# FIRE DEPARTMENT OF THE CITY OF NEW YORK

# FDNY Business

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

**User Guide**

**v2.0**

**June 2021**

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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 alco 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 <u>Contact Name</u>, <u>Address</u> and <u>Email Address</u> 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](mailto:FDNY.BusinessSupport@FDNY.nyc.gov).

**NOTE:** This guide covers all COF types <u>EXCEPT</u> the T-93 COF. <u>The T-93 COF is the only COF that has an online exam</u>. For additional details on the T-93 COF, refer to the <span style="color:red">T-93 COF Instructions</span> located on FDNY Business.

<u>ALL </u>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.



**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.



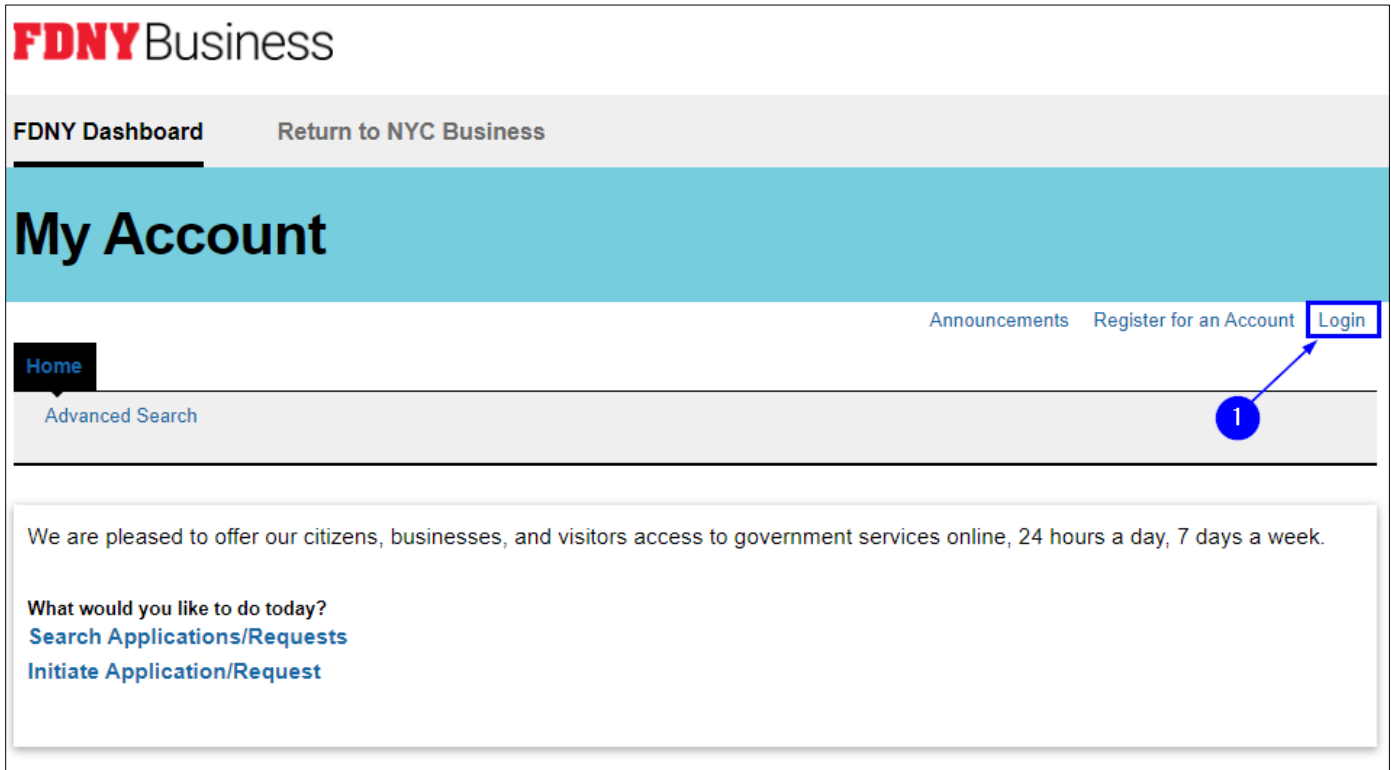**Fig. 2: Click 'Login'**

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**

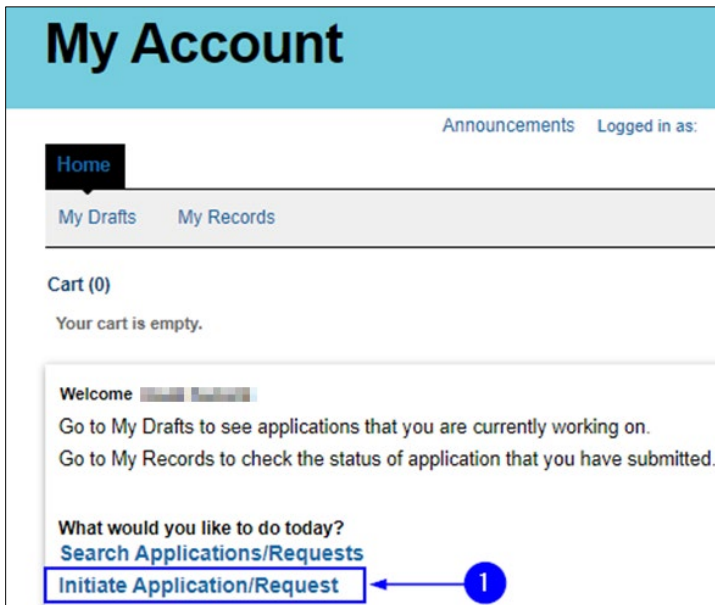Once logged in, click on **Initiate Application/Request**. See Figure 4.



**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.
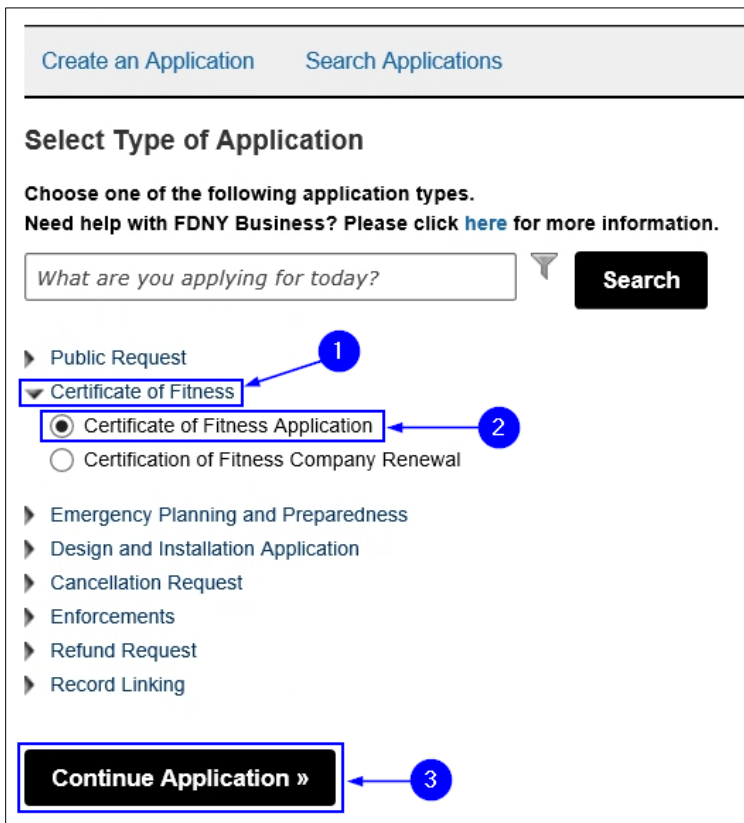


**Fig. 5: Select 'Certificate of Fitness Application'**

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.



**Certificate of Fitness Application**

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

**Step 1 : Application Information > Application 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.

**Fee Exemption**

In order to qualify for a fee exemption (fee waiver) for plan review, the following is required:

● Applications are being submitted on behalf of a City or State Agency
● Person submitting is a New York City or State employee.
● Submission of a letter on Agency letterhead, stating that the application is being submitted by the City (or State) on its own behalf, by City (or State) personnel, for a certificate being managed by the City (or State).

The letter should be signed by a Commissioner, Agency Chief Contracting Officer (ACCO), or other appropriate person.

*Is this Application being submitted on behalf of a City or State Agency?    ○ Yes  ◉ No

**Certificate Type**

--Select--
T-93
A35-TO OPERATE AND MAINTAIN AIR COMPRESSORS
A49-SUPERVISION OF AEROSOL
B03-AUXILIARY RADIO COMMUNICATION SYSTEM
B28-SUPERVISION OF OUTDOOR BATTERY SYS
B29-SUPERVISION OF BATTERY SYSTEMS
C01-SUPERVISION OF LNG (LIQUID NATURAL GAS) PLANT
C14-SUPERVISING NON-PRODUCTION CHEMICAL LABORATORIES
C15-FLAME RETARDANT TREATMENT
C20-DIRECT MOTION PICTURE FILM
C30-SUPERVISION OF FLAM/COMB FINISHING OPERATIONS
C36-SUPVR OF STOR & HNDLG OF HAZARDOUS MATL IN RETAIL STORE
C42-STORAGE, HANDLING & USE OF CORROSIVES AND OXIDIZERS
C91-HAZARDOUS MATERIALS
C92-SUP OF FLAMMABLE /COMBUSTIBLE LIQUIDS
C93-SUPERVISION OF DRY CLEANING FACILITIES
C94-SUPVR OF STOR HANDLG & USE OF CHEMICALS (FUNERAL HOME)

*Type of Certificate:

COF Number:

**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.



**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.



**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 <u>ARE</u> employed, you <u>MUST</u> 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 <u>NOT</u> currently employed, you will <u>NOT</u> 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 (\*) <u>must</u> be completed. Then, click the **Search** button to locate it. See Figure 9.

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



**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.
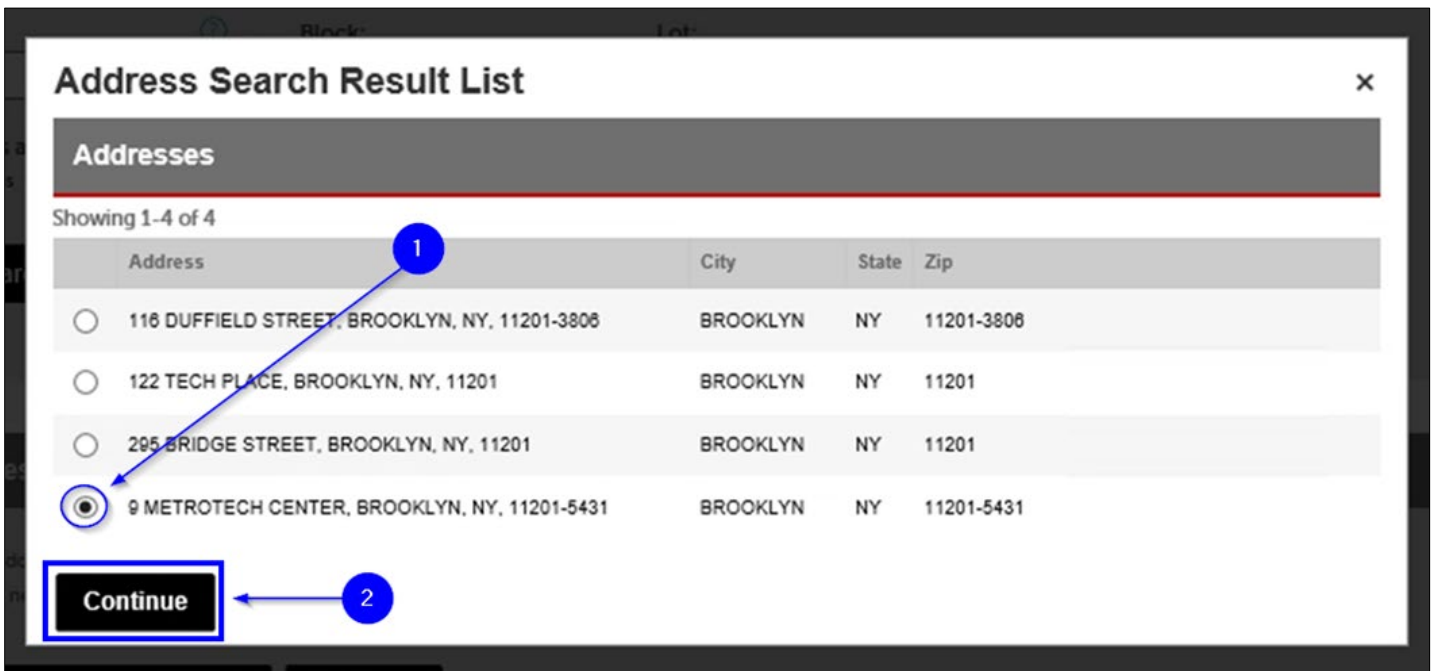


**Fig. 11:  Select the Mailing Address**

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.



