresses

Add Contact Address

A mailing and a billing address must be provided for Building and Business Owners using the "Add Contact Address" button above. For all other contacts, only the mailing address must be provided.

The form includes four numbered callouts: 1 points to the dropdown arrow, 2 points to the 'Organization' option, 3 points to the Business Phone field, and 4 points to the 'Add Contact Address' button.

Fig. 13: Add the Contact Information

Next, click the **Address Type** drop-down list and select the “Mailing Address.”

Now, enter the **Street Name**, **City/Borough**, **State**, and **Zip** of the Business Contact. Click the **Save and Close** button. See Figure 14.

The screenshot shows a form titled "Contact Information" with a sub-section "Contact Address Information".

- 1**: Points to the "Address Type" dropdown menu.
- 2**: Points to the "Mailing Address" option in the dropdown menu.
- 3**: Points to the "Save and Add Another" button.
- 4**: Points to the "Save and Close" button.

The form fields include:

- * Address Type: --Select-- (dropdown)
- Building No.: [text input]
- * Street Name: [text input]
- Floor#/Apt#/Suite#: [text input]
- * City/Borough: [text input]
- * State: NY (text input)
- * Zip: [text input]
- Country/Region: United States (dropdown)

Buttons at the bottom: Save and Close, Save and Add Another, Clear.

Fig. 14: Add the Contact Address Information

Once the system returns the **Matching Address Results**, click the radio button to choose the correct address and then click the **Select** button. See Figure 15.

The screenshot shows a dialog box titled "Matching Address Results".

- 1**: Points to the radio button next to the address entry in the table.
- 2**: Points to the "Select" button.

The table shows "Showing 1-1 of 1" results:

Full Address	City	State	ZIP Code
[blurred]	[blurred]	[blurred]	[blurred]

Buttons: Select.

Fig. 15: Choose the Address and Click ‘Select’

You will return to the **Contact Information** page. The “Business Contact” section is now complete. Next, click the **Continue Application** button. See Figure 16.

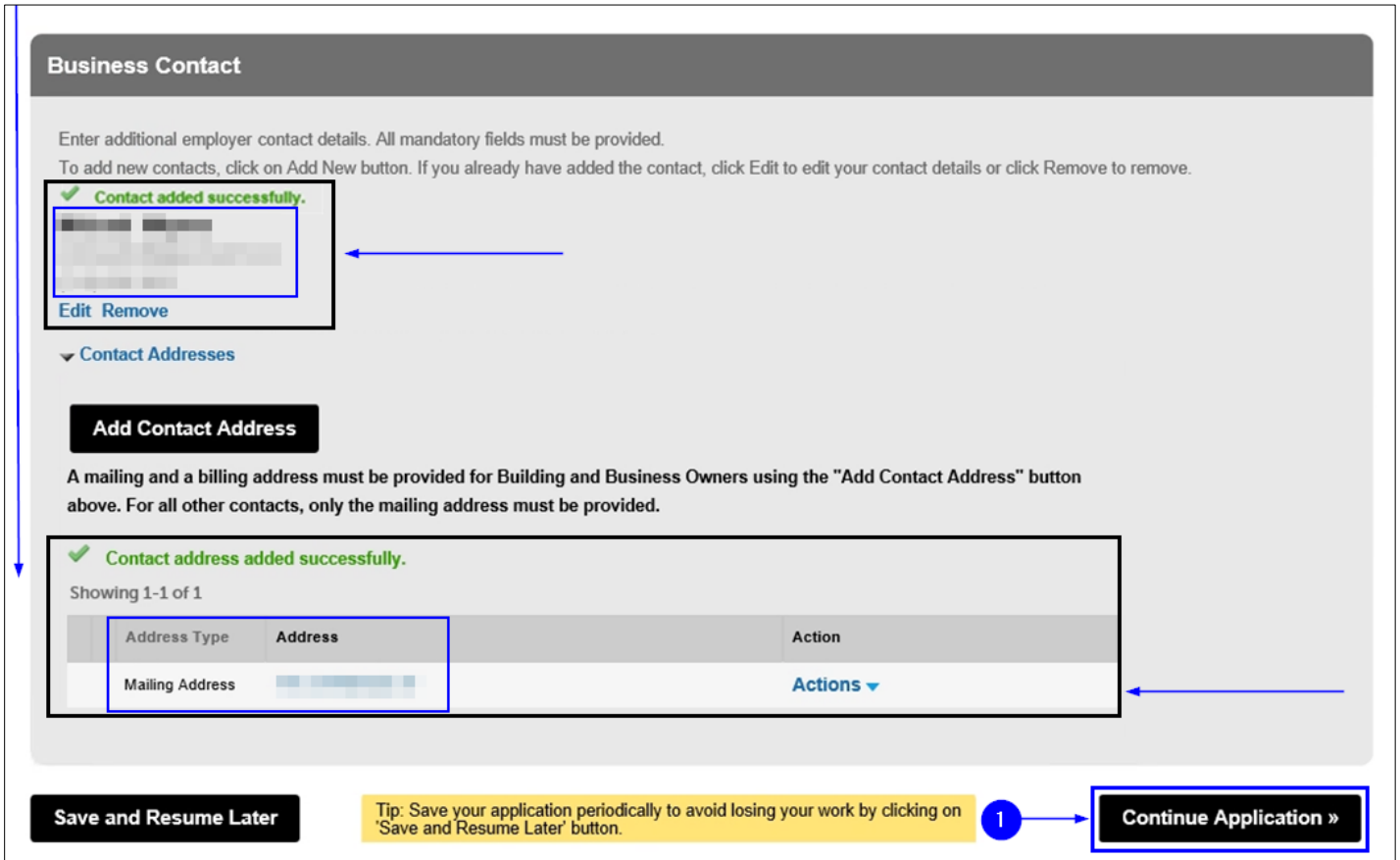


Fig. 16: Click ‘Continue Application’

Step 3. Add Your Contact Information

Next, you need to complete your Applicant information. On the **Certificate of Fitness Application** page, click the **Add New** button. See Figure 22.

The screenshot displays the 'Certificate of Fitness Application' interface. At the top, a progress bar shows five steps: 1. Application Information (highlighted in green), 2. Contact Information (highlighted in yellow), 3. Supporting Documents, 4. Review and Submit, and 5. Confirmation and Payment. Below the progress bar, the heading reads 'Step 2 : Contact Information > COF Applicant Information'. A note section follows, stating: '*Note: 1. *Indicates a required field. 2. You will be able to edit the details in this application from the "Review and Submit" page prior to final submission.' The main content area is titled 'Certification of Fitness Applicant' and contains the text: 'FDNY will use the contact information entered in this section to mail certificates or other materials to you.' Below this, a yellow box highlights the text: 'A Social Security Number (SSN) is required'. The text continues: 'If you do not have an SSN, please contact 311 and request to be transferred to the FDNY Customer Service Center between 9 am-4 pm EST. You may also email us at FDNY.Business.Support@fdny.nyc.gov'. Two buttons are visible: 'Select from My Account' and 'Add New'. A blue circle with the number '1' and an arrow points to the 'Add New' button. Below the buttons, there is a 'Save and Resume Later' button, a tip box that says 'Tip: Save your application periodically to avoid losing your work by clicking on "Save and Resume Later" button.', and a 'Continue Application »' button.

Fig. 22: Click 'Add New'

The **Contact Information** page will open in a new window.

In the top portion, enter the required information. You MUST enter your Mailing Address, which is the address your COF will be mailed to when you pass your exam.

Review your information and, when you are ready, click the **Continue** button. See Figure 23.

NOTE: If your Employer/Company Coordinator has provided you with a Company Code, enter it in the **Company Code** field (highlighted below in “yellow”).

Contact Information [X]

A mailing and a billing address must be provided for Building and Business Owners using the "Add Addresses" section below. For all other contacts only the mailing address must be provided.

* First Name: [] Middle Name: [] * Last Name: []

* Mobile Phone: [] * E-mail: [?]

* SSN: [] * Birth Date: [] [?]

* Gender: Female Male Other Specify Other: []

* Height: [] Feet * : [] Inch

* Weight: [] Lbs

Company Code: [?] ← 1

▼ Contact Addresses

Add Contact Address ← 2

A mailing and a billing address must be provided for Building and Business Owners using the "Add Contact Address" button above. For all other contacts, only the mailing address must be provided.

Showing 1-1 of 1

Address Type	Address	Action
Mailing Address	[]	Actions ▼

Continue ← 3

Fig. 23: Enter Your Information/Click ‘Continue’

You will return to the **Certificate of Fitness Application** page. As shown below, your Contact information has been successfully added.

Next, click **Continue Application**. See Figure 24.

The screenshot displays the 'Certification of Fitness Applicant' page. At the top, it states: 'FDNY will use the contact information entered in this section to mail certificates or other materials to you.' Below this, it notes: 'A Social Security Number is required. If you do not have a Social Security Number, please contact 311 and ask to be transferred to the FDNY Customer Service Center for assistance with completing your application.'

A green notification box on the left indicates 'Contact added successfully.' with a checkmark icon. Below the notification, there are links for 'Edit' and 'Remove', and a dropdown menu for 'Contact Addresses'. A blue arrow points from the notification box to the 'Contact Addresses' dropdown.

The 'Add Contact Address' section contains instructions: 'A mailing and a billing address must be provided for Building and Business Owners using the "Add Contact Address" button above. For all other contacts, only the mailing address must be provided.' It also provides instructions on how to edit or set a primary address. Below the instructions, it says '*Mailing Address' and 'Showing 1-1 of 1'.

A table with the following structure is shown:

Address Type	Address	Action
Mailing Address	[Redacted]	Actions ▾

At the bottom of the page, there are three buttons: 'Save and Resume Later', a yellow tip box that says 'Tip: Save your application periodically to avoid losing your work by clicking on "Save and Resume Later" button.', and 'Continue Application »'. A blue circle with the number '1' and an arrow points to the 'Continue Application »' button.

Fig. 24: Click 'Continue Application'

Step 4. Upload Supporting Documents

On the **Supporting Documents** page, you can upload supporting documents (e.g., your Photo ID, Letter of Recommendation from the Business Owner, Letter of Self Employment, etc.).

The “List of Supporting Documents” section shows the most common document types. At a minimum, you MUST upload and copy of your Government-issued Photo ID.

For document requirements for your specific COF, consult the [Certificate of Fitness](#) page.

To proceed, click the **Add** button to upload and attach the documents. Click **Continue Application**. See Figure 25.

NOTE: For details on uploading and attaching documents, refer to the **Document Upload** video on the FDNY [Technology Management Training](#) page.

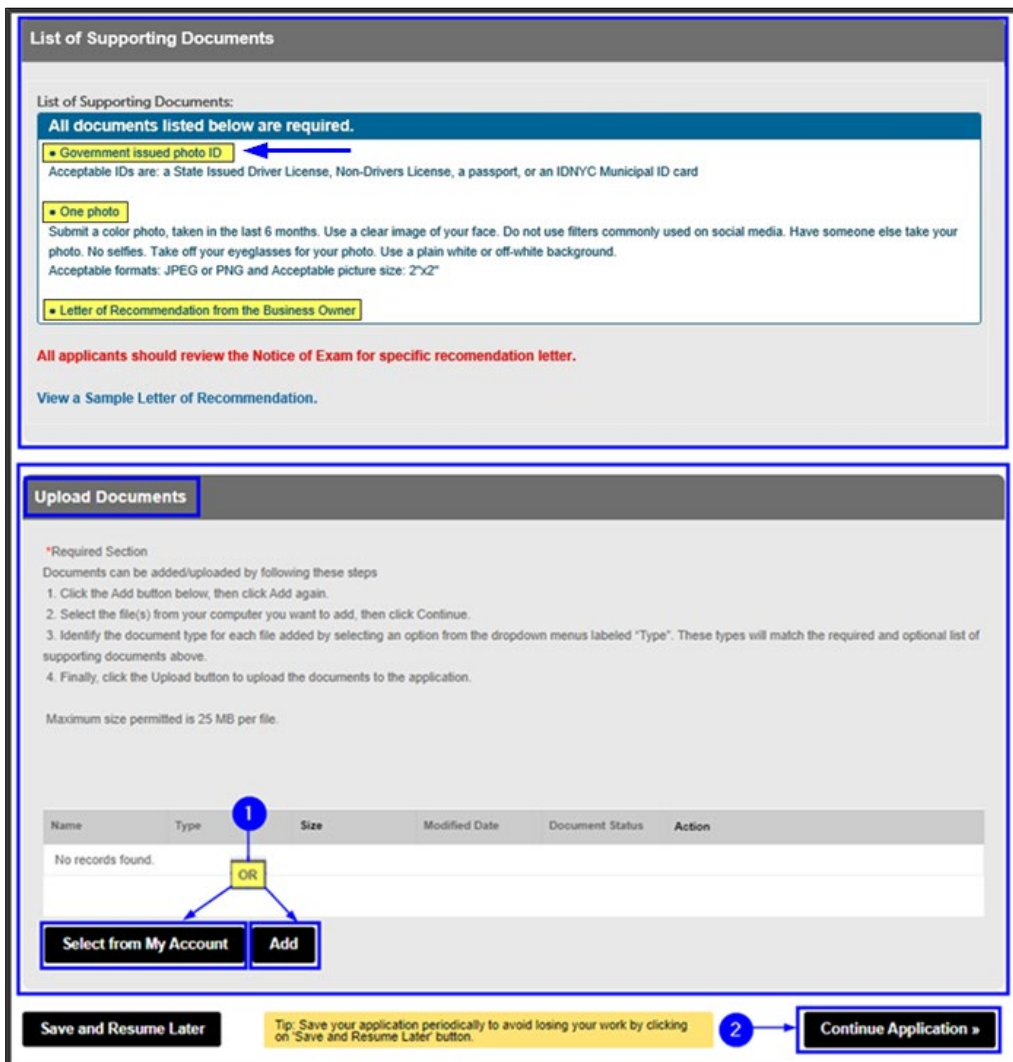


Fig. 25: Select/Upload Your Attachments

Click the **Type** field drop-down list and select “Government-issued Photo ID” to upload your Photo ID or select “Supporting Document” for all other document types.

In the **Specify Document Name** field, enter a name that describes the file you are going to attach (e.g., “NYS Driver’s License”).

Then, click the **Add** button to open the File Explorer. Locate the document you want to upload, click on it to select it, and then click the **Upload** button.

Once the status indicator reaches 100% (highlighted below in “orange”), click **Continue Application**. See Figure 26.

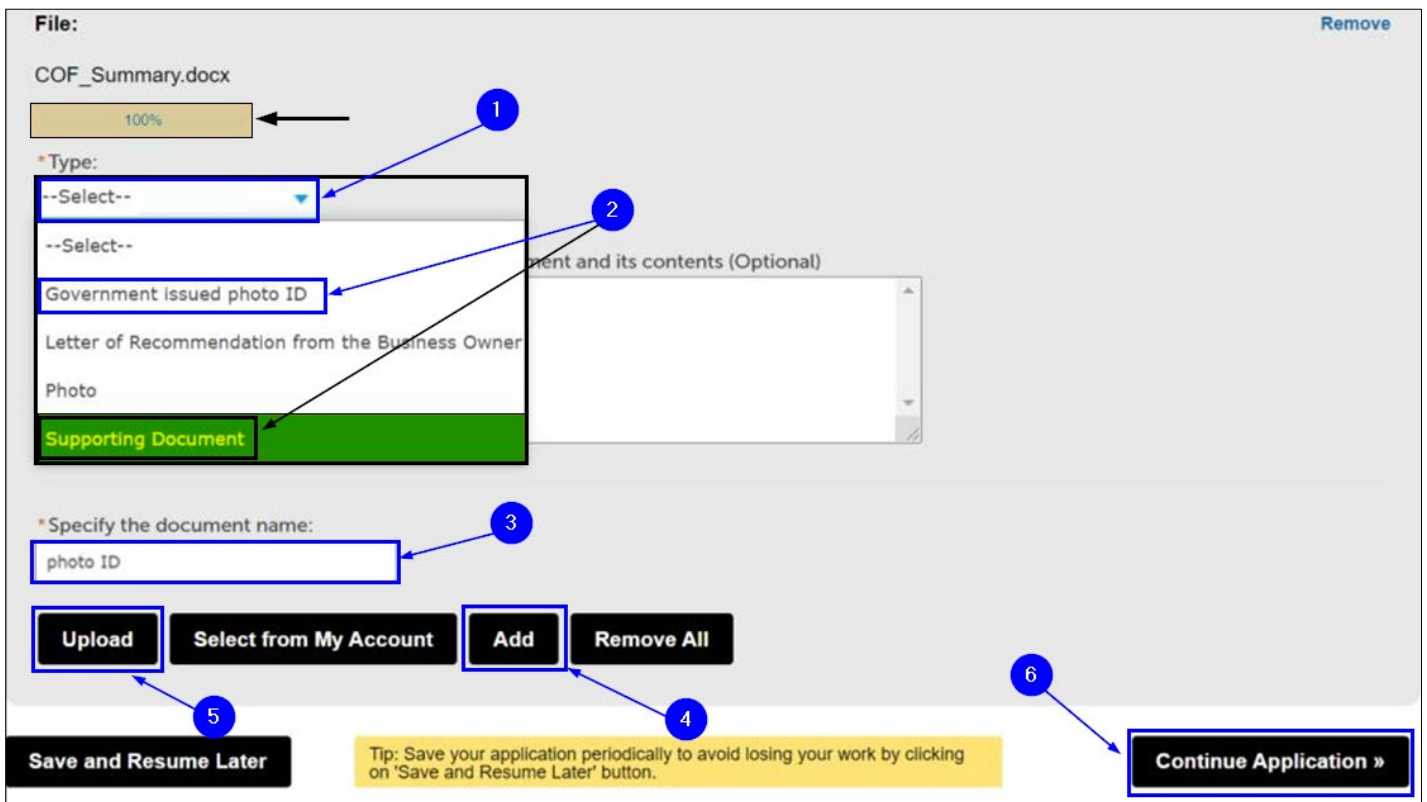


Fig. 26: Attach the Necessary Document(s)/ Click ‘Continue Application’

On the next page, review the “Affirmation and Digital Signature” information section. When you are ready, click the checkbox to confirm your Digital Signature, enter your First and Last Name into the respective fields, and then click the final checkbox to digitally sign your application. Next, click **Continue Application**. See Figure 27.

NOTE: On the following page, you will be able to review and edit all the information you have entered in your COF Application before you submit it.

The screenshot shows a web form titled "Affirmation and Digital Signature". It contains three paragraphs of text regarding the application process and a section with three items: a checked checkbox for a legal affirmation, input fields for "First Name" and "Last Name", and another checked checkbox for digital signature confirmation. A blue box highlights the signature confirmation checkbox and the text below it. A blue circle with the number "1" and an arrow points to the "Last Name" input field. At the bottom, a yellow tip box contains the text "Tip: Save your application periodically to avoid losing your work by clicking on 'Save and Resume Later' button." and a blue circle with the number "2" and an arrow pointing to the "Continue Application" button. A "Save and Resume Later" button is also visible on the left.

Fig. 27: Digitally Affirm and Sign Your Application

On the **Review and Submit** page, you can review/edit all the information you have entered in your Application. When you are ready, click the **Submit Application** button. See Figure 28.

Record Type Certificate of Fitness Application

Fee Exemption **Edit**

Is this Application being submitted on behalf of a City or State Agency? No

Certificate Type **Edit**

Type of Certificate: BCS-SUPERVISION OF BATTERY SYSTEMS
COF Number:

Experience Information **Edit**

Experience Type: Practical
Experience - Length of Time Year(s): 5
Experience - Length of Time Month(s): 2

Business Information **Edit**

Are you currently employed? Yes

Work Address Information **Edit**

Business Contact **Edit**

Certification of Fitness Applicant **Edit**

Upload Documents **Edit**

Required Section
Documents can be added/uploaded by following these steps:
1. Click the Add button below, then click Add again.
2. Select the file(s) from your computer you want to add, then click Continue.
3. Identify the document type for each file added by selecting an option from the dropdown menus labeled "Type". These types will match the required and optional list of supporting documents above.
4. Finally, click the Upload button to upload the documents to the application.
Maximum size permitted is 25 MB per file.

Name	Type	Size	Modified Date	Document Status	Action

Affirmation and Digital Signature **Edit**

I swear or affirm that any false statements made herein are punishable as a Class A Misdemeanor pursuant to Section 215.45 of the New York State Penal Law. : Yes

First Name:
Last Name:

By checking this box, I have affirmed my electronic signature above, hereby and certify that I have not allowed my personnel with anyone and that I am responsible for the entire made in this application filed today, that I have personally reviewed all of the information contained in the application and it is true and complete to the best of my knowledge. I swear or affirm that any false statements made herein are punishable as a Class A Misdemeanor pursuant to Section 215.45 of the New York State Penal Law. : Yes

Save and Resume Later **Submit Application**

Tip: Save your application periodically to avoid losing your work by clicking on "Save and Resume Later" button.

Fig. 28: Review/Edit/Submit Your Application

Step 5. Review Your Application Fees

You will be taken to the **Pay** page to begin the payment process. In this example, you have completed your application for a “B29 – Supervision of Battery Systems” COF and the fee is \$25.00.

As highlighted below, you will see any applicable fees under **Application Fees**. The **Total Fees** field will show the amount you must pay. To proceed with your payment, click the **Check Out** button. See Figure 29.

NOTE: If your COF Application is Fee Exempt, you will NOT be directed to the **Pay** page. If FDNY denies your Fee Exempt request, you will need to make payment to complete your Application.

Certificate of Fitness Application

1 2 Contact Information 3 Supporting Documents 4 Review and Submit 5 Pay 6 Confirmation

Step 5: Pay

Listed below are preliminary fees based upon the information you've entered. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
SUPERVISION OF BATTERY SYSTEMS	1	\$25.00

TOTAL FEES: \$25.00

Note: This does not include additional inspection fees which may be assessed later.

1
OR

Check Out » **Continue Shopping »**

Fig. 29: Click the 'Check Out' Button

On the **Confirmation and Payment** page, you will see your COF Record Number. To make your payment, click the **Online Payment Instruction** button. See Figure 30.

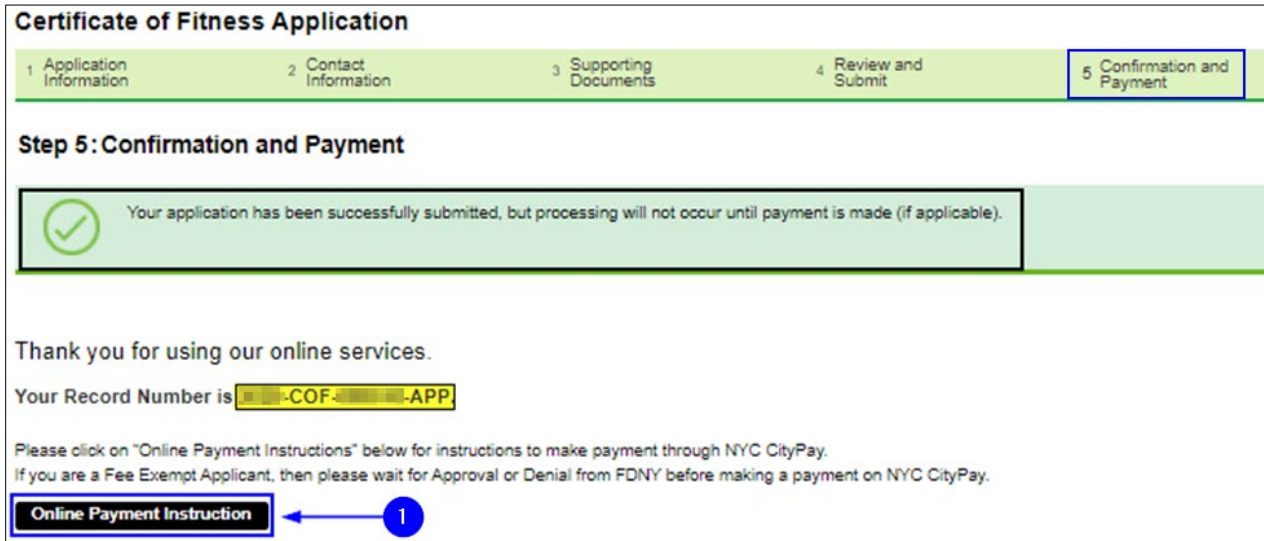


Fig. 30: Click the 'Online Payment Instruction' Button

Step 6. Pay for Your Certificate of Fitness Application

You will be taken to your **Cart** to complete the checkout process. Click the **Checkout** button. See Figure 31.

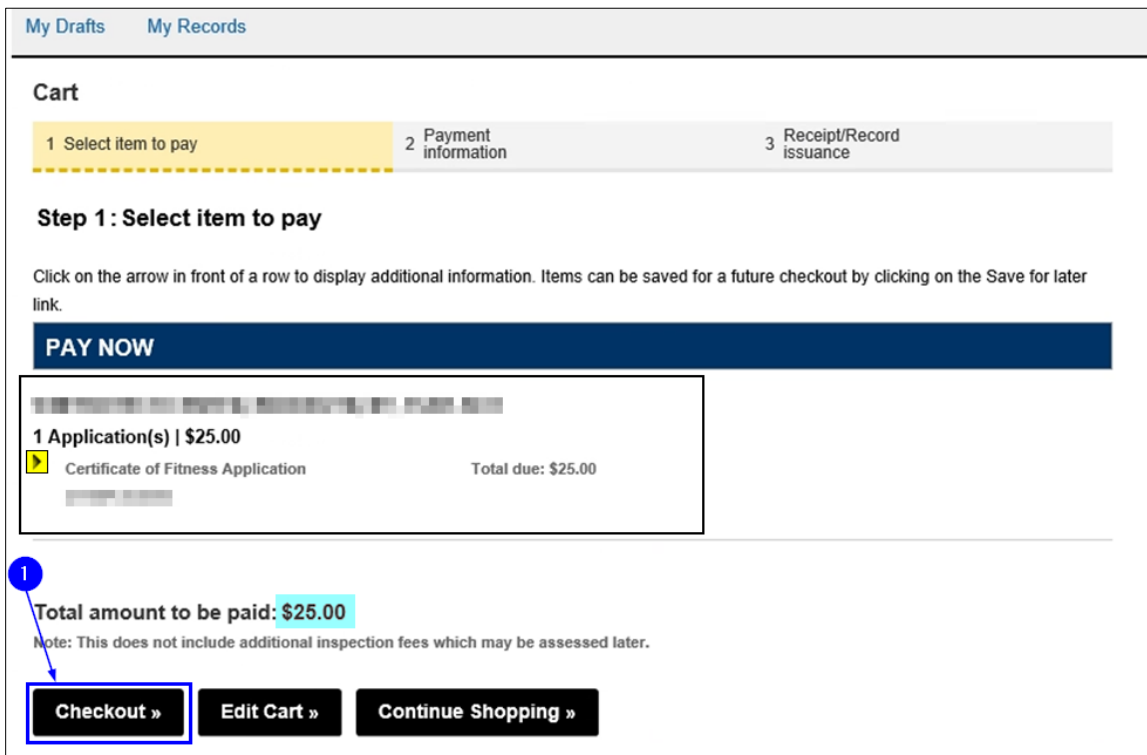


Fig. 31: Click the 'Checkout' Button

On the **Enter Payment Details** page, you will enter your payment information. On the left-hand side, you can see the total amount due. The **Account #**, the **Bill Date**, the **Application** type “Certificate of Fitness Application,” and the **Applicant** name are displayed.

You can make payment by **eCheck** or by **Credit Card**. In this example, we will pay by **Credit Card**. After entering the required information, click the **Continue** button. See Figure 32.

NOTE: All payments made by **Credit Card** will incur a convenience fee. The convenience fee does NOT apply to payments made by **eCheck**.

Enter Payment Details

1. Select Items 2. Enter Payment 3. Review and Pay

Payment Amount: \$25.00

Account #: [redacted]
Bill Date: 4/8/2021
Certificate of Fitness Application
Applicant: [redacted]
\$25.00

eCheck **Credit Card**

Credit and debit card payments are charged a service fee of 2.00% of the payment amount. This fee is nonrefundable.

Billing Information

If you are paying with a credit or debit card, please make sure you enter the name and address associated with this card.

First Name *

Last Name *

Country *

Address *

City *

State *

Postal Code *

Phone *

Email *

Re-enter Email *

CONTINUE **RETURN TO FDNY BUSINESS**

Fig. 32: Select Payment Type/Enter Payment Details

On the following screen, click the **Next** button to confirm your payment type. See Figure 33.

Fig. 33: Click the 'Next' Button

On the next screen, confirm that all information under the “Billing Address” and “Payment Details” sections is correct. Then, enter your name and credit card or bank details in the “Payment Method” section.

When you are ready, click the **Next** button. See Figure 34.

Fig. 34: Confirm Details and Enter Payment Information

On the **Payment Review** page, read the terms and conditions. To finalize your payment, click the **Pay Now** button. See Figure 35.

Payment Review

By clicking "Pay Now" you:

1. confirm that you are authorized to instruct this payment using the credit card, debit card or checking account included in your payment instructions;
2. authorize the City of New York to charge your account for the payment amount and, if applicable, the Service Fee;
3. confirm that the information provided by you is true, complete, and correct to the best of your knowledge and is supplied in good faith;
4. acknowledge that you have read and agree to the Terms and Conditions for using this site.

Address
Billing Address: 123 Street New York, NY 10001 1234 5678 1234 5678 1234 5678
Payment Method
Credit Card VISA 1234 5678 1234 5678
Payment Amount
Amount: 1234.56 Service Fee: 123.45 Total: 1358.01 USD

Back **Pay Now** Exit

Fig. 35: Click the 'Pay Now' Button to Finalize Your Payment

After clicking the **Pay Now** button, you will see a notification in the upper-left side of your screen that indicates your payment is being processed. See Figure 36.

NOTE: Do NOT close or refresh your browser and do NOT click the browser's "back" button while the system processes your payment to avoid any payment processing errors.

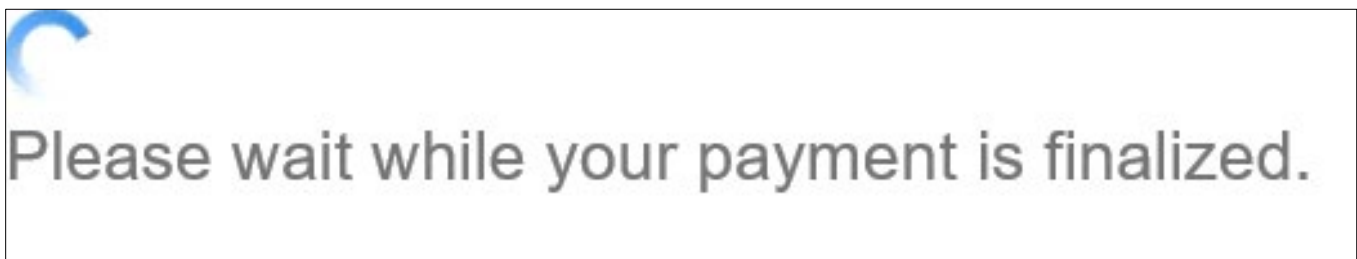


Fig 36: Payment Is Processing

After your payment has been processed, you will see the **Receipt/Record Issuance** page. As highlighted below, your COF Application Record ID is displayed.

To view the details, click on the **Record ID**. See Figure 37.

NOTE: If your payment cannot be processed or if it has been rejected by your financial institution, you will receive a message stating that your payment could not be completed. To proceed, repeat the above payment steps to ensure that you have entered accurate information or to provide an alternate form of payment.