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.

**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.



**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.



**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.
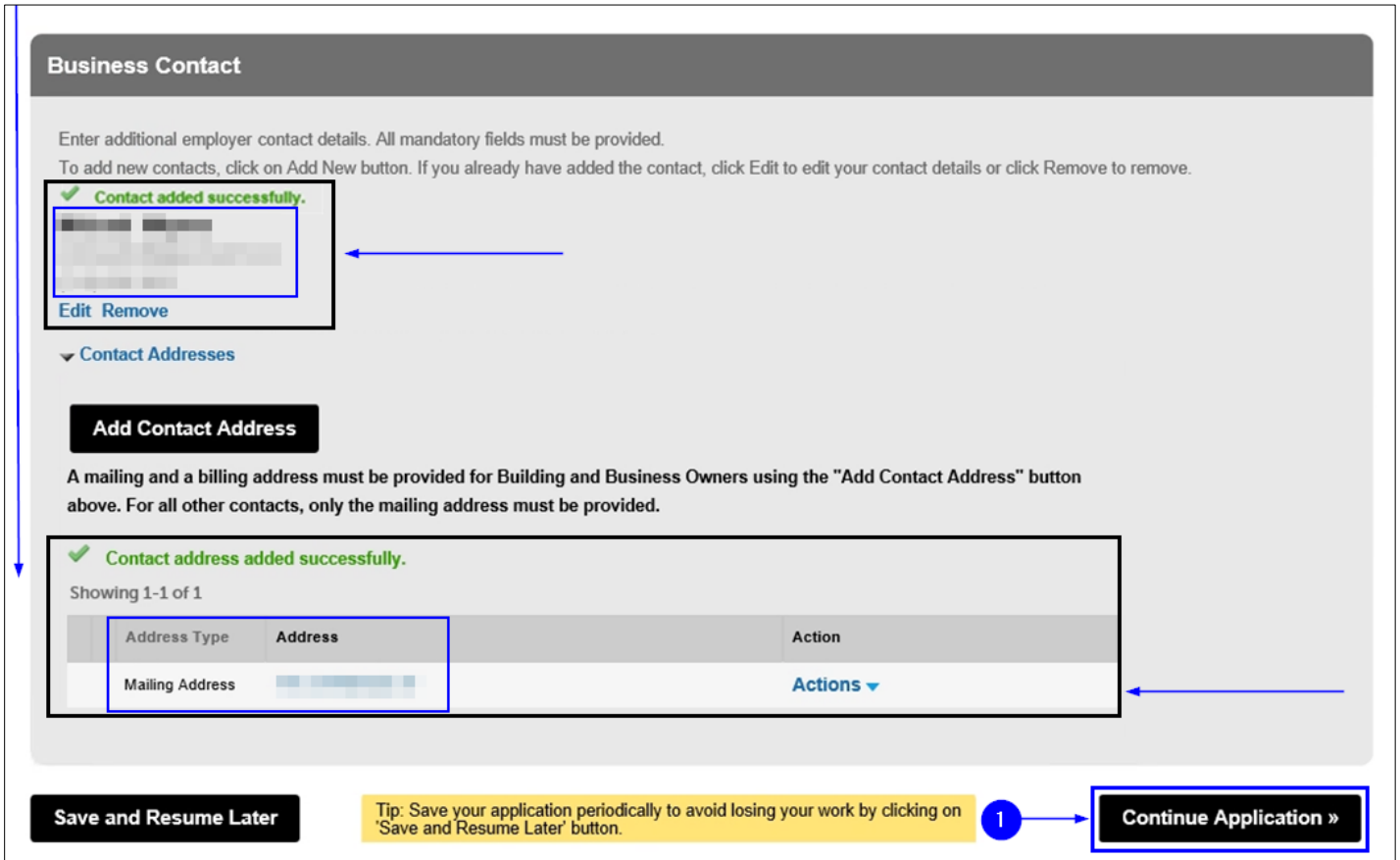


**Fig. 16:  Click 'Continue Application'**

### 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.



**Certificate of Fitness Application**

| 1 Application Information | 2 Contact Information | 3 Supporting Documents | 4 Review and Submit | 5 Confirmation and Payment |
|---|---|---|---|---|

**Step 2 : Contact Information > COF Applicant 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.

**Certification of Fitness Applicant**

FDNY will use the contact information entered in this section to mail certificates or other materials to you.

A Social Security Number (SSN) is required. 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

**Select from My Account**      **Add New**

OR

**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. 22: Click 'Add New'**

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

In the top portion, enter the required information. You <u>MUST</u> 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").



**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.



**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 <u>MUST</u> upload and copy of your Government-issued Photo ID.

For document requirements for your specific COF, consult the <span style="color:red;">Certificate of Fitness</span> 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.
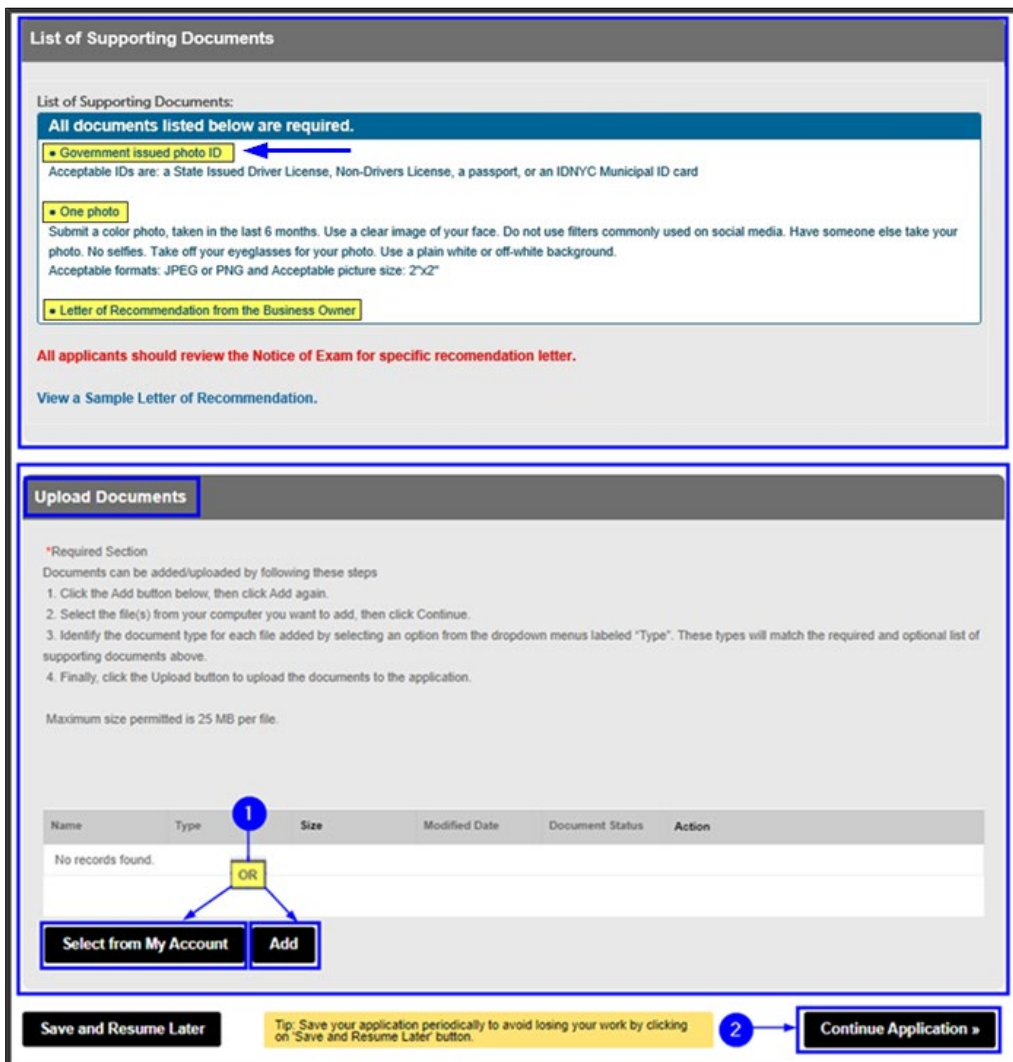


**Fig. 25:  Select/Upload Your Attachments**

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.
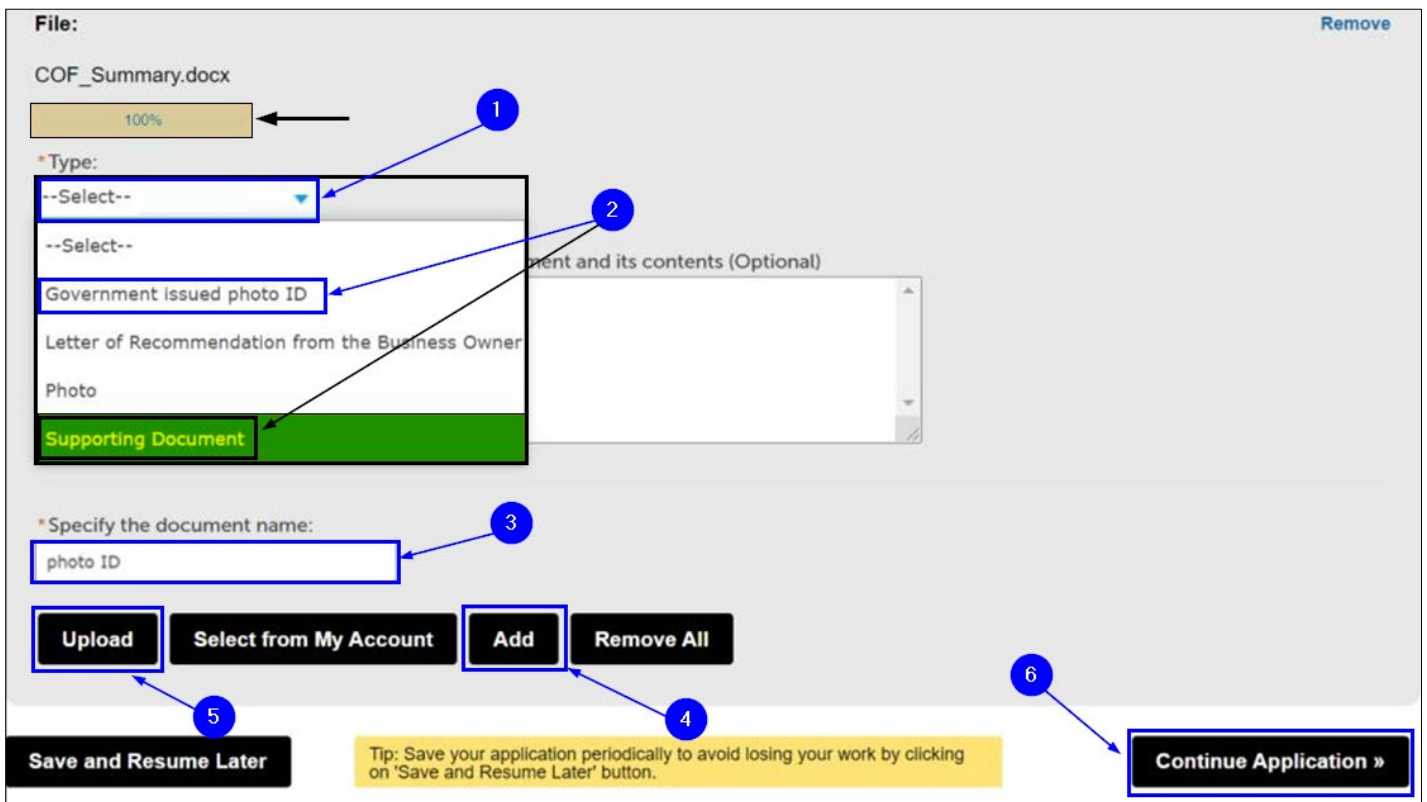


**Fig. 26: Attach the Necessary Document(s) / Click 'Continue Application'**

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.



**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.



**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 <u>NOT</u> 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.
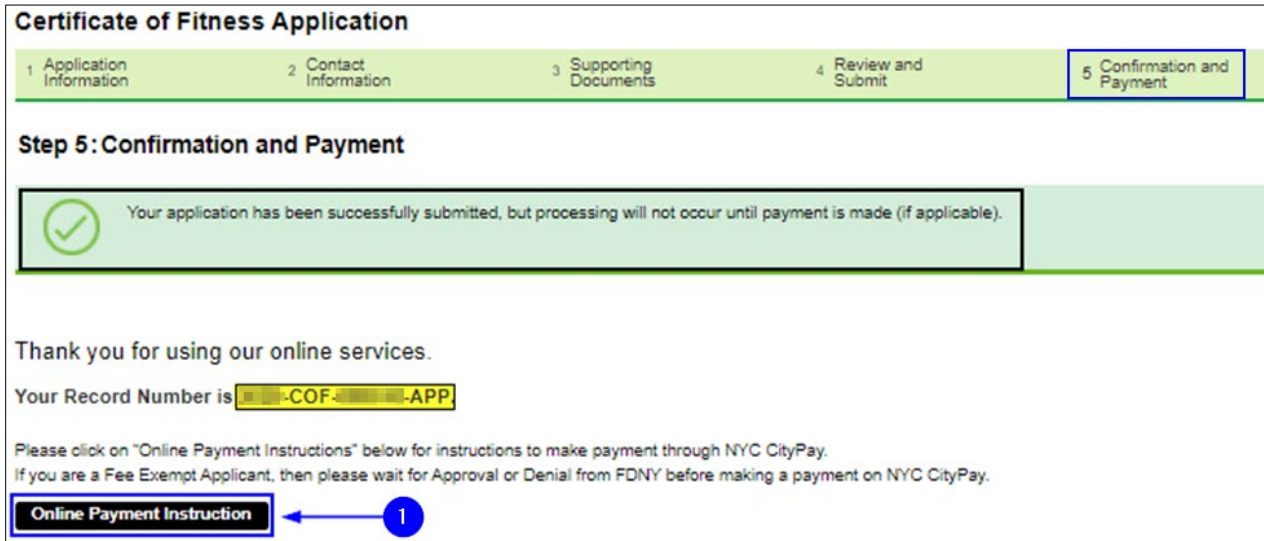


**Fig. 30: Click the 'Online Payment Instruction' Button**

## 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.
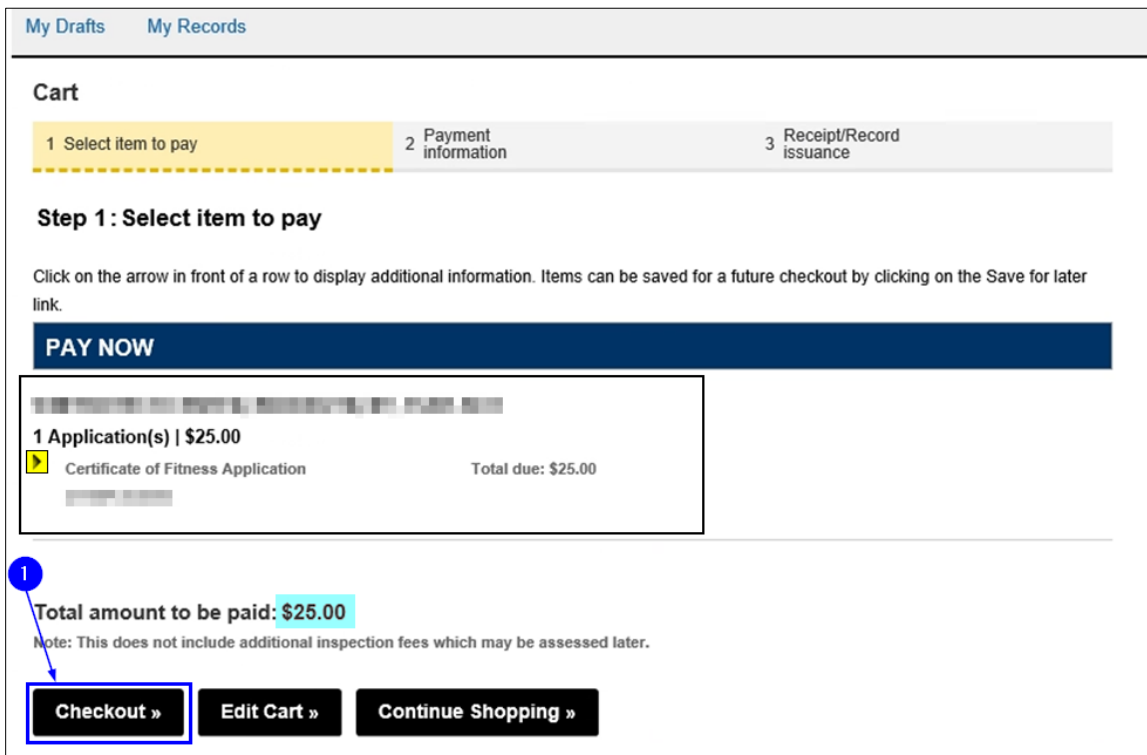


**Fig. 31: Click the 'Checkout' Button**

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 <u>NOT</u> apply to payments made by **eCheck**.



**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.



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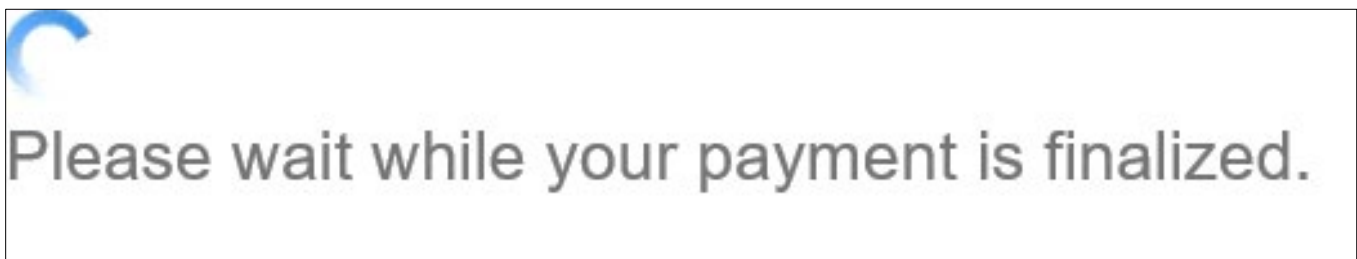


Fig 36: Payment Is Processing

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.
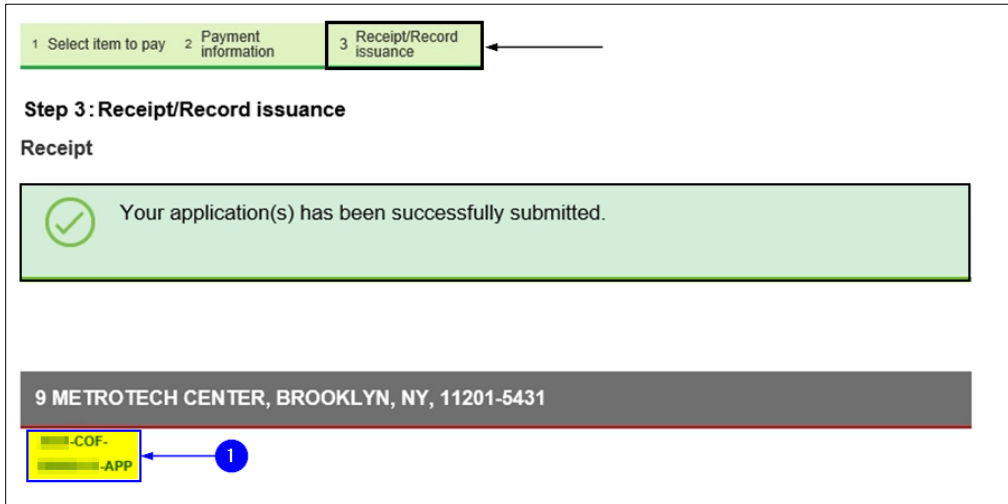


**Fig. 37: Click on the Record ID**

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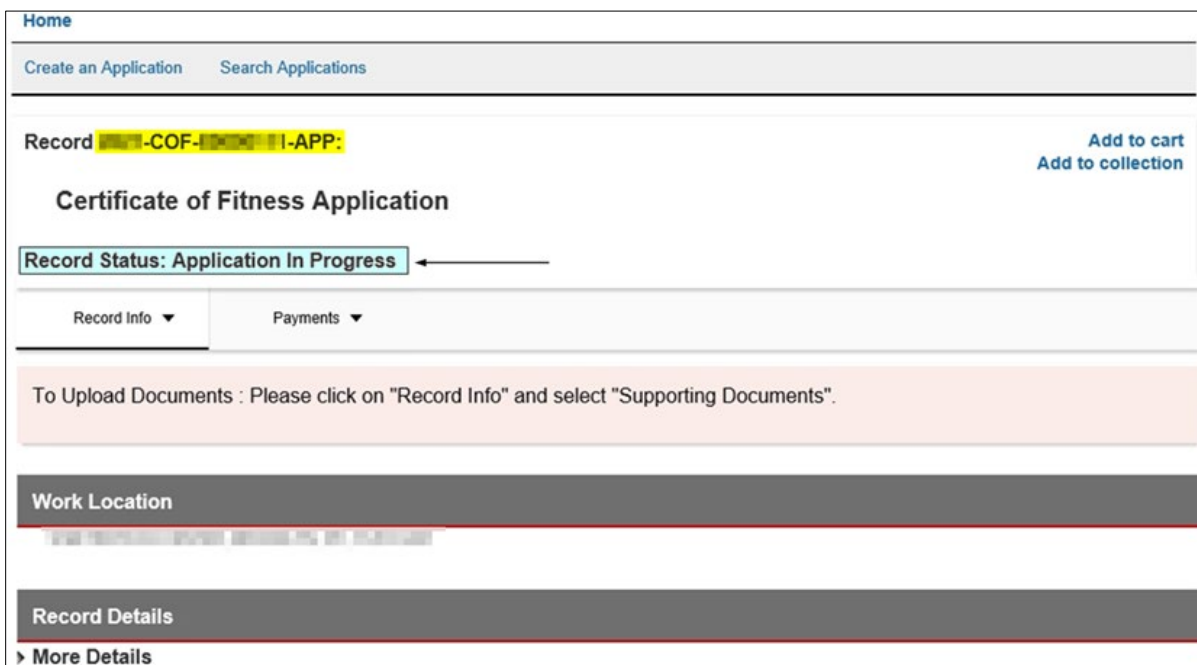