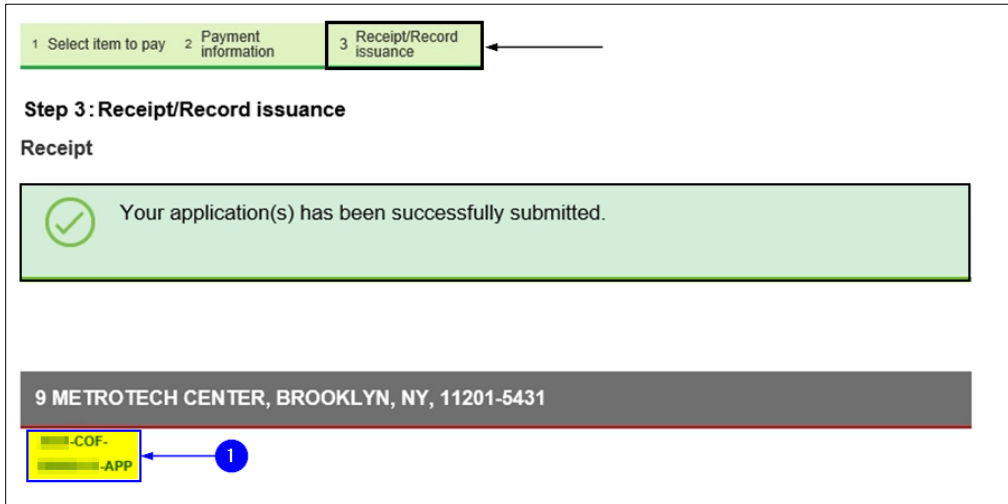


Fig. 37: Click on the Record ID

As shown below, your Record Status is “Application in Progress”.

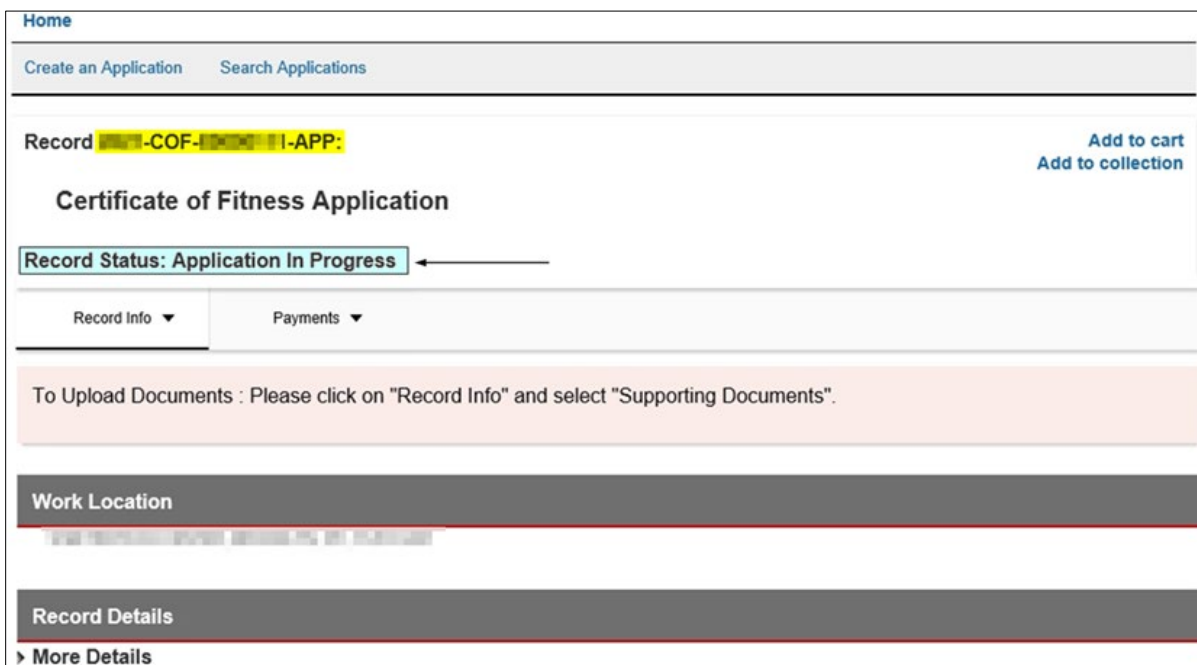


Fig. 38: Paid COF Application Details

A payment confirmation email will be sent to the email address you entered in the **Enter Payment Details** page.

Figure 39 shows a sample payment confirmation email that includes your **Receipt Number** (highlighted in “yellow”).

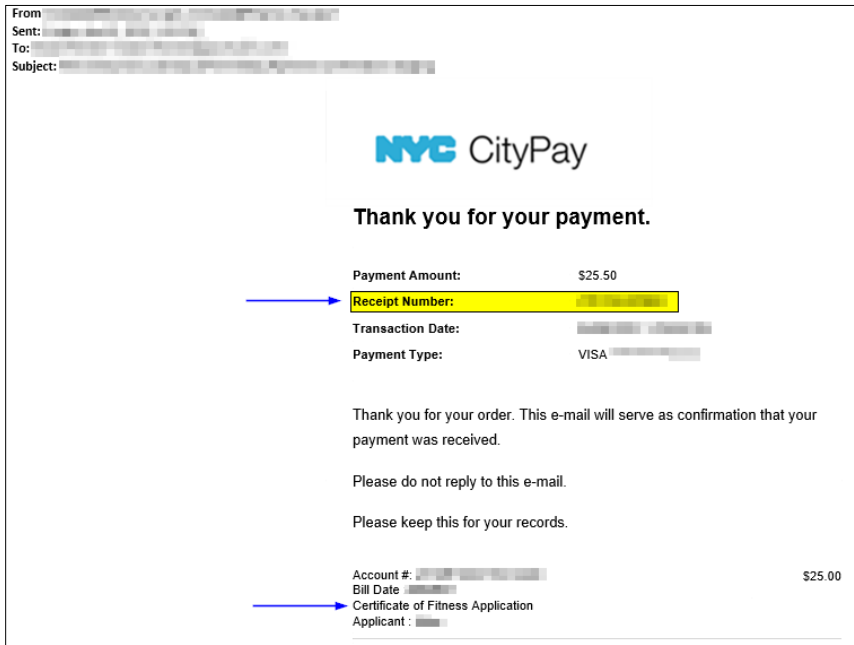


Fig. 39: Payment Confirmation Email

Additionally, a confirmation email will be sent to the email address associated with your **NYC ID**. This email will contain instructions on how to check the status of your COF Application online. As highlighted below in “yellow,” your COF Record ID is indicated. See Figure 40.

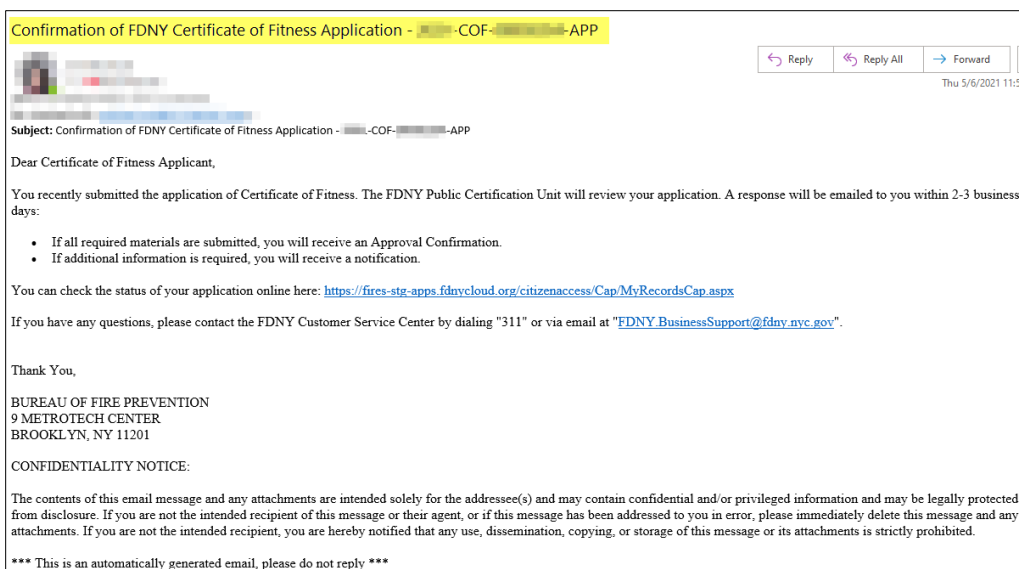


Fig. 40: COF Application — Confirmation Email

Your Application will be reviewed by FDNY and will remain in the “Application in Progress” status until the review is complete. If additional information is needed, you will receive an email to request that you provide the information needed. The status of your COF Application will be updated to “Additional Information Requested.” See Figure 41.

You will need to log in and upload any necessary supporting documents, as applicable, to continue your Application (see **Step 4** for upload instructions).

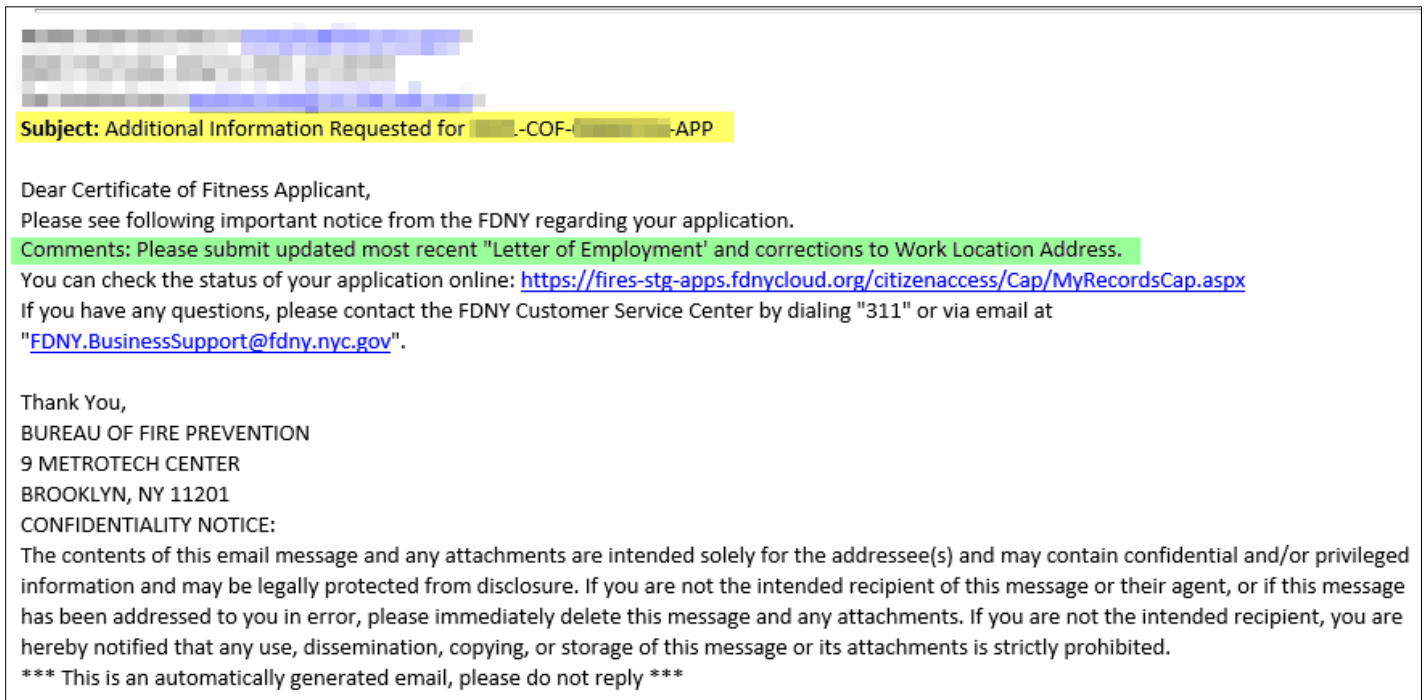


Fig. 41: COF Application — Additional Information Requested

Once FDNY completes its review, and if the COF Application is Approved, an email confirmation will be sent to the email address associated with your **NYC ID**.

Once you receive this email, follow the instructions to take your COF exam. A sample COF Approval email is shown below in Figure 42.

NOTE: Depending on the rules for your specific COF, you may receive an “N” or “Z” Certificate. Once you start employment, you will need to reapply using the “N” or “Z” Certificate as a Supporting Document to receive your COF.

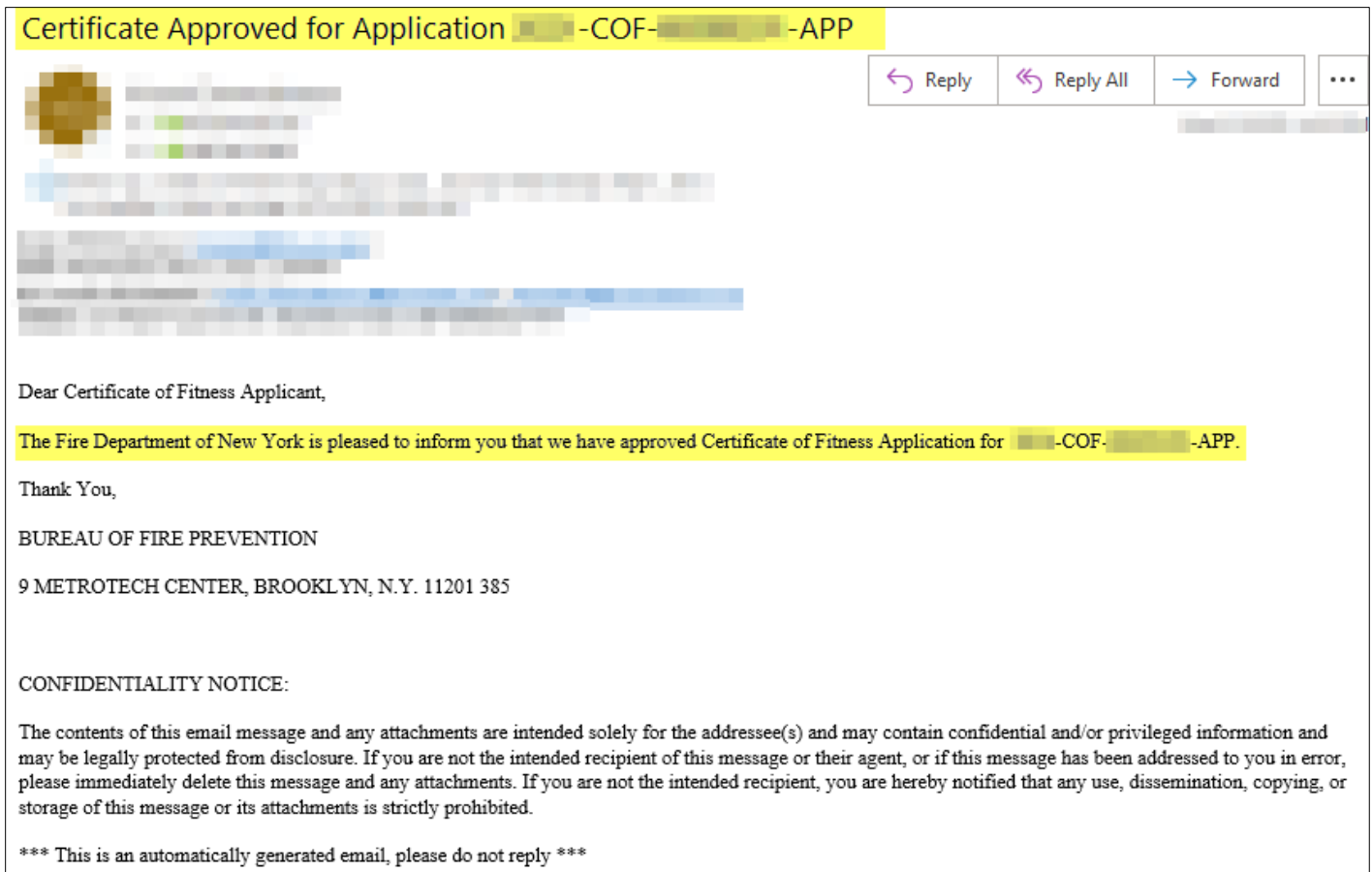


Fig. 42: COF Application — Sample Approval Email

If your COF Application is Denied, you will receive an email stating that your COF Application was Denied. See Figure 43.