**Fig. 38: Paid COF Application Details**

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").
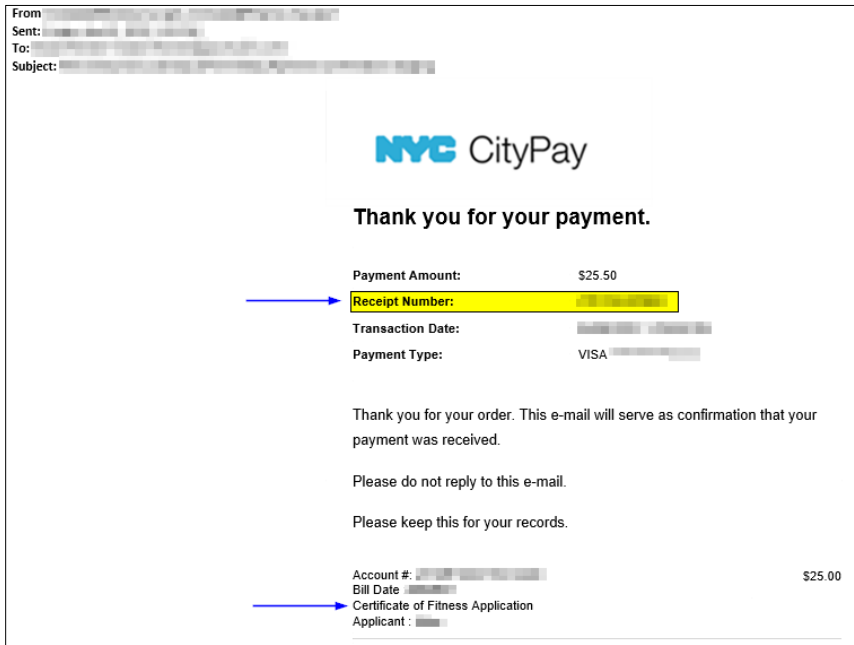


**Fig. 39:  Payment Confirmation Email**

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.
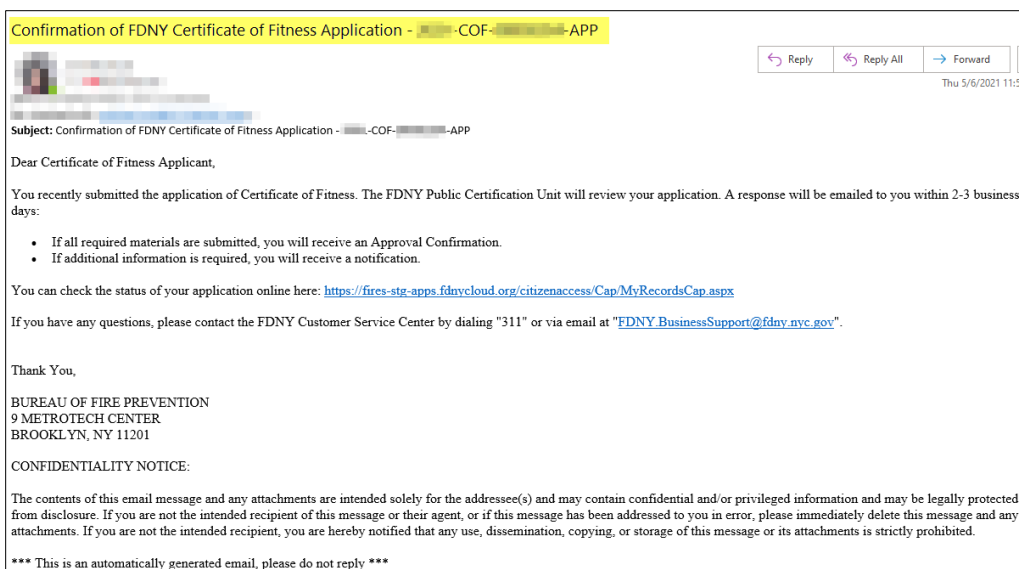


**Fig. 40:  COF Application — Confirmation Email**

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 and 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).
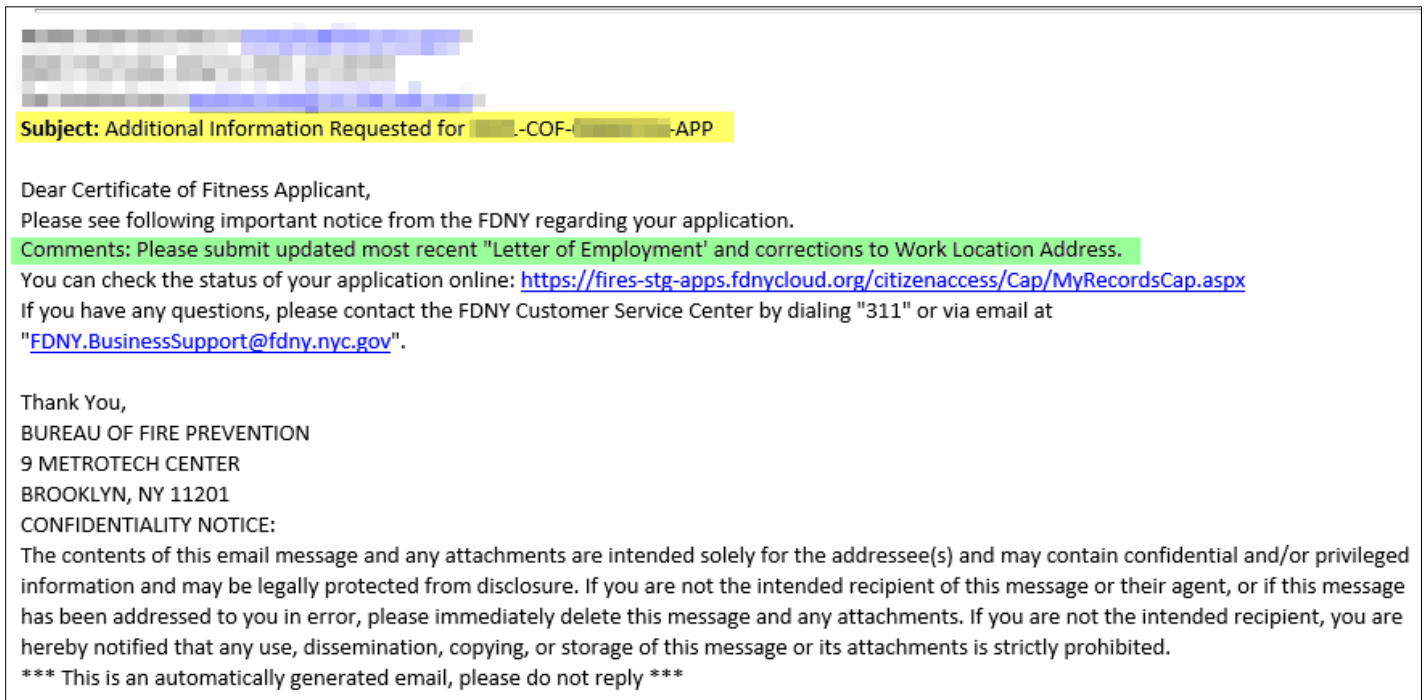


**Subject:** Additional Information Requested for ▇▇▇-COF-▇▇▇▇▇-APP

Dear Certificate of Fitness Applicant,
Please see following important notice from the FDNY regarding your application.
Comments: Please submit updated most recent "Letter of Employment' and corrections to Work Location Address.
You can check the status of your application online: https://fires-stg-apps.fdnycloud.org/citizenaccess/Cap/MyRecordsCap.aspx
If you have any questions, please contact the FDNY Customer Service Center by dialing "311" or via email at "FDNY.BusinessSupport@fdny.nyc.gov".

Thank You,
BUREAU OF FIRE PREVENTION
9 METROTECH CENTER
BROOKLYN, NY 11201
CONFIDENTIALITY NOTICE:
The contents of this email message and any attachments are intended solely for the addressee(s) and may contain confidential and/or privileged information and may be legally protected from disclosure. If you are not the intended recipient of this message or their agent, or if this message has been addressed to you in error, please immediately delete this message and any attachments. If you are not the intended recipient, you are hereby notified that any use, dissemination, copying, or storage of this message or its attachments is strictly prohibited.
*** This is an automatically generated email, please do not reply ***

**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.
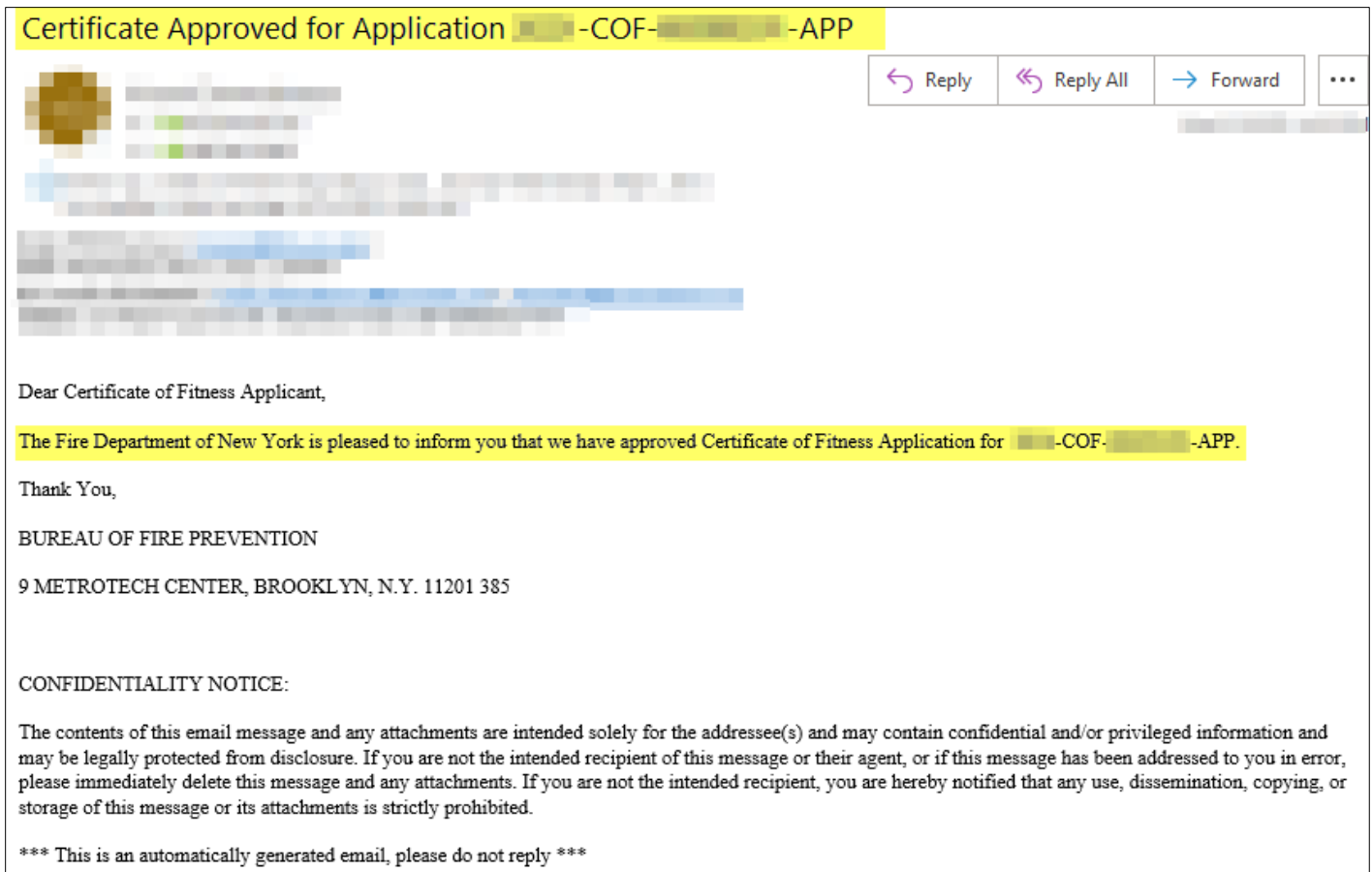


**Fig. 42:  COF Application — Sample Approval Email**

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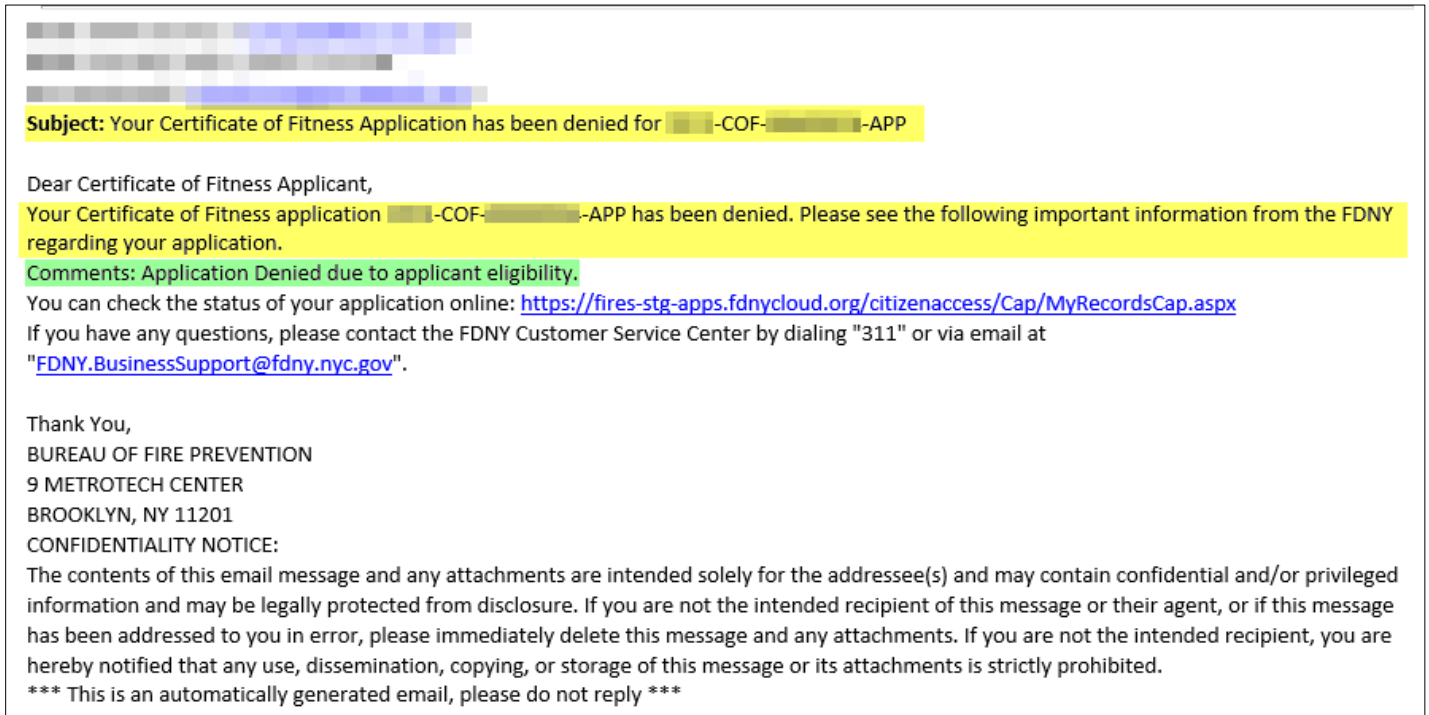


Fig. 43:  COF Application — COF Application 'Denied'

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.

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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.

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**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.

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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 <u>CAN</u> update and that you <u>CAN NOT</u> update when the time you complete your online COF Renewal Application.

➢ **Information that <u>CAN BE</u> Updated Online when You Renew Your COF:**

- Fee Exemption
- Current Employment Status
- Experience Information<span style="color:red">*</span>
  - o <span style="color:red">*</span>**Experience – Length of Time Year(s) / Month(s)** <u>ONLY</u>
- Work Address Information
- Business Contact Information
- Applicant Information
- List of Supporting Documents Information

➢ **Information that <u>CAN NOT BE</u> Updated Online when You Renew Your COF:**

- Experience Information<span style="color:red">*</span>
  - o <span style="color:red">*</span>**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.
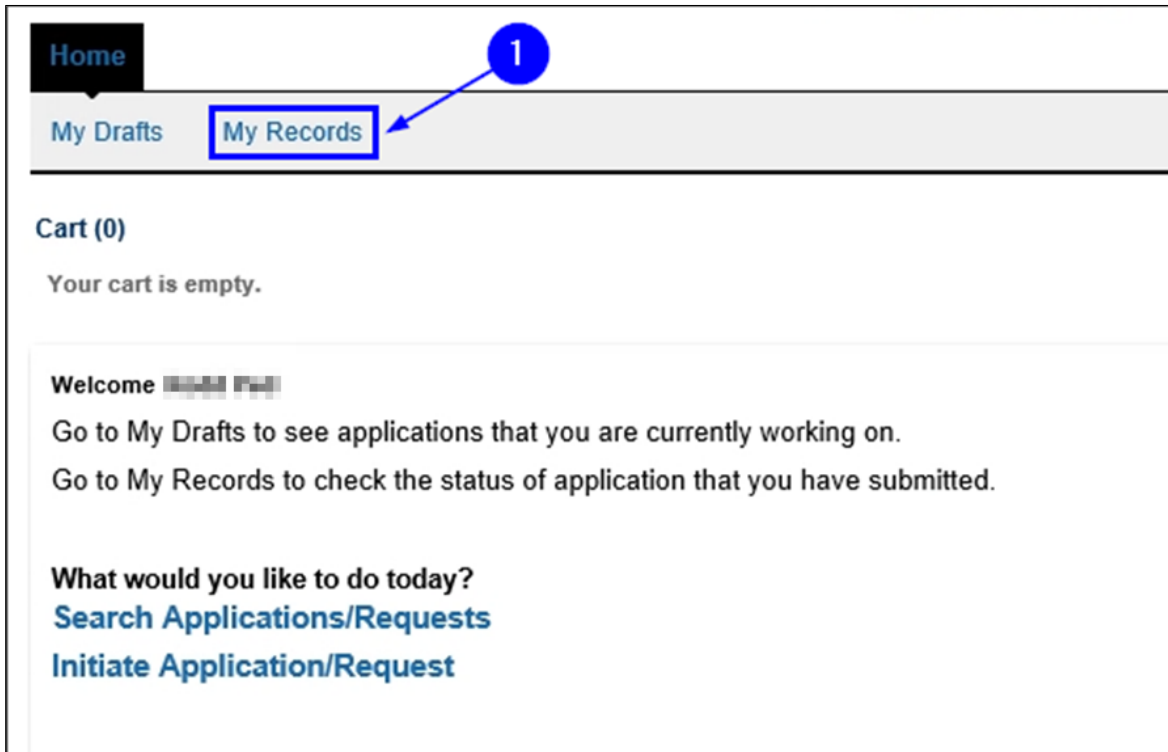


**Fig. 1: Click on 'My Records'**

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.
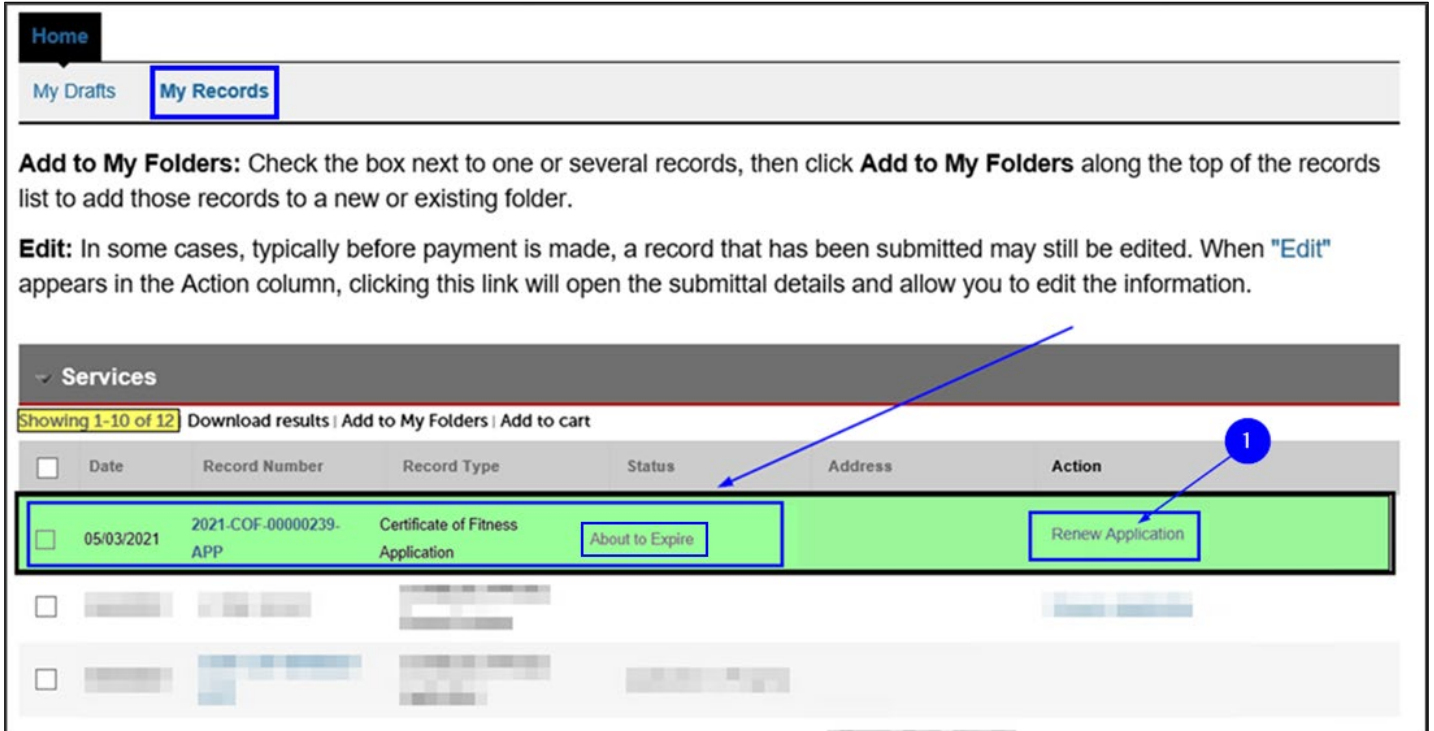