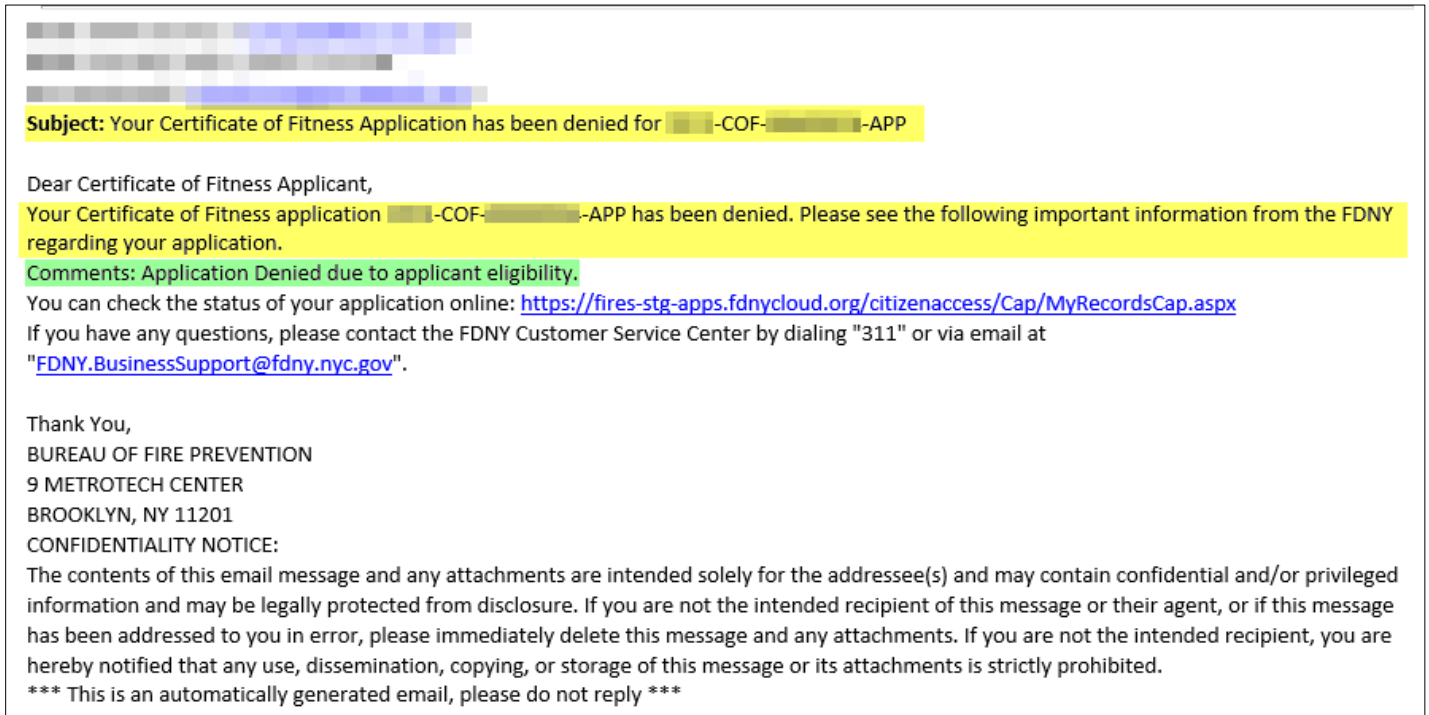


Fig. 43: COF Application — COF Application ‘Denied’

You will receive your test results after you have taken your exam. If you have passed, your COF will be sent to the Mailing Address you added to the **Applicant Information** section. Your status will also be available online on FDNY Business.

For assistance with FDNY Business, dial 311 and ask for the FDNY Business Support or send an email to FDNY.BusinessSupport@FDNY.nyc.gov.

2. Renewing an Individual COF

Most Certificates of Fitness (COFs) are valid for three (3) years. Depending on your specific COF Type, your COF may be valid for only one (1) year. For specific details on your COF, see the [FDNY Business — Certificates of Fitness](#) page.

The Renewal timeframe is the ONLY time you can update your COF information online. If you need to make changes to your COF outside of the Renewal timeframe, you can make changes in person at FDNY Headquarters, located at 9 MetroTech Center, Brooklyn N.Y.

Additionally, you can renew any COF that is not Fee Exempt, and does not require any changes (e.g., to your name, etc.) using [COF Simplified Renewals](#). Using COF Simplified Renewals does not require you to have a NYC ID.

NOTE: You can renew an “Expired” COF for up to one (1) year from the date it expired. If it has been more than one (1) year since expiration, your status will become “Inactive” and you will need to re-apply. See the [Initial Application and Payment Steps](#) for online COF Renewal instructions.

If your COF has been “Expired” for more than 90 days, a late fee will be added.

For all COFs you applied for BEFORE May 17, 2021 and for ALL in-person COF Applications

- You MUST link your COF to your **NYC ID** account to process your Renewals online under your FDNY Business Account.

NOTE: If a **Retest** was created for you during an onsite exam, you MUST link your COF to your **NYC ID** account to process future Renewals online on FDNY Business.



If you need to link your COF to your **NYC ID** account, you must do so before proceeding with your Renewal. See [Linking a COF to Your NYC ID Account](#) for instructions. When you are ready to begin your Renewal, follow the below steps.



Below is a list of the information that you CAN update and that you CAN NOT update when the time you complete your online COF Renewal Application.

➤ **Information that CAN BE Updated Online when You Renew Your COF:**

- Fee Exemption
- Current Employment Status
- Experience Information *
 - * **Experience – Length of Time Year(s)/Month(s) ONLY**
- Work Address Information
- Business Contact Information
- Applicant Information
- List of Supporting Documents Information

➤ **Information that CAN NOT BE Updated Online when You Renew Your COF:**

- Experience Information *
 - * **Experience Type**
- Certificate Type

Scenario 1 Renewing an Expiring COF after Linking it to Your NYC ID

After linking your COF to your NYC ID (see [Linking a COF to Your NYC ID Account](#) for instructions) and once it is due for Renewal, you can follow the below steps to complete the COF Renewal Application online using your FDNY Business account.

NOTE: You can also complete a [COF Simplified Renewal](#) or complete your Renewal Application in person at FDNY Headquarters.

Step 1. Log in to FDNY Business Using Your NYC ID

You will need to log in to FDNY Business to begin your COF Renewal Application. If you have an NYC ID account, click the [Login](#) button on the [FDNY Business Home Page](#) and log in to continue.

NOTE: If you DO NOT have an NYC ID, you must [Register for an Account](#) by following the instructions provided in the [Initial Application and Payment Steps](#).

Step 2. Click 'My Records'

Once logged in, from the FDNY Business Home Page click the **My Records** button. See Figure 1.

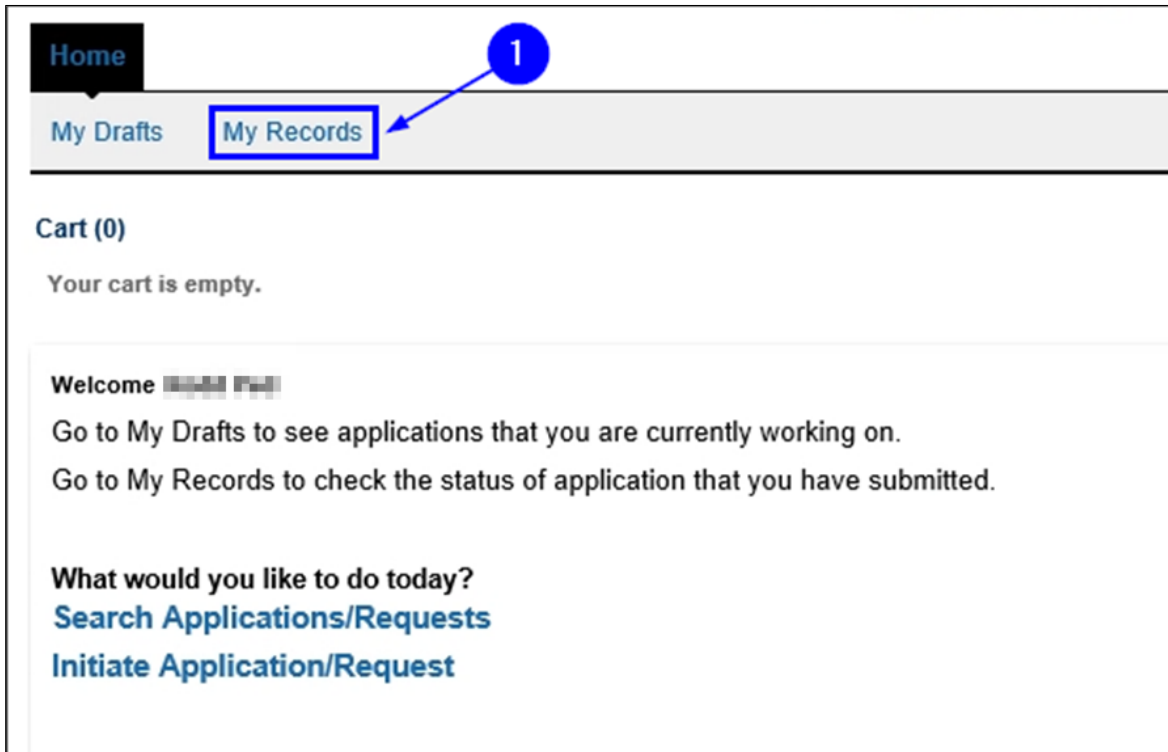


Fig. 1: Click on 'My Records'

Your **My Records** page will open. In this example, the COF you previously linked is in the **Status** “About to Expire” and you are ready to renew it.

To begin, click “Renew Application” under the COF’s **Action** column. See Figure 2.

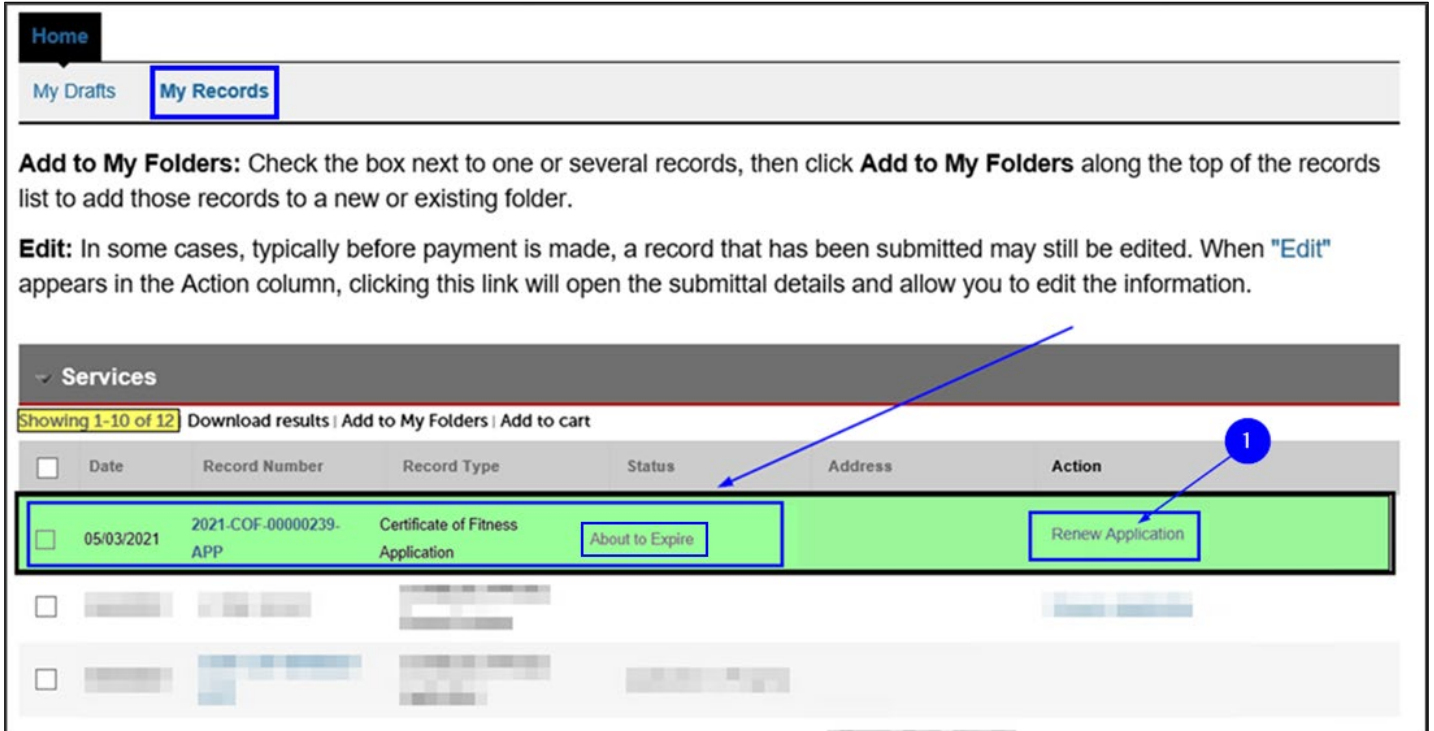


Fig. 2: ‘My Records’ Page — Click ‘Renew Application’

To continue, skip directly to **Step 3: “Complete the COF Renewal Application.”**

Scenario 2 Renewing a COF after Receiving a Notification

Approximately 90 days before your COF expires, you should receive a notification by email or by U.S. Mail to remind you to renew it. The following instructions show you how to complete your COF Renewal Application online via FDNY Business.

NOTE: You can also complete a [COF Simplified Renewal](#) or complete your Renewal Application in person at FDNY Headquarters.

Step 1. Review the Notification and Log in to FDNY Business

In this example, you received an email stating your COF is about to expire. As highlighted below, the email contains your COF Record ID and a link to FDNY Business for you to log in and begin the Renewal process. See Figure 4.

NOTE: To log in, click the [Login](#) button on the [FDNY Business Home Page](#).

If you received a Renewal notification via U.S. Mail, the link you enter into your web browser will take you to FDNY Business to complete your Renewal.

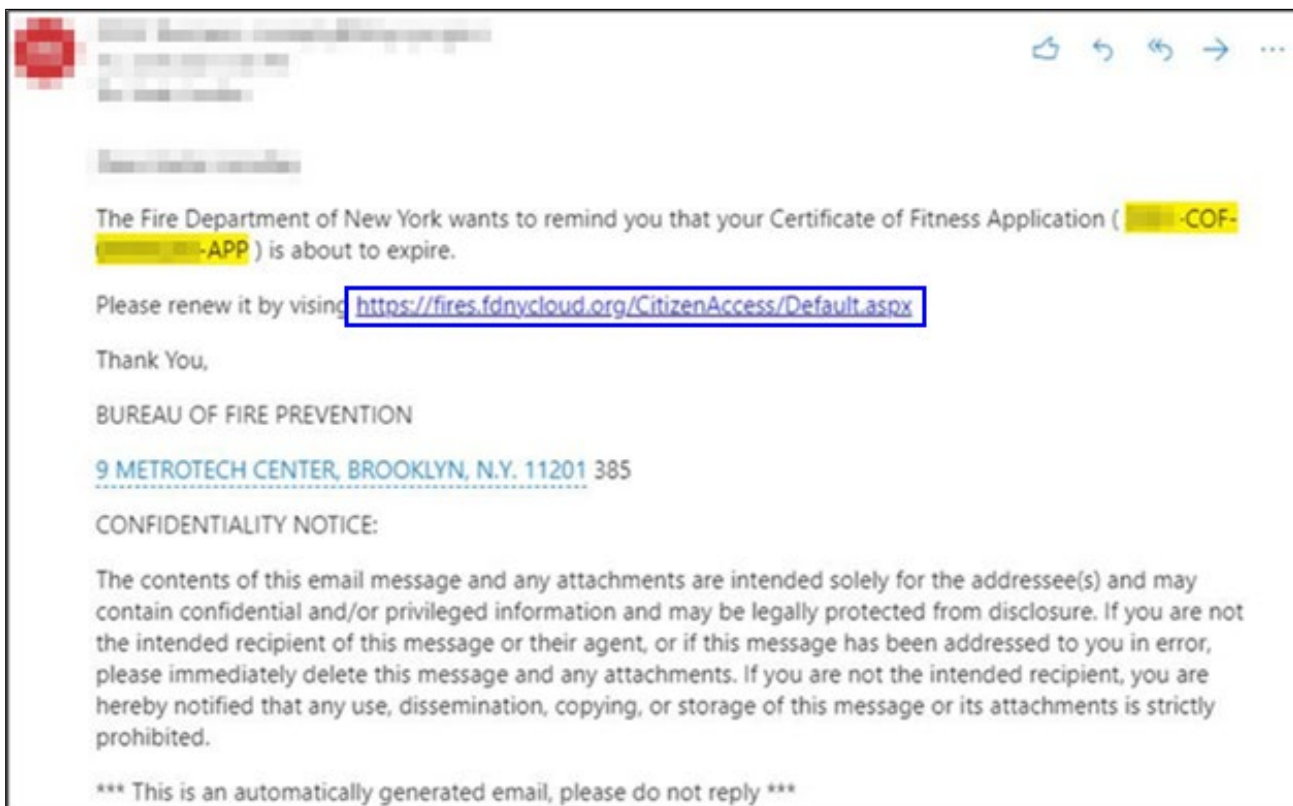


Fig. 4: Sample COF Renewal Email

Step 2. Open ‘My Records’

From the **FDNY Business Home Page**, click the **My Records** button. See Figure 5.