**Fig. 2: 'My Records' Page — Click 'Renew Application'**

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 <span style="color:red;text-decoration:underline">COF Simplified Renewal</span> 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.
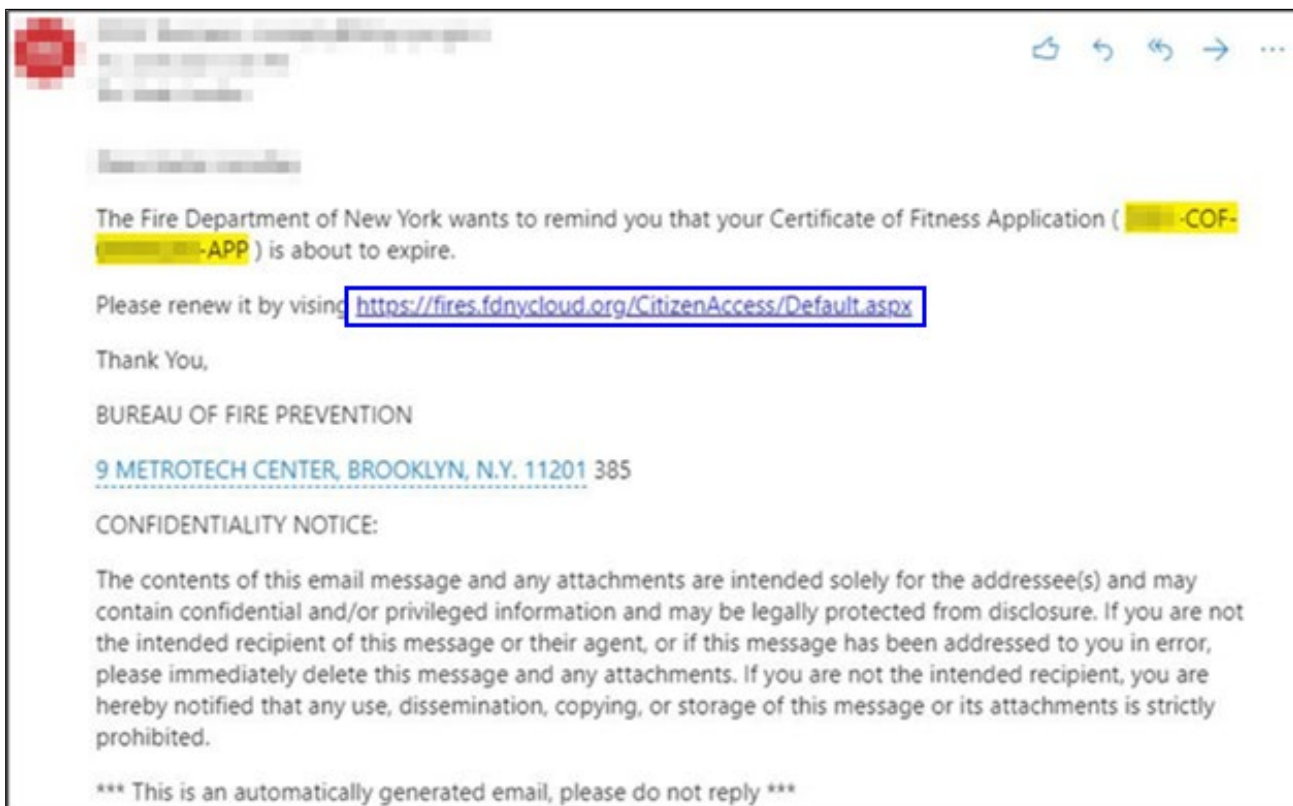


**Fig. 4:  Sample COF Renewal Email**

### Step 2.   Open 'My Records'

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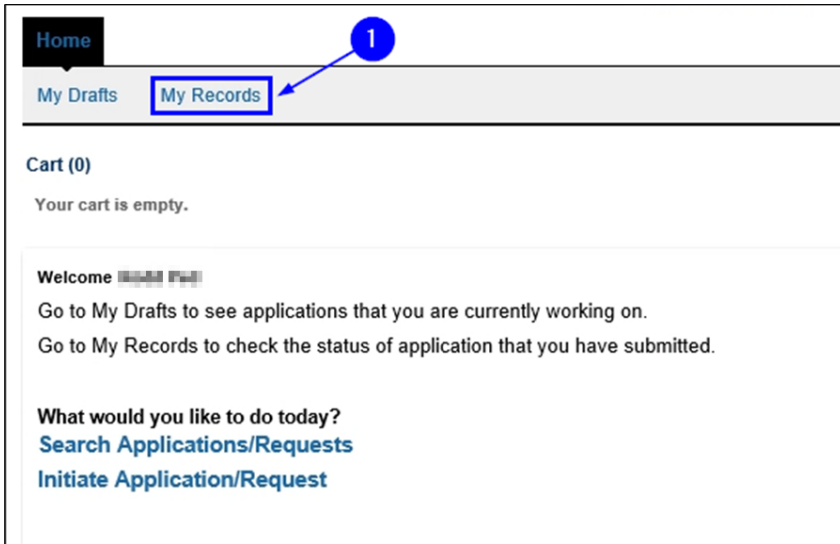


**Fig. 5:  Click on 'My Records'**

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.
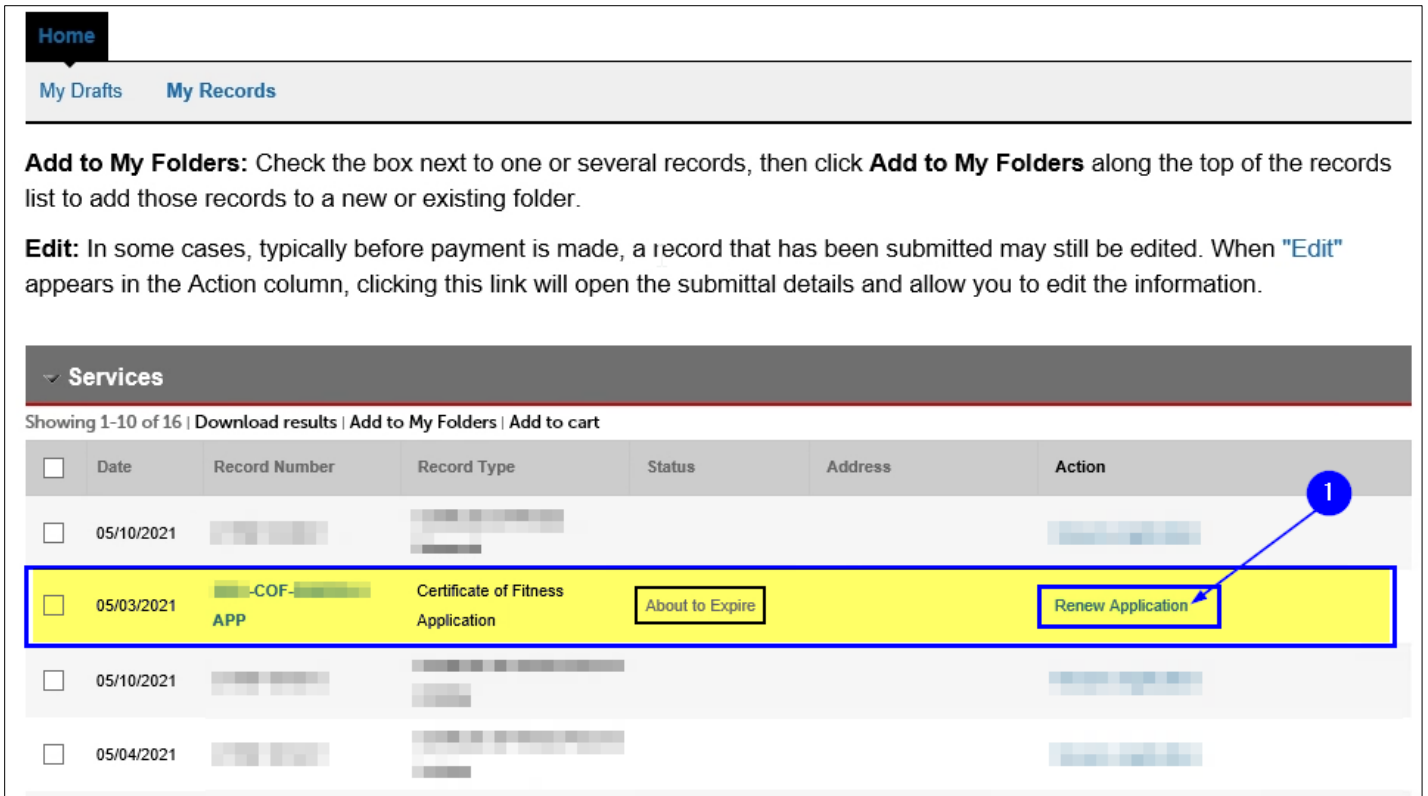


**Fig. 6:  'My Records' Page — Click 'Renew Application**

## 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."



**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**.



**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.
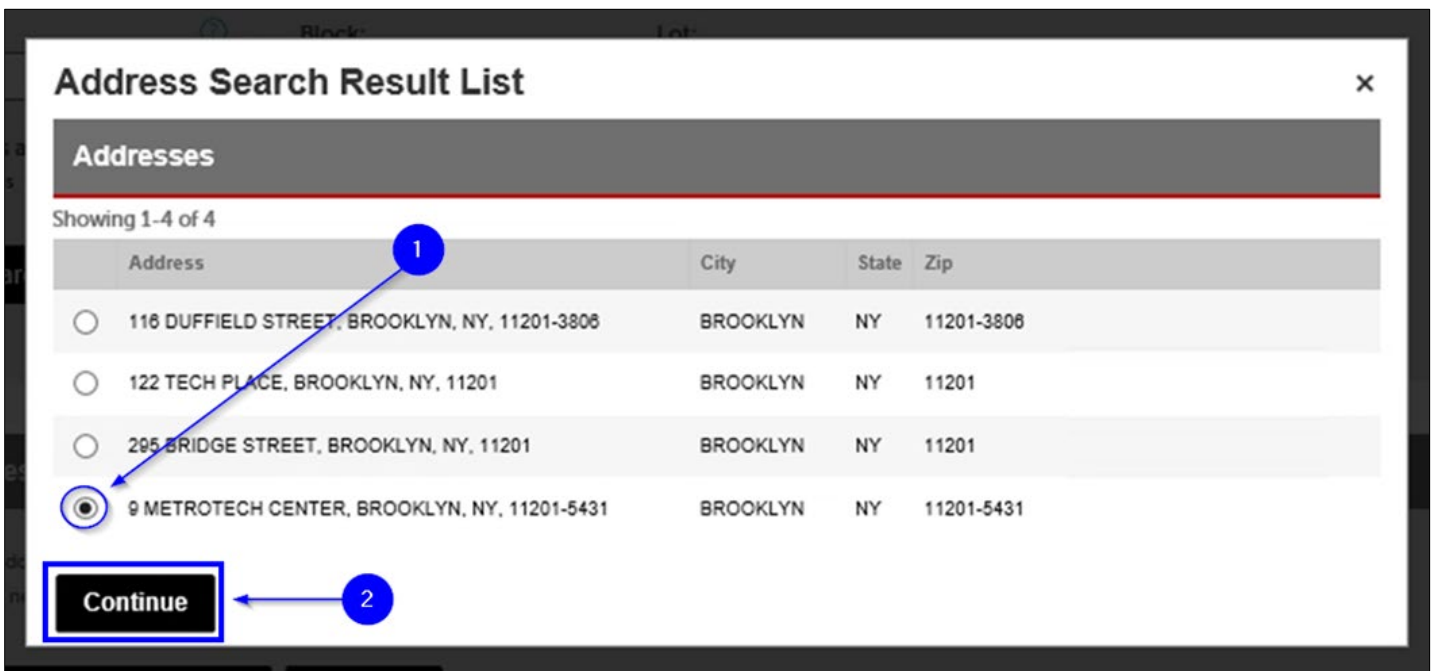


**Fig. 10: Select the Desired Mailing Address**

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.



**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.



**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.



**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 <u>NOT</u> 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.
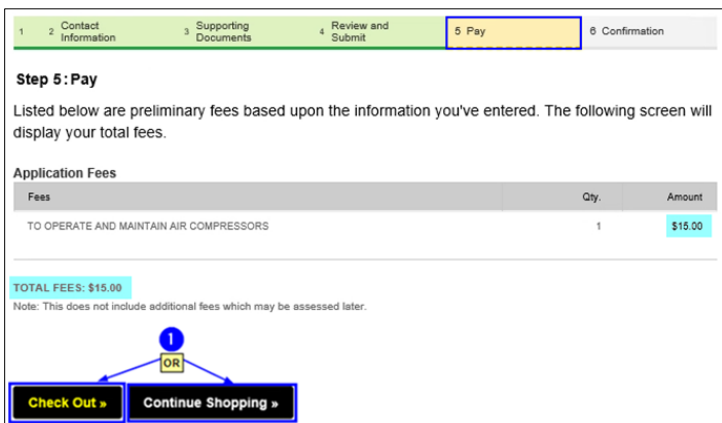


**Fig. 16: Click the 'Check Out' Button**

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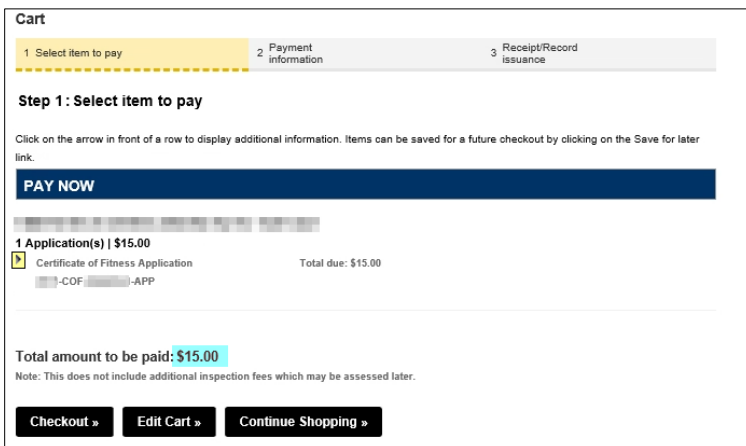


**Fig. 17: Your 'Cart'**

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.
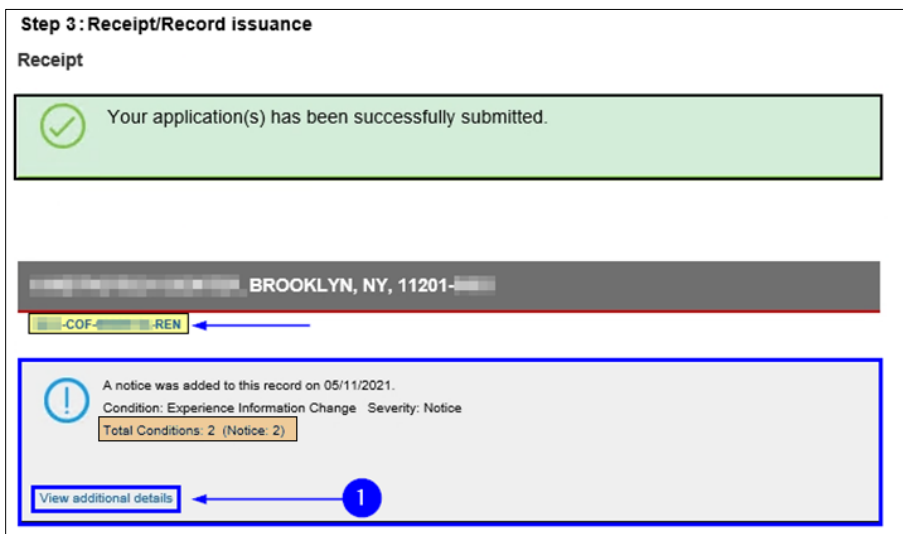


**Fig. 18: 'Receipt/Record Issuance' Page**

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.
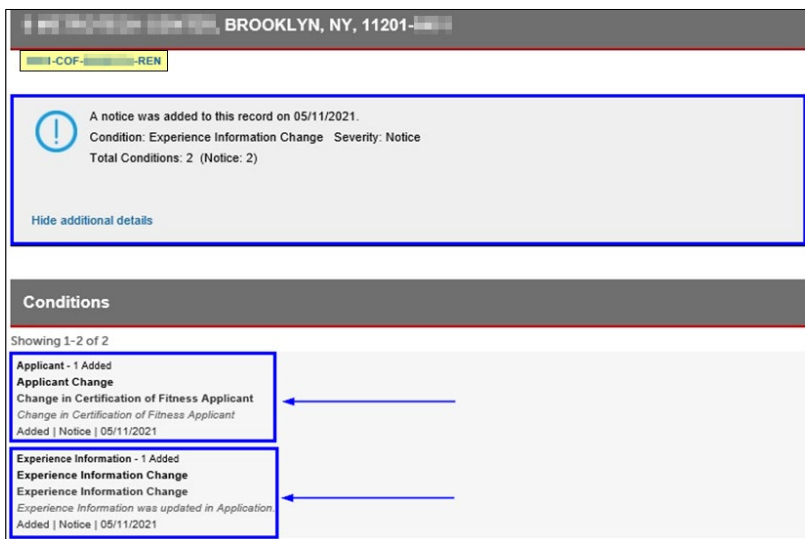


**Fig. 19: Changes Made**

### Step 5.    Review the Status of Your COF Renewal Application

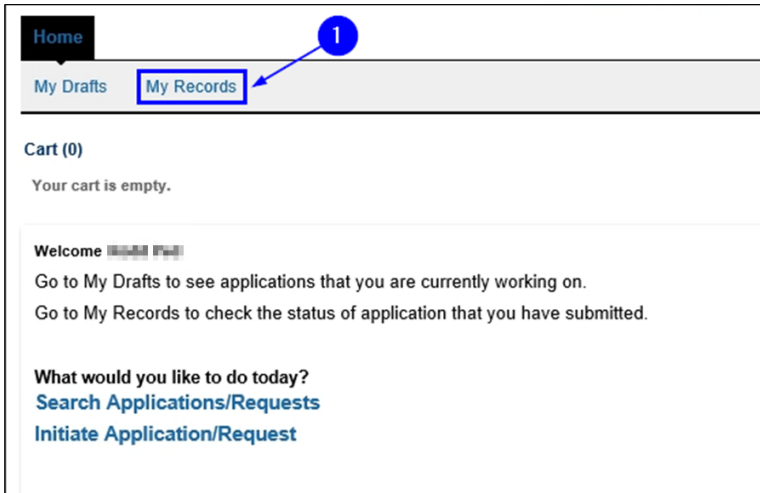From the **FDNY Business Home Page**, click the **My Records** button. See Figure 20.



**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 <u>NOT</u> 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.
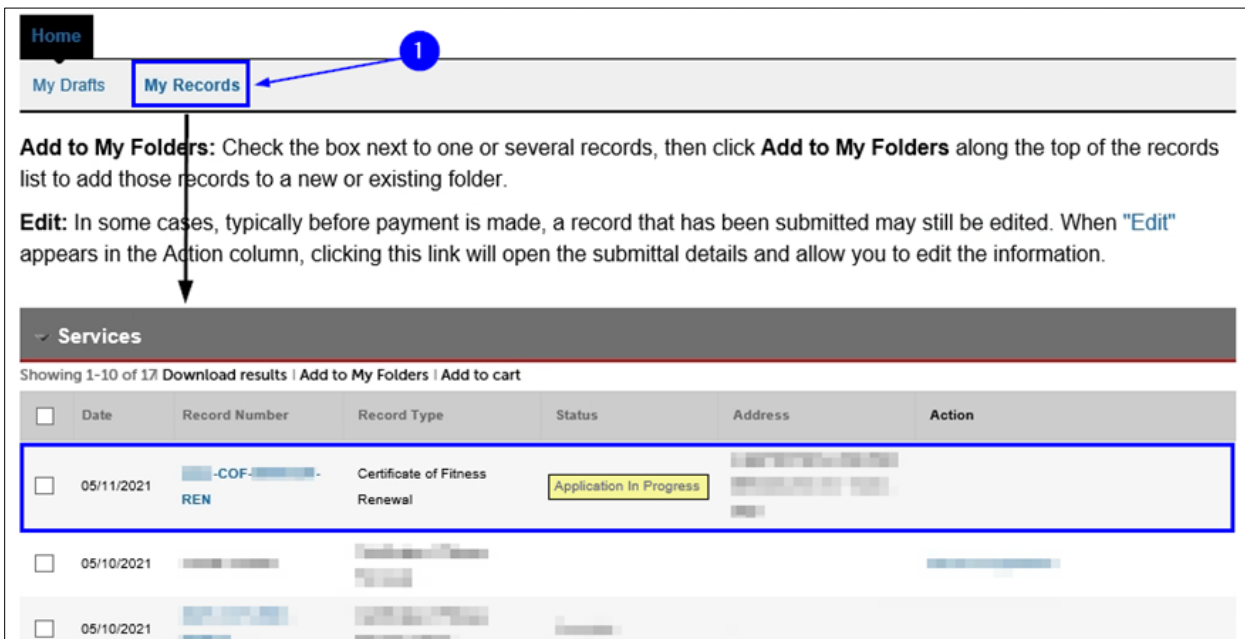