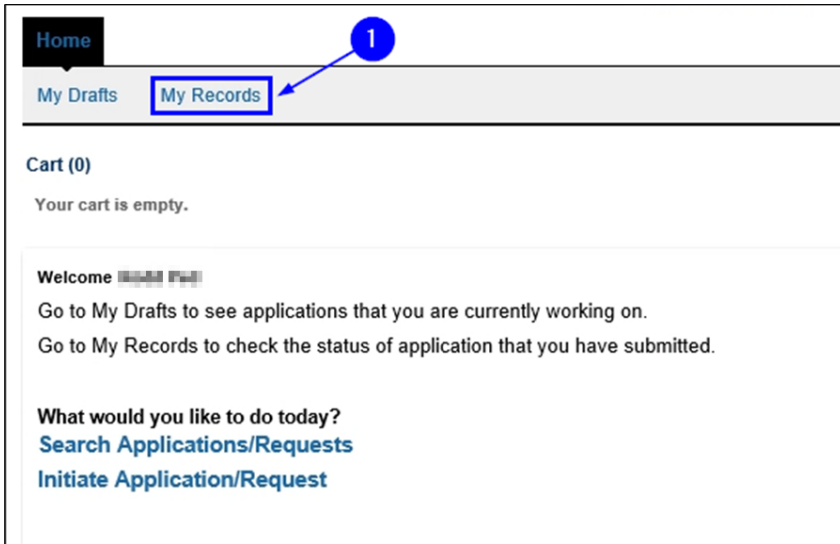


Fig. 5: Click on ‘My Records’

Your **My Records** page will open. Locate the COF Record ID that you need to renew. Under the **Action** column, click “Renew Application.” See Figure 6.

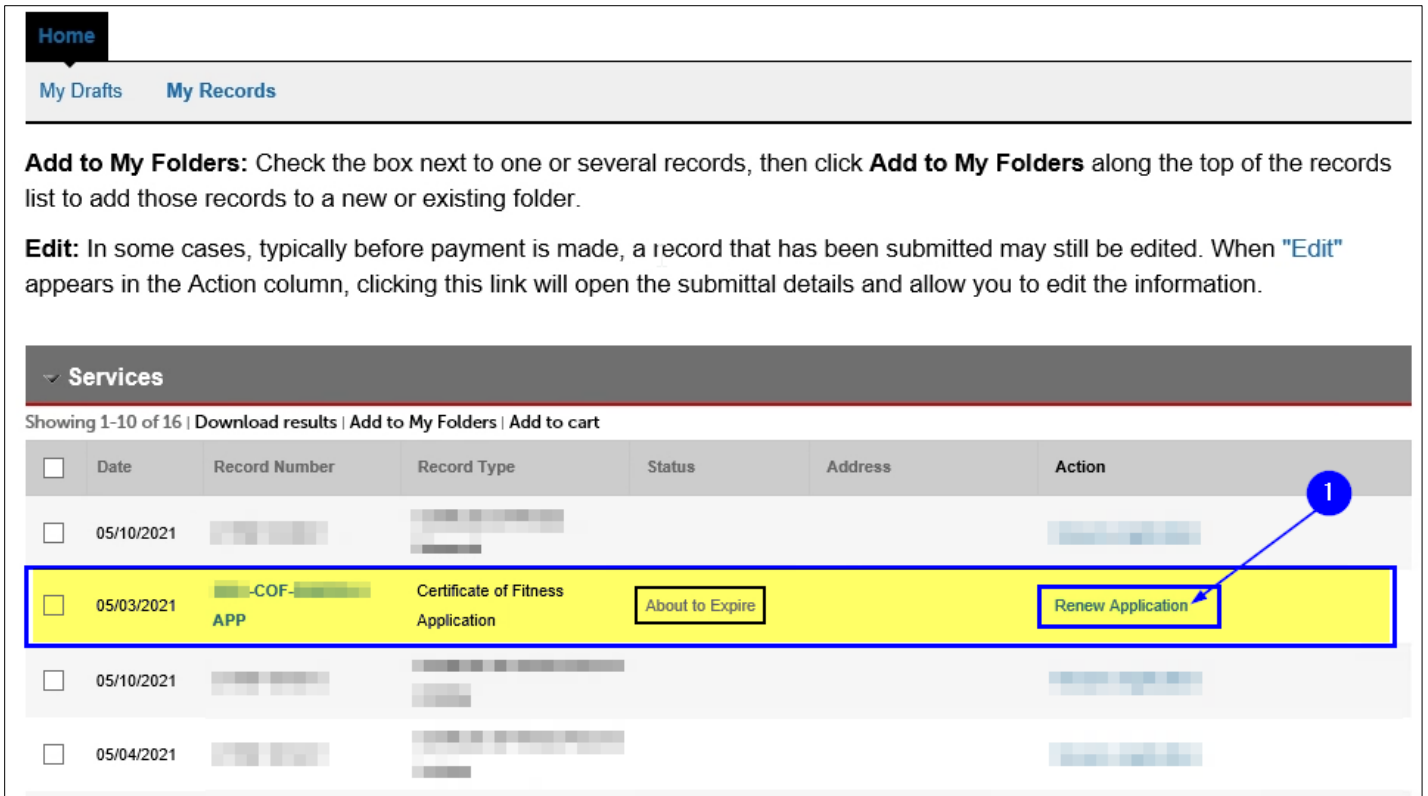


Fig. 6: ‘My Records’ Page — Click ‘Renew Application’

Step 3. Complete the COF Renewal Application

On the **Application Information** page, if your Employment status or Fee Exemption status has changed, select the correct answer and click the **Continue Application** button. See Figure 7.

NOTE: You will NOT be able to modify the “Certificate Type.”

The screenshot displays a multi-step application process. At the top, a progress bar shows six steps: 1. Application Information (highlighted in yellow), 2. Contact Information, 3. Supporting Documents, 4. Review and Submit, 5. Pay, and 6. The main content area is titled 'Step 1: Application Information > Application Information'. Below this, there are two notes: '1. *Indicates a required field.' and '2. You will be able to edit the details in this application from the "Review and Submit" page prior to final submission.' The form is divided into three main sections: 'Fee Exemption', 'Certificate Type', and 'Experience Information'. The 'Fee Exemption' section includes a list of requirements and a radio button question: '* Is this Application being submitted on behalf of a City, State or All other government Agency?' with 'Yes' and 'No' options. The 'Certificate Type' section features a dropdown menu currently set to 'A35-TO OPERATE AND MAINTAIN AIR COMPRESSORS'. The 'Experience Information' section has a radio button question: '* Are you currently employed?' with 'Yes' and 'No' options. At the bottom, there is a 'Save and Resume Later' button, a tip box stating 'Tip: Save your application periodically to avoid losing your work by clicking on "Save and Resume Later" button.', and a 'Continue Application »' button which is highlighted with a blue border and a blue circle with the number '1' pointing to it.

Fig. 7: COF Renewal ‘Application Information’ Page

On the **Work/Employment Information** page under “Employment Information,” you can update the **Experience – Length of Time**, as applicable. Here, we have updated the **Experience – Length of Time** information to “5” years and “2” months, respectively. Note that you can NOT change your **Experience Type**.

Next, to complete the “Work Address Information”, click the **Address Type** drop-down list and select appropriate option. In this example, we will select “Building/Address.”

You will be able to locate most addresses in the system. It is recommended to search for the address you need. To search for the Mailing Address, select “No” for the **Is this a New Address?** question. Enter your information (required information is indicated by the asterisk (*)) and then click the **Search** button. See Figure 8.

NOTE: If the address is NOT located in the system, or if the search results do not include your address, go back and select “Yes” for the **Is this a New Address?** question to add it.

For instructions on how to add a new address, see to **Step 2: “Add a New Business Contact”** under the [Initial Application and Payment Steps](#).

Step 2: Contact Information > Work/Employment information

* Note:
 1. *Indicates a required field.
 2. You will be able to edit the details in this application from the "Review and Submit" page prior to final submission.

Employment Information

Select the experience type and enter the length of experience (example 1 year, 0 months). Applicants must have at least one month of experience.

* Experience Type: Practical

* Experience - Length of Time Year(s): 5

* Experience - Length of Time Month(s): 2

Work Address Information

After entering the physical address of the work location, click Search. If the address already exists, it will be displayed in the list below. You can select the address and click on Continue Application.
 If your address is not found:
 1. Try updating the information entered, e.g., Building no., Street name/Address, etc.
 2. If the address is still not found, you can add the address to our registry by selecting "Yes" next to **New Address** and then clicking Search.
 3. If search result is incorrect, please click clear and search with different criteria.

--Select--
 Building/Address
 Landmark/Location

* Building No.:
 Address/Landmark:
 City / Borough: State: Zip:
 *BIN: Block: Lot:
 Is This a New Address?:
 Yes No

Search Clear

Fig. 8: Work/Employment Information Page

As the system searches for the address, you will see the below notice. See Figure 9.



Fig. 9: System Processing

The **Address Search Result List** window will open and display the top matches for the address you entered. Here, the system returned four (4) results and the bottom result is the address you need to add.

Click the radio button to select it and click the **Continue** button. See Figure 10.

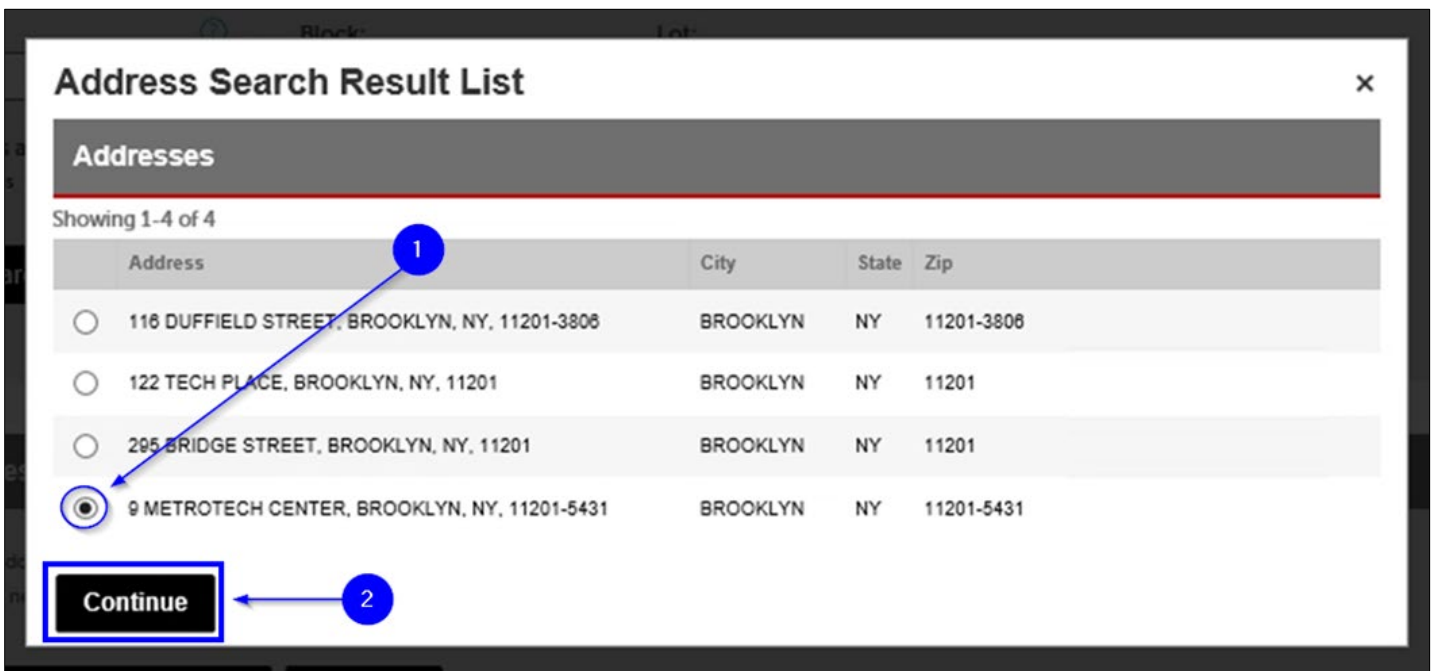


Fig. 10: Select the Desired Mailing Address

The system enters the address you selected into “Work Address Information.” See Figure 11.

Fig. 11: ‘Work Address Information’ Section Complete

Scroll down to the bottom of the page to enter the “Business Contact” information by following the same steps. Note that the Business Contact may or may not be at the same Mailing Address as the Work Address you indicated above. Click the **Continue Application** button. See Figure 12.

NOTE: For instructions on adding a new Business Contact/Address, see **Step 2: “Adding a New Business Contact”** under **Initial Application and Payment Steps**.

Fig. 12: Click the ‘Continue Application’ Button

Step 4. Upload Supporting Documentation

After clicking **Continue Application** button, the **Supporting Documents** page will open. The “List of Supporting Documents” shows the most common document types that can be uploaded and attached to your Application.

At a minimum, you should attach any documentation that supports changes you have made to the Application (for example, a Government-issued Photo ID for a name change). For document requirements for your specific COF Application, see the [Certificate of Fitness](#) page.

Click the **Add** button to upload and attach the needed document(s) to your Application and click the **Continue Application** button. See Figure 13.

NOTE : For instructions on uploading and attaching documents, refer to **Step 4: “Upload Supporting Documents”** in the [Initial Application and Payment Steps](#) or refer to the [Document Upload](#) video found on FDNY’s [Technology Management Training](#) page.

List of Supporting Documents

List of Supporting Documents:

All documents listed below are required.

- Government issued photo ID** (indicated by a blue arrow)
 - Acceptable IDs are: a State Issued Driver License, Non-Drivers License, a passport, or an IDNYC Municipal ID card
- One photo**
 - Submit a color photo, taken in the last 6 months. Use a clear image of your face. Do not use filters commonly used on social media. Have someone else take your photo. No selfies. Take off your eyeglasses for your photo. Use a plain white or off-white background.
 - Acceptable formats: JPEG or PNG and Acceptable picture size: 2"x2"
- Letter of Recommendation from the Business Owner**

All applicants should review the Notice of Exam for specific recommendation letter.

[View a Sample Letter of Recommendation.](#)

Upload Documents

*Required Section

Documents can be added/uploaded by following these steps

1. Click the Add button below, then click Add again.
2. Select the file(s) from your computer you want to add, then click Continue.
3. Identify the document type for each file added by selecting an option from the dropdown menus labeled "Type". These types will match the required and optional list of supporting documents above.
4. Finally, click the Upload button to upload the documents to the application.

Maximum size permitted is 25 MB per file.

Name	Type	Size	Modified Date	Document Status	Action
No records found.					

OR

Select from My Account **Add**

Save and Resume Later [Tip: Save your application periodically to avoid losing your work by clicking on 'Save and Resume Later' button.](#) **Continue Application >** (indicated by a blue arrow)

Fig. 13: Select/Upload Your Attachments

Next, review the “Affirmation and Digital Signature” notice. When you are ready to continue, click the checkbox to confirm, type your First and Last name into the respective fields and then click the final checkbox to digitally sign your application. Next, click the **Continue Application** button. See Figure 14.

NOTE: On the following page, you will be able to review and edit all the information you have entered in your COF Renewal Application prior to submitting it.

The screenshot shows a web form titled "Affirmation and Digital Signature". It contains three paragraphs of text regarding the application process. Below the text are three input fields: a checkbox for a legal affirmation, text boxes for "First Name" and "Last Name", and another checkbox for digital signature confirmation. At the bottom, there are three buttons: "Save and Resume Later", a tip box, and "Continue Application".

Affirmation and Digital Signature

I submit this voluntary application to the New York City Fire Department, for certification as a Certificate of Fitness holder. I understand that my application is subject to the NYC Administrative Code, including the New York City Fire Code or of a rule of any agency, and I agree to be bound by the regulations of the NYC Administrative Code, either as a candidate for issuance of a Certification of Fitness, or upon issuance of a Certification of Fitness, as the holder of same. I agree to disqualification from examination or issuance of a Certificate of Fitness, or forfeiture of any certification issued to me, in the event that the New York City Fire Department finds me in violation of its rules and regulations. I recognize that the New York City Fire Department may decide that I am not qualified, and I may be blocked from filing further applications or documents with the Fire Department, and I agree to abide by its decision.

I hereby authorize the New York City Fire Department, to make inquiries as it deems appropriate in connection with this application for a Certification of Fitness, with any of the individuals, state licensing boards, agencies, organizations, or other such reference sources as may develop in the course of the New York City Fire Department's investigation of my qualifications to be certified as a Certificate of Fitness holder.

I hereby certify that I am authorized by the owner named herein, to file this application on their behalf. I certify that all the statements made herein are true and accurate to the best of my knowledge and belief.

* I swear or affirm that any false statements made herein are punishable as a Class A Misdemeanor pursuant to Section 210.45 of the New York State Penal Law. :

* First Name:

* Last Name:

* By checking this box, I have affixed my electronic signature above hereto and certify that I have not shared my password with anyone and that I am responsible for the entries made in this application filed today, that I have personally reviewed all of the information contained in the application and it is true and complete to the best of my knowledge. I swear or affirm that any false statements made herein are punishable as a Class A Misdemeanor pursuant to Section 210.45 of the New York State Penal Law. :

Save and Resume Later Tip: Save your application periodically to avoid losing your work by clicking on "Save and Resume Later" button. **Continue Application »**

Annotations: A blue box highlights the signature section, with a blue arrow and circle '1' pointing to it. A yellow box highlights the tip, with a blue arrow and circle '2' pointing to it.

Fig. 14: Digitally Affirm and Sign Your Application

On the **Review and Submit** page, you can review/edit the information you have entered in your Renewal Application. When you are ready, click the **Submit Application** button. See Figure 15.

Record Type
Certificate of Fitness Renewal

Fee Exemption [Edit](#)

Is this Application being submitted on behalf of a City or State Agency? No

Certificate Type [Edit](#)

Type of Certificate: B29-SUPERVISION OF BATTERY SYSTEMS
COF Number:

Experience Information [Edit](#)

Experience Type: Practical
Experience - Length of Time Year(s): 5
Experience - Length of Time Month(s): 2

Business Information [Edit](#)

Are you currently employed? Yes

Work Address Information [Edit](#)

Business Contact [Edit](#)

Certification of Fitness Applicant [Edit](#)

Upload Documents [Edit](#)

Required Section
Documents can be added/uploaded by following these steps
1. Click the Add button below, then click Add again.
2. Select the file(s) from your computer you want to add, then click Continue.
3. Identify the document type for each file added by selecting an option from the dropdown menu labeled "Type". These types will match the required and optional list of supporting documents above.
4. Finally, click the Upload button to upload the documents to the application.
Maximum size permitted is 25 MB per file.

Name	Type	Size	Modified Date	Document Status	Action

Affirmation and Digital Signature [Edit](#)

I swear or affirm that any false statements made herein are punishable as a Class A Misdemeanor pursuant to Section 210.45 of the New York State Penal Law. : Yes

First Name:
Last Name:

By checking this box, I have affirmed my electronic signature above herein and certify that I have not shared my password with anyone and that I am responsible for the entries made in this application. I further certify that I have personally reviewed all of the information contained in the application and it is true and complete to the best of my knowledge. I swear or affirm that any false statements made herein are punishable as a Class A Misdemeanor pursuant to Section 210.45 of the New York State Penal Law. : Yes

[Save and Resume Later](#) [Submit Application](#)

Tip: Save your application periodically to avoid losing your work by clicking on "Save and Resume Later" button.

Fig. 15: Review/Edit/Submit Your Application

You will be directed to the **Pay** page to begin the payment process. In this example, you have completed your Renewal Application for an “A35 – To Operate and Maintain Air Compressors” COF and the Renewal Fee for this COF is \$15.00.

As highlighted below, you will see any applicable fees listed under **Fees**, and the **Total Fees** field will show the balance due. To proceed, click the **Check Out** button. See Figure 16.

NOTE: If your COF Renewal Application is Fee Exempt, you will NOT be directed to the **Pay** page. If your Fee Exempt request is not approved after FDNY’s review, you will need to make payment to complete your COF Renewal.

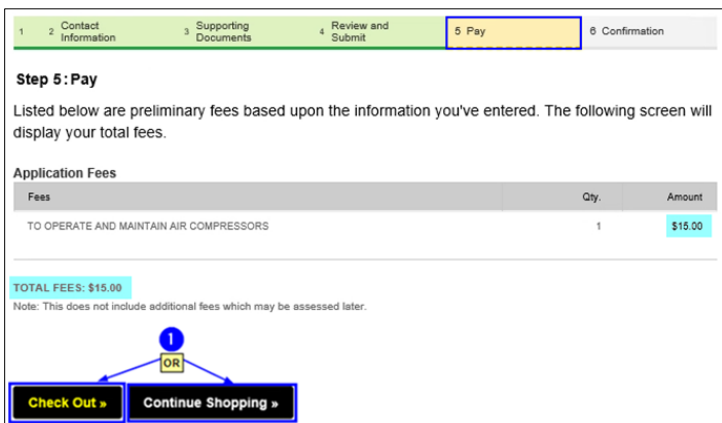


Fig. 16: Click the ‘Check Out’ Button

From your **Cart**, you can review the item(s) you are paying for and complete the checkout process. See Figure 17.

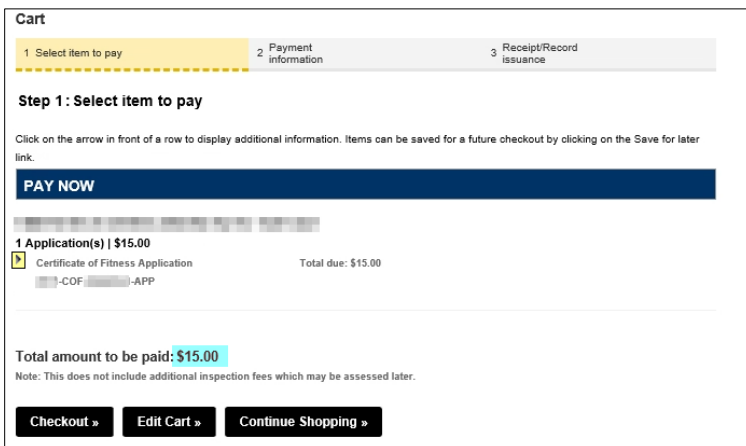


Fig. 17: Your ‘Cart’

For instructions on paying for your COF Renewal Application, see **Step 6: “Pay for Your Certificate of Fitness Application”** in the [Initial Application and Payment Steps](#).

After your payment has been processed, you will see the **Receipt/Record Issuance** page. Your paid COF Renewal Record ID is displayed. To view the record- and payment-related details, click on the **Record ID**.

NOTE: As shown below, your COF Renewal Record ID ends in “**REN**.”

If you changed any information (e.g., your name in your COF Renewal Application), you will see a “Condition” notice. In this example, there are two (2) changes. To view them, click **View Additional Details**. See Figure 18.

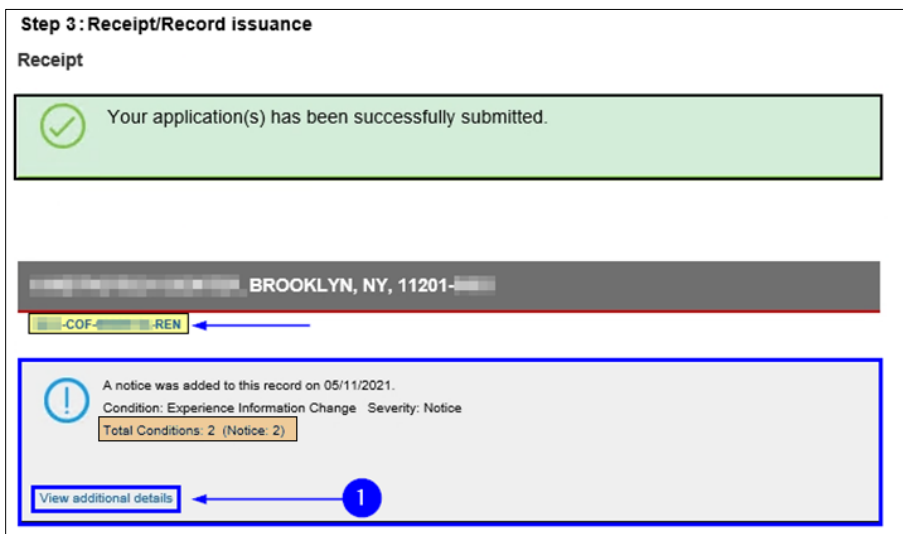


Fig. 18: ‘Receipt/Record Issuance’ Page

After clicking on **View Additional Details**, the window will expand to show the Conditions (or changes) that were made in your COF Renewal Application. See Figure 19.

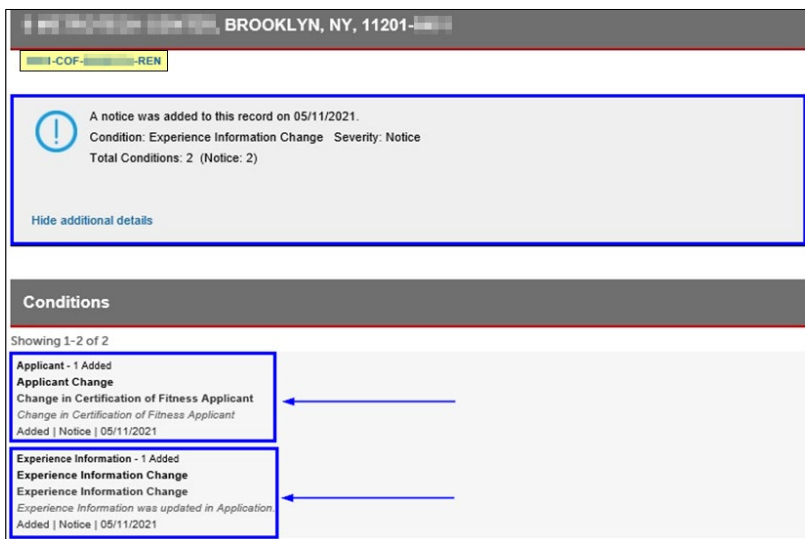


Fig. 19: Changes Made

Step 5. Review the Status of Your COF Renewal Application

From the **FDNY Business Home Page**, click the **My Records** button. See Figure 20.

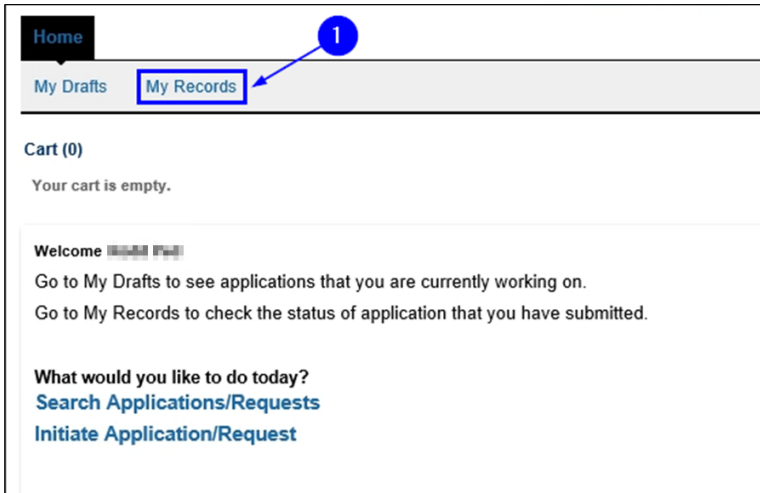


Fig. 20: Click ‘My Records’

Your **My Records** page will open and will display your current records. In this example, the COF Renewal Record ID is displayed at the top and the **Status** is “Application in Progress.” See Figure 21.

NOTE: If you did NOT change any information during your Renewal — your **Status** will be “Approved.” You will also receive an email confirmation stating that your COF Renewal Application is approved.

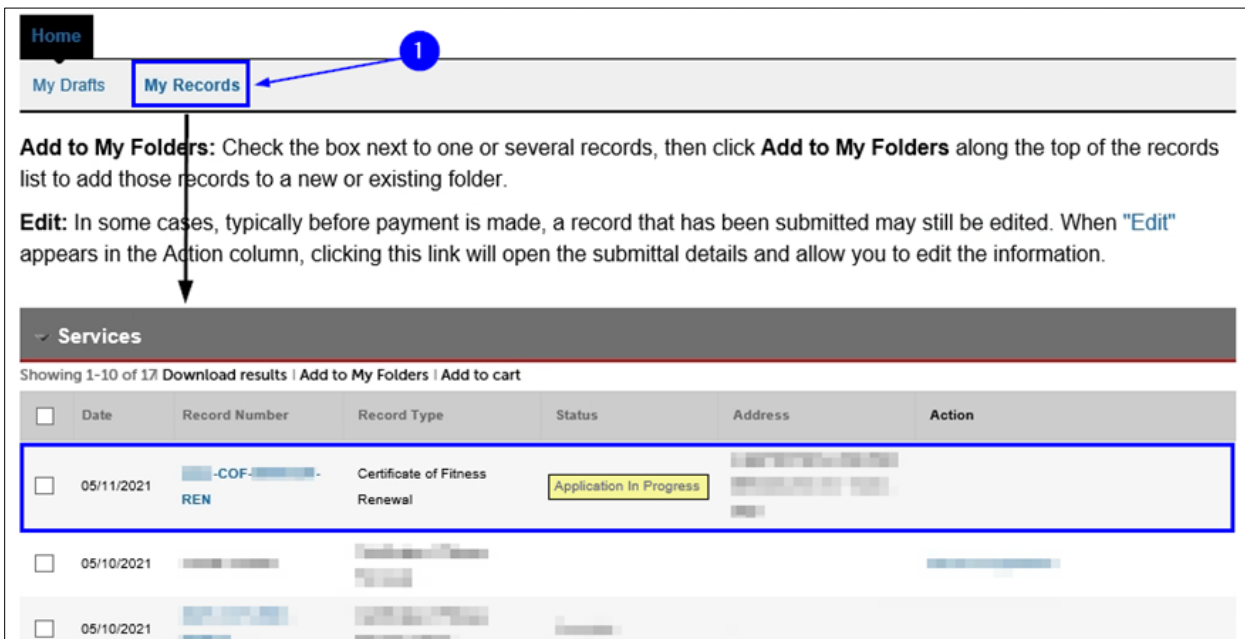


Fig. 21: COF Renewal Application Status

A sample COF Renewal Application email confirmation is shown below. In this example, since you changed some information during your COF Renewal Application, the notice states that your COF Renewal Application will be reviewed. You can click to select the link to check the status of your Renewal. See Figure 22.

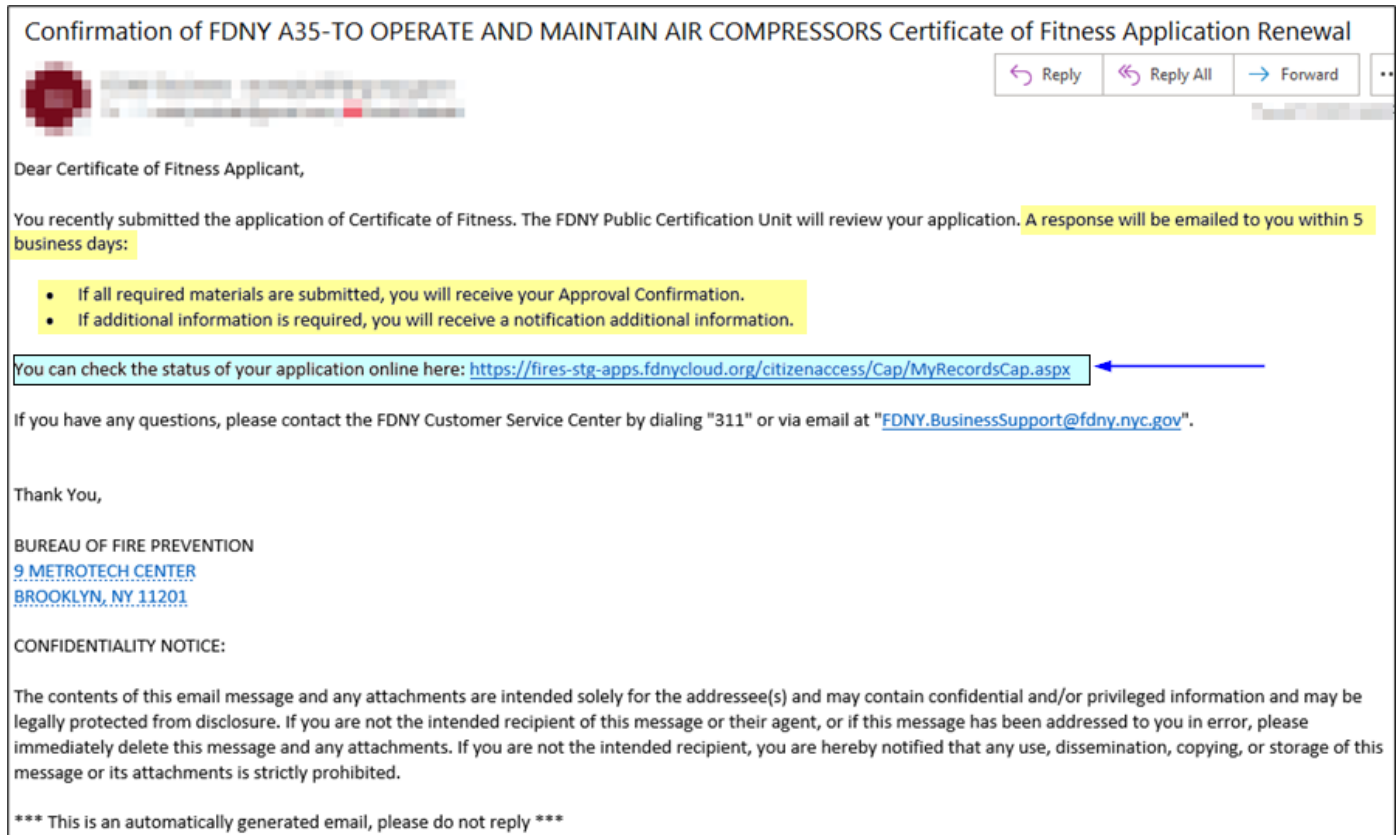


Fig. 22: COF Renewal Email Confirmation

Upon review, you will receive a notification that it has been “Approved.” If it can NOT yet be approved, you will receive an “Additional Information Requested” notification and you will need to provide additional information [typically, a copy of a document (e.g., a Photo ID)] to proceed with your Renewal.

3. Linking a COF to Your NYC ID Account

You MUST link your COF to add it to your **NYC ID** so you can complete Renewals online using your FDNY Business account. You will also need to link your COF to your **NYC ID** if you applied in person, or if a Retest was created for you during an onsite exam.

To link your COF to your account, you must first search for and add your COF record by providing your COF Number, your First and Last name, and the last four (4) digits of your Social Security Number (SSN) following the below steps.

Step 1. Log in to FDNY Business Using Your NYC ID

If you DO NOT have an **NYC ID**, go to [Register for an Account](#) to create your account. Follow the instructions in the [Initial Application and Payment Steps](#) to create your account.

Once you have a **NYC ID**, click the [Login](#) button on the [FDNY Business Home Page](#) to log in and continue to **Step 2**.

Step 2. Search the COF Number

Once logged in, click on **Initiate Application/Request**. See Figure 1.

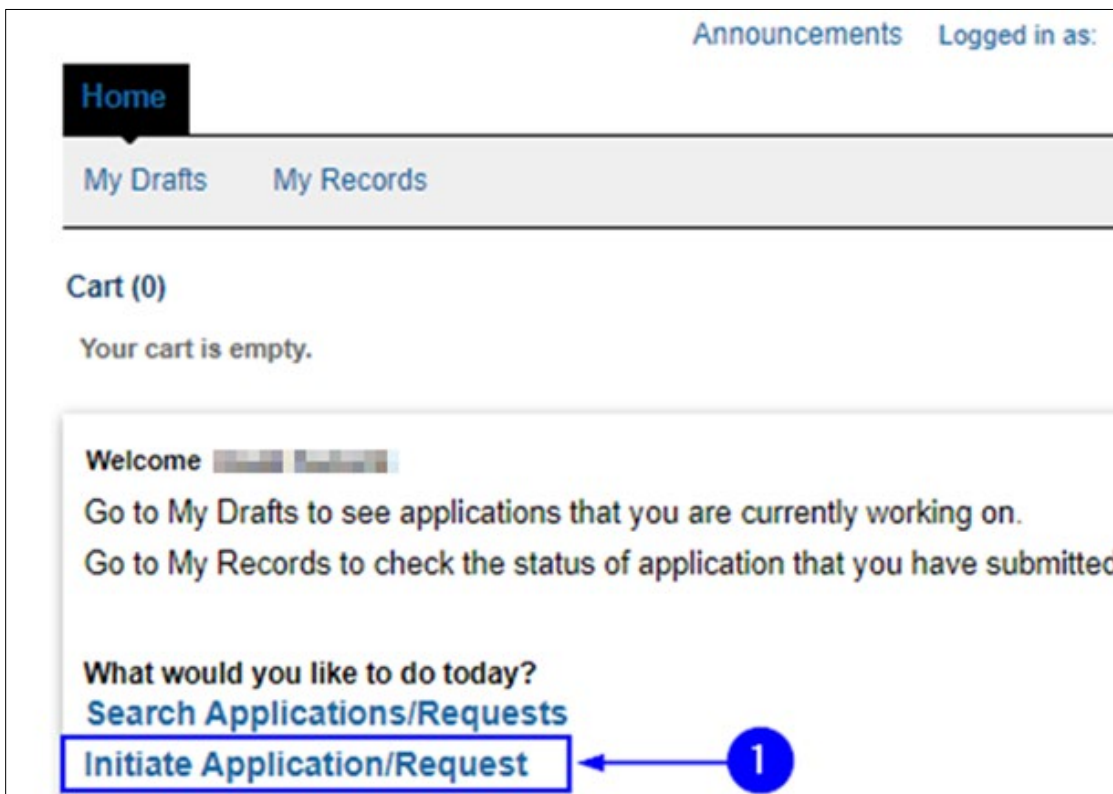


Fig. 1: Click 'Initiate Application/Request'

On the **Select Type of Application** page, click the **Record Linking** drop-down list. The list will expand. Select “Certificate of Fitness Record Linking” and click the **Continue Application** button. See Figure 2.

The screenshot shows a web interface for selecting an application type. At the top, there are two links: "Create an Application" and "Search Applications". Below this is the heading "Select Type of Application" followed by the instruction "Choose one of the following application types. Need help with FDNY Business? Please click [here](#) for more information." A search bar contains the placeholder text "What are you applying for today?" and a "Search" button. A list of application types is shown with a right-pointing arrow next to each: Public Request, Certificate of Fitness, Emergency Planning and Preparedness, Design and Installation Application, Cancellation Request, Enforcements, Refund Request, and Record Linking. The "Record Linking" item is expanded, showing four radio button options: "Certificate of Fitness Record Linking" (which is selected), "Link to Record - Using a PIN", "Link to Record - Using Account ID (FPIMS #)", and "Request A PIN". At the bottom, there is a "Continue Application »" button. Three blue callout boxes with numbers 1, 2, and 3 are present: callout 1 points to the "Record Linking" dropdown, callout 2 points to the selected "Certificate of Fitness Record Linking" radio button, and callout 3 points to the "Continue Application" button.

Fig. 2: Select and Click ‘Continue Application’

On the **Claim Information** page, enter your COF Number in the **COF Number** field. Enter the last four (4) digits of your SSN in the **Last 4 digit of SSN** field. Then, click the **Continue Application** button. See Figure 3.

NOTE: If your COF is due for Renewal and you are having trouble locating your COF in FDNY Business, re-enter the information and try again. If you still are unable to locate your COF and receive the below error message, dial 311 and ask for FDNY Business Support or email FDNY.BusinessSupport@FDNY.nyc.gov.

You can renew a COF for up to one (1) year from the date it expired. If you have not renewed it within this timeframe, you will **NOT** be able to locate your COF Number and you will need to file a new COF Application.

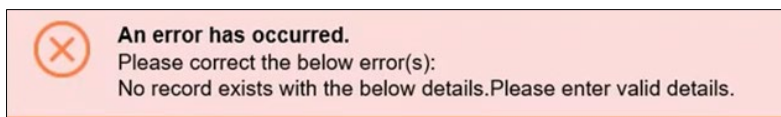


Fig. N1: Error Notification

Fig. 3: Enter Your Information and Click ‘Continue Application’

During the search, you will see the below status notice. See Figure 4.



Fig. 4: System Processing

Step 3. Link Your COF Number

Once your COF is linked, you will be on the **Certification** page. Review the notice, and when you are ready to continue, enter your First and Last name exactly as they are spelled on your COF and then “check” the checkbox to confirm.

Next, “check” the last checkbox to digitally sign off on your Application. When you are ready, click the **Continue Application** button. See Figure 5.

NOTE: On the next page, you can review and edit any of the information you entered before submitting the **Certificate of Fitness Record Linking Application**.

1 Claim Information 2 Certification 3 Review and Submit 4 Confirmation

Step 2 : Certification > Certification

*Note:
 1. *Indicates a required field.
 2. You will be able to edit the details in this application from the "Review and Submit" page prior to final submission.

Certification

I submit this voluntary application to the New York City Fire Department, for certification as a Certificate of Fitness holder. I understand that my application is subject to the NYC Administrative Code, including the New York City Fire Code or of a rule of any agency, and I agree to be bound by the regulations of the NYC Administrative Code, either as a candidate for issuance of a Certification of Fitness, or upon issuance of a Certification of Fitness, as the holder of same. I agree to disqualification from examination or issuance of a Certificate of Fitness, or forfeiture of any certification issued to me, in the event that the New York City Fire Department finds me in violation of its rules and regulations. I recognize that the New York City Fire Department may decide that I am not qualified, and I may be blocked from filing further applications or documents with the Fire Department, and I agree to abide by its decision.

I hereby authorize the New York City Fire Department, to make inquiries as it deems appropriate in connection with this application for a Certification of Fitness, with any of the individuals, state licensing boards, agencies, organizations, or other such reference sources as may develop in the course of the New York City Fire Department's investigation of my qualifications to be certified as a Certificate of Fitness holder.

I hereby certify that I am authorized by the owner named herein, to file this application on their behalf. I certify that all the statements made herein are true and accurate to the best of my knowledge and belief.

* I swear or affirm that any false statements made herein are punishable as a Class A Misdemeanor pursuant to Section 210.45 of the New York State Penal Law. :

* First Name:

* Last Name: ← 1

* By checking this box, I have affixed my electronic signature above hereto and certify that I have not shared my password with anyone and that I am responsible for the entries made in this application filed today, that I have personally reviewed all of the information contained in the application and it is true and complete to the best of my knowledge. I swear or affirm that any false statements made herein are punishable as a Class A Misdemeanor pursuant to Section 210.45 of the New York State Penal Law. :

Save and Resume Later Tip: Save your application periodically to avoid losing your work by clicking on 'Save and Resume Later' button. 2 Continue Application »

Fig. 5: Digitally Affirm/Sign and Click ‘Continue Application’

On the **Review and Submit** page, you can review and/or edit any information, as applicable. When you are ready, “check” the checkbox at the bottom of the page and click the **Submit Application** button. See Figure 6.

1 Claim Information 2 Certification 3 Review and Submit 4 Confirmation

Step 3 : Review and Submit

Record Type

Certificate of Fitness Record Linking

Claim Information Edit

COF Number: [Redacted]
Last 4 digit of SSN: [Redacted]

Certification Edit

I swear or affirm that any false statements made herein are punishable as a Class A Misdemeanor pursuant to Section 210.45 of the New York State Penal Law. : Yes

First Name: [Redacted]
Last Name: [Redacted]

By checking this box, I have affixed my electronic signature above hereto and certify that I have not shared my password with anyone and that I am responsible for the entries made in this application filed today, that I have personally reviewed all of the information contained in the application and it is true and complete to the best of my knowledge. I swear or affirm that any false statements made herein are punishable as a Class A Misdemeanor pursuant to Section 210.45 of the New York State Penal Law. : Yes

I understand that it is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both. I understand that falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of the NYC Administrative Code, including the New York City Fire Code or of a rule of any agency, I may be barred from filing further applications or documents with the Fire Department. I hereby certify that I am authorized by the owner named herein, to file this application on their behalf. I hereby certify that I, or a qualified employee, or authorized agent under my direct consent, prepared or supervised the preparation of this application, and the plans, documents and/or specifications herewith submitted and to the best of my knowledge and belief, the plans and documents, and work shown thereon comply with the provisions of the NYC Administrative Code, including the New York City Fire Code, and other applicable laws, codes and rules. Last knowledge: [Redacted]

By checking this box, I agree to the above certification and electronic signature. Date: 05/04/2021

Save and Resume Later **Submit Application**

Tip: Save your application periodically to avoid losing your work by clicking on 'Save and Resume Later' button.

Fig. 6: Review/Edit/Reaffirm and Click ‘Submit Application’

While the system processes your Application, you will see below status notice. See Figure 7.



Fig. 7: System Processing

On the **Receipt/Record Issuance** page, you will see your Receipt, which contains your COF Record ID.

The COF Record ID contains the COF you just linked (added) and can now be viewed and/or renewed by logging in to FDNY Business with your **NYC ID** account.

You can click the **COF Record ID** to open and view the status of your COF. See Figure 8.

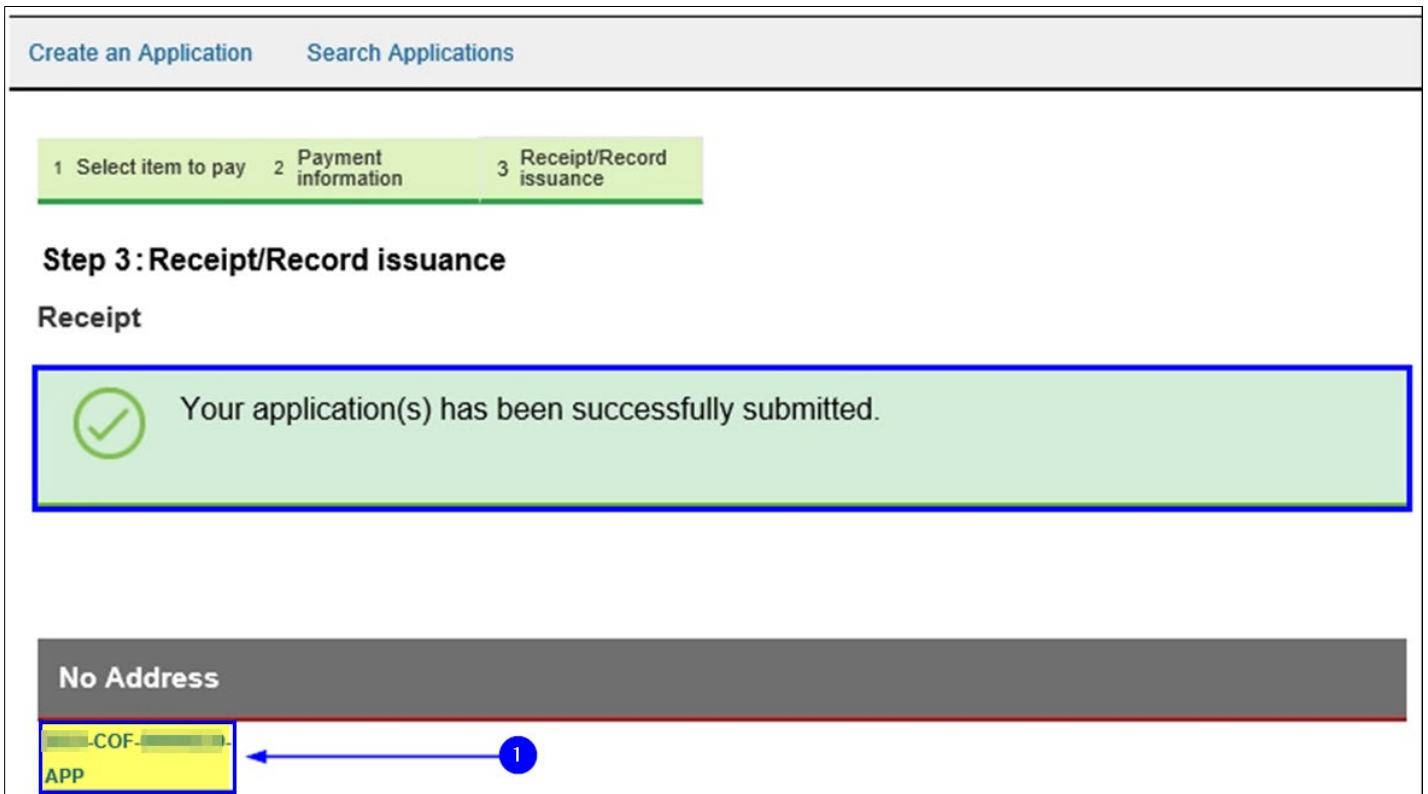


Fig. 8: 'Receipt/Record Issuance' Page

After clicking the **COF Record Number**, the **Certificate of Fitness Application** page opens. As highlighted below, your COF Record ID is shown.

You can click the drop-down arrow to select the **Record Info** and/or the **Payments** drop-down lists for more details. Under “Record Details,” the **More Details** drop-down list can be selected to view additional information on **Related Contacts** or **Application Information**. See Figure 9.

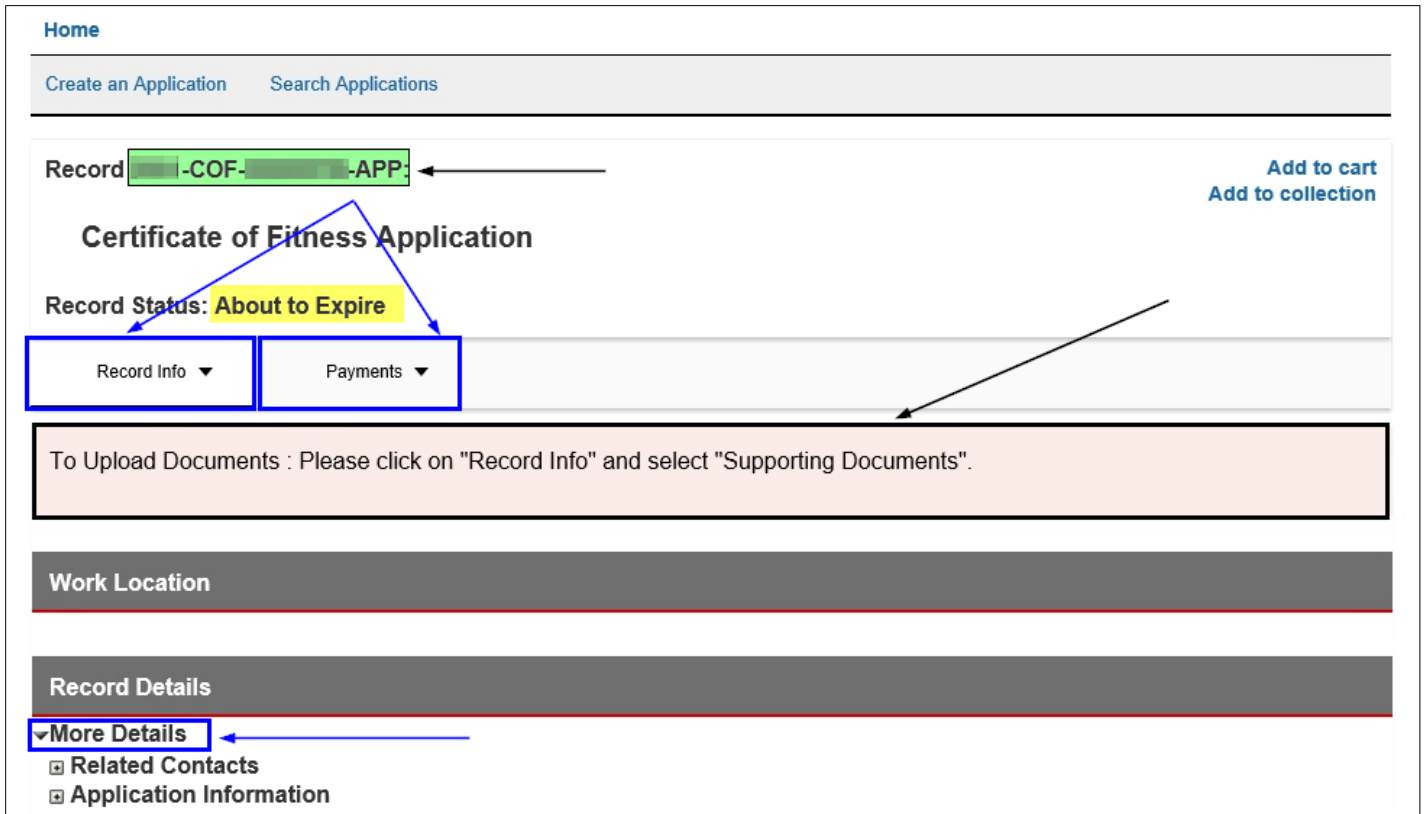


Fig. 9: ‘Certificate of Fitness Application’ Page

Step 4. View Your Linked COF Record in ‘My Records’

To view the COF record you have added to your **NYC ID** account, click the **Home** button on the **Certificate of Fitness Application** page to return to the **FDNY Business Home Page**. See Figure 10.

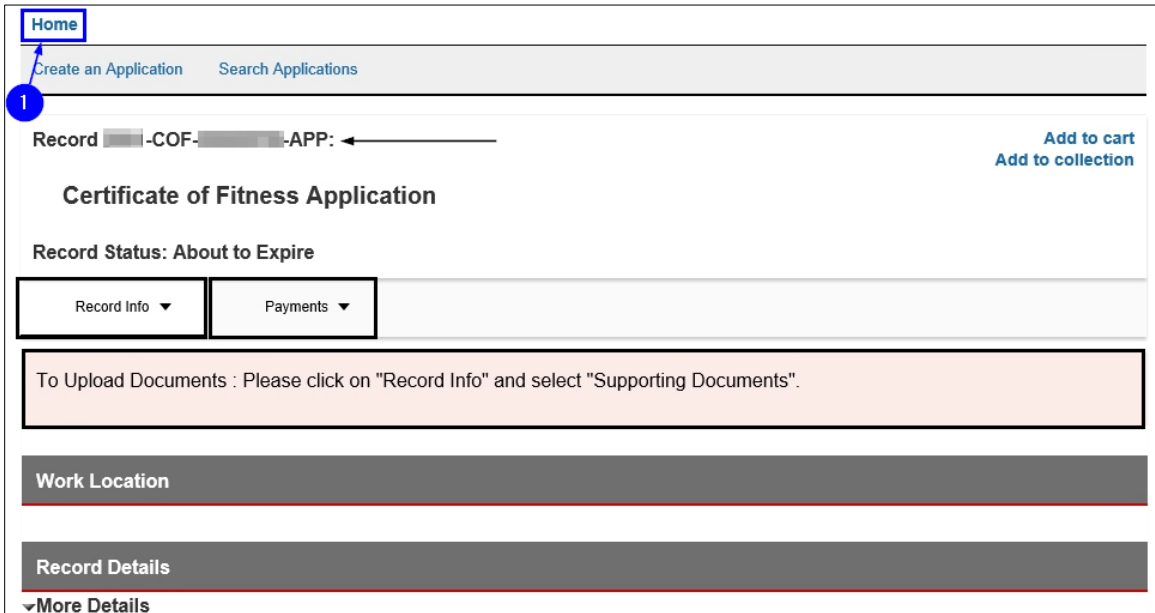


Fig. 10: Click the ‘Home’ Button

From the **FDNY Business Home Page**, click the **My Records** button. See Figure 11.

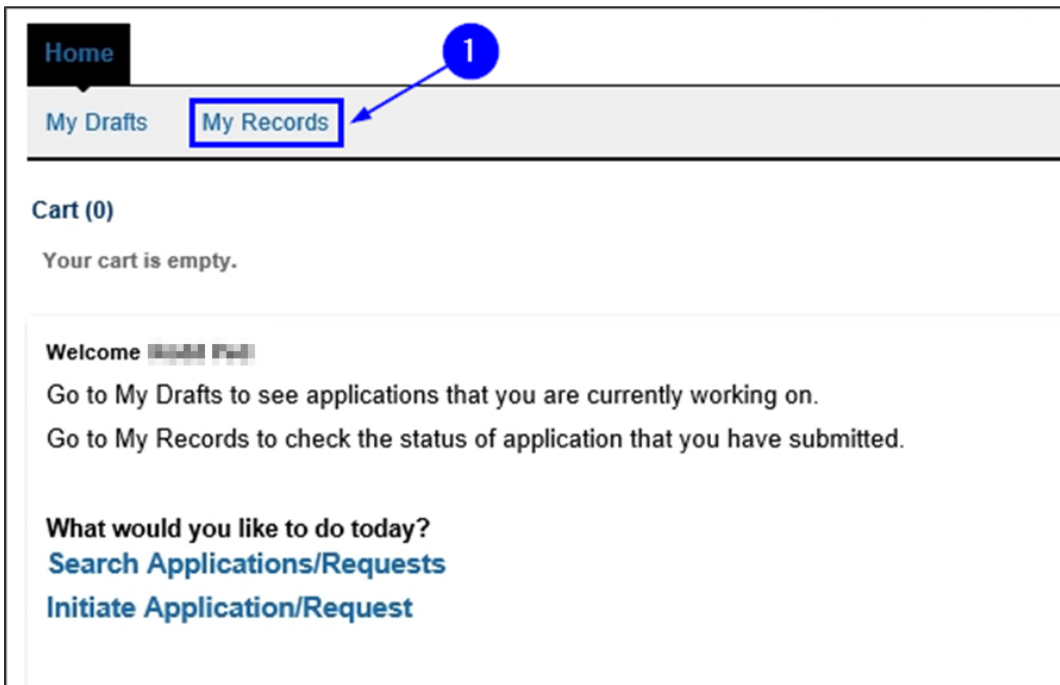


Fig. 11: Click ‘My Records’

The **My Records** page will display your current records. As highlighted below, the COF Record you just linked to your **NYC ID** account is shown.

The **Status** field shows “About to Expire.” If you want to renew it now, click **Renew Application**. In this example, you have decided to begin the COF Renewal process and will click **Renew Application**. See Figure 12.

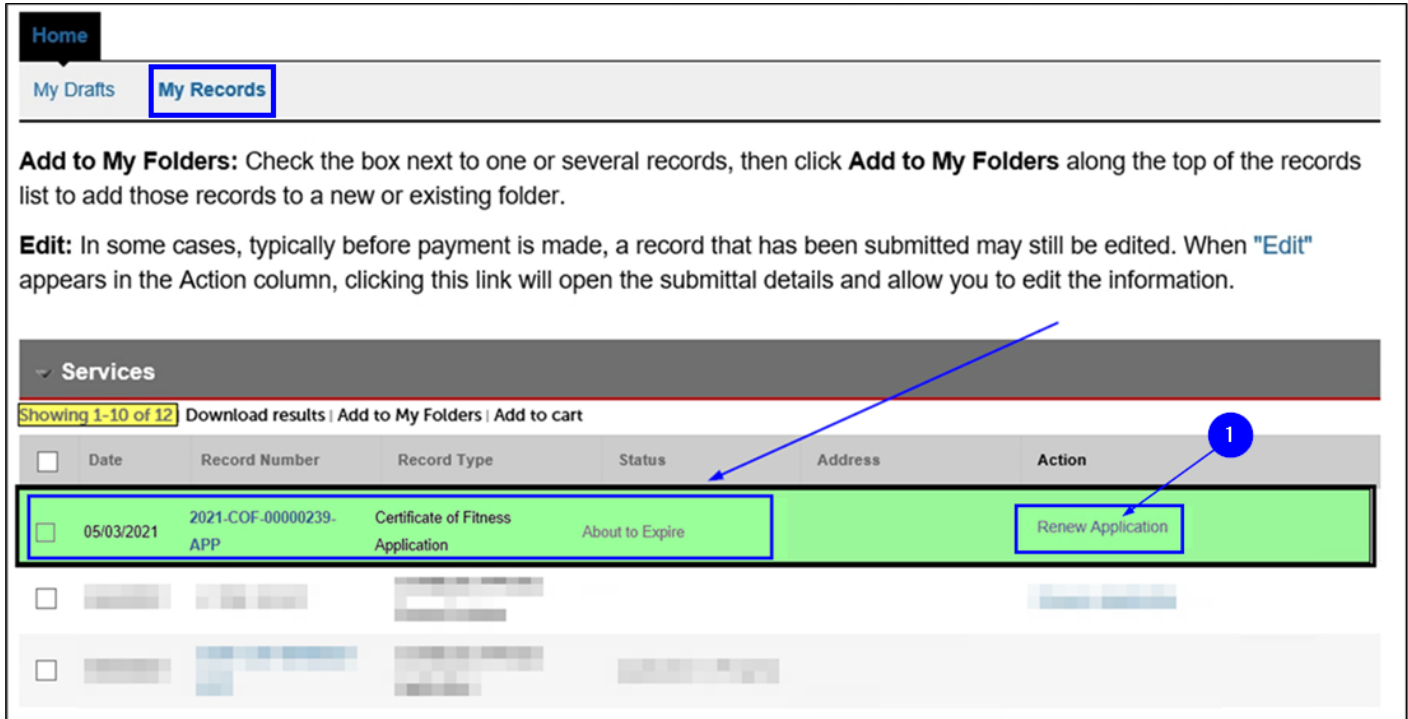


Fig. 12: ‘My Records’ Page

For details on how to complete the COF Renewal process, refer to **Step 2: “Renewing an Expiring COF after Linking it to Your NYC ID”** in [Renewing an Individual COF](#).