**Fig. 21:  COF Renewal Application Status**

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.
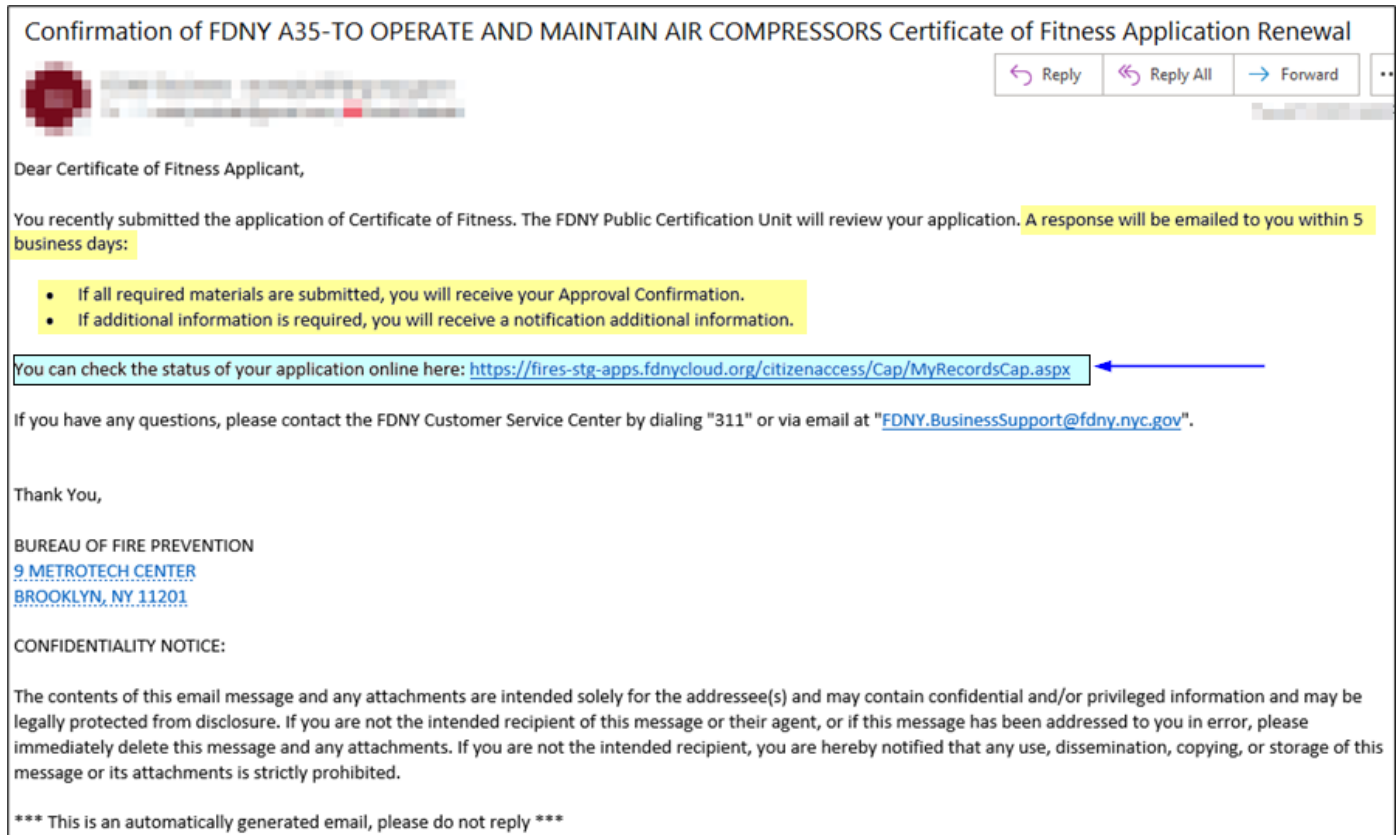


Confirmation of FDNY A35-TO OPERATE AND MAINTAIN AIR COMPRESSORS Certificate of Fitness Application Renewal

↩ Reply    ↩ Reply All    → Forward    ··

Dear Certificate of Fitness Applicant,

You recently submitted the application of Certificate of Fitness. The FDNY Public Certification Unit will review your application. A response will be emailed to you within 5 business days:

- If all required materials are submitted, you will receive your Approval Confirmation.
- If additional information is required, you will receive a notification additional information.

You can check the status of your application online here: https://fires-stg-apps.fdnycloud.org/citizenaccess/Cap/MyRecordsCap.aspx

If you have any questions, please contact the FDNY Customer Service Center by dialing "311" or via email at "FDNY.BusinessSupport@fdny.nyc.gov".

Thank You,

BUREAU OF FIRE PREVENTION
9 METROTECH CENTER
BROOKLYN, NY 11201

CONFIDENTIALITY NOTICE:

The contents of this email message and any attachments are intended solely for the addressee(s) and may contain confidential and/or privileged information and may be legally protected from disclosure. If you are not the intended recipient of this message or their agent, or if this message has been addressed to you in error, please immediately delete this message and any attachments. If you are not the intended recipient, you are hereby notified that any use, dissemination, copying, or storage of this message or its attachments is strictly prohibited.

*** This is an automatically generated email, please do not reply ***

**Fig. 22:  COF Renewal Email Confirmation**

Upon review, you will receive a notification that it has been "Approved." If it can <u>NOT</u> 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 <u>MUST</u> 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 <u>DO NOT</u> have an **NYC ID**, go to <u>Register for an Account</u> 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 <u>FDNY Business Home Page</u> 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.
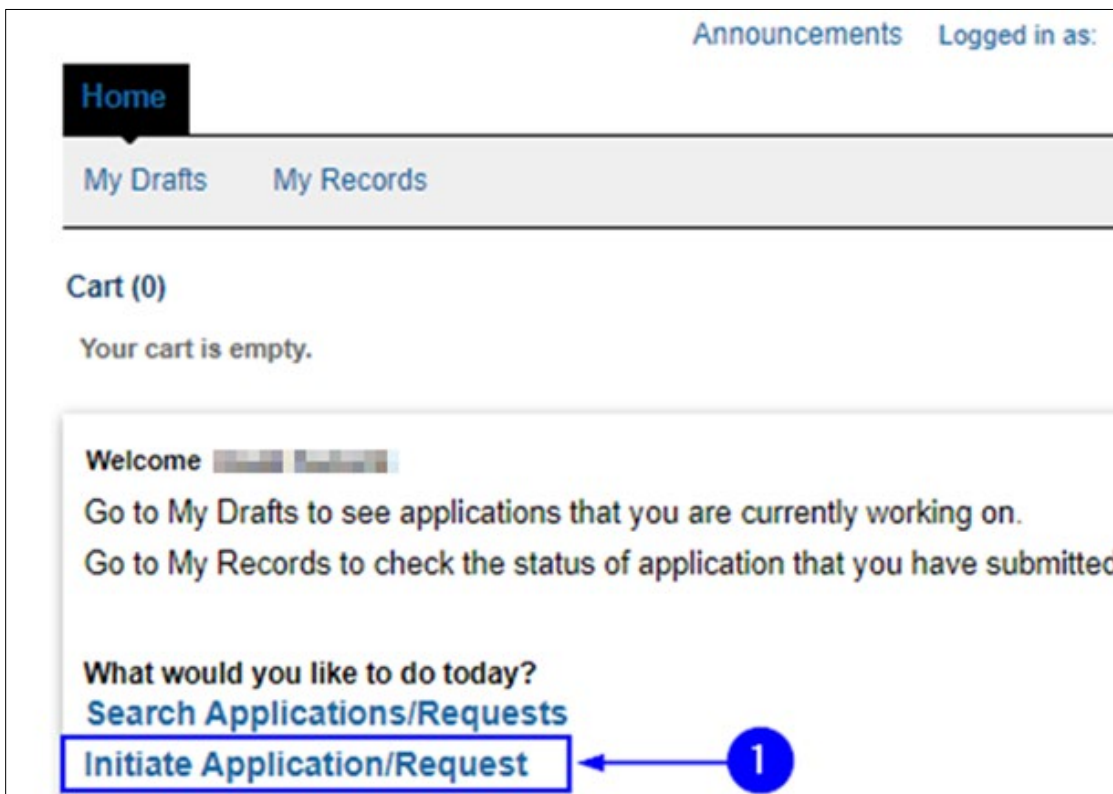


**Fig. 1:  Click 'Initiate Application/Request'**

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.



**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.
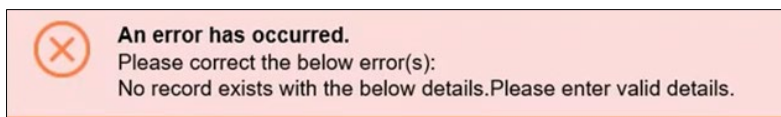


**Fig. N1: Error Notification**



**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 <u>exactly</u> 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.



**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.



**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.

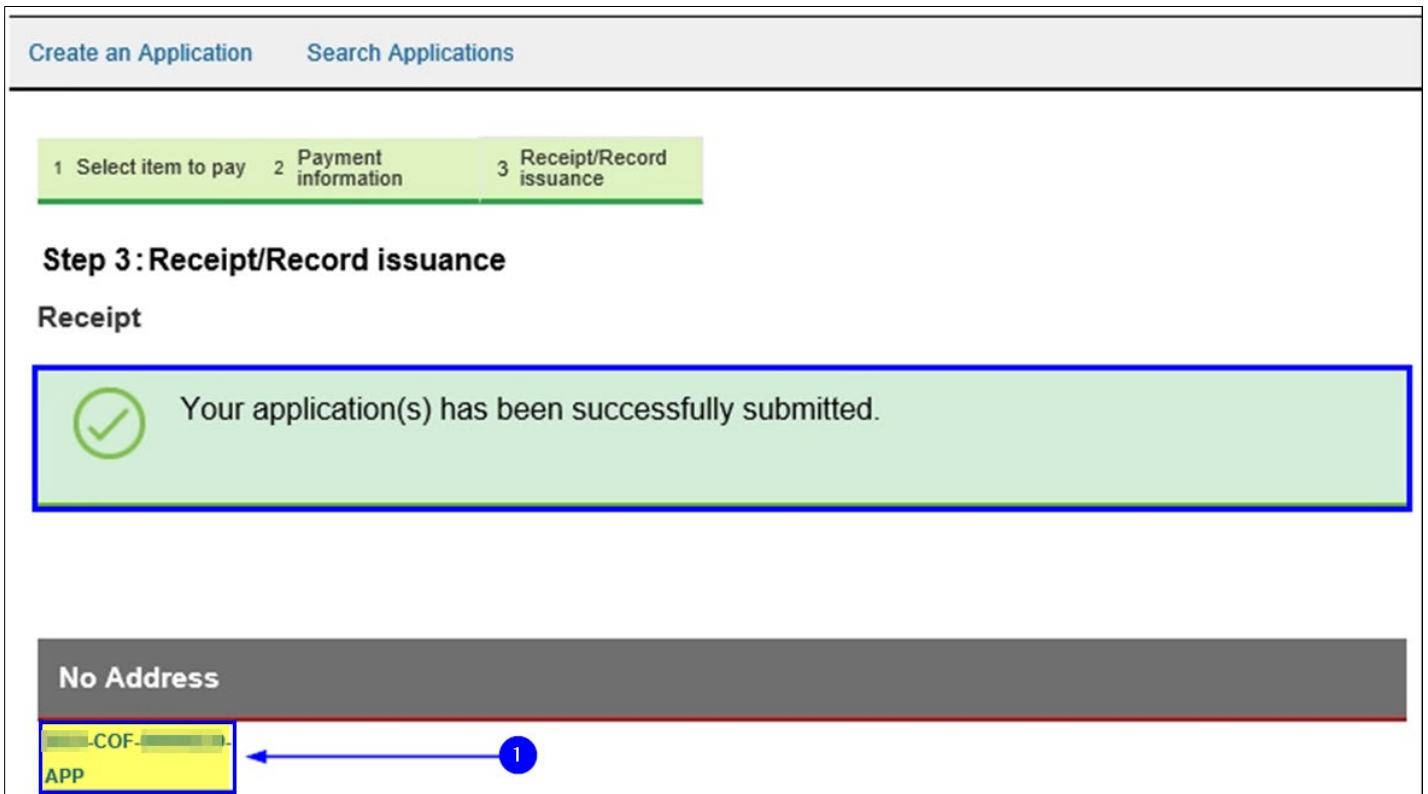You can click the **COF Record ID** to open and view the status of your COF. See Figure 8.



**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.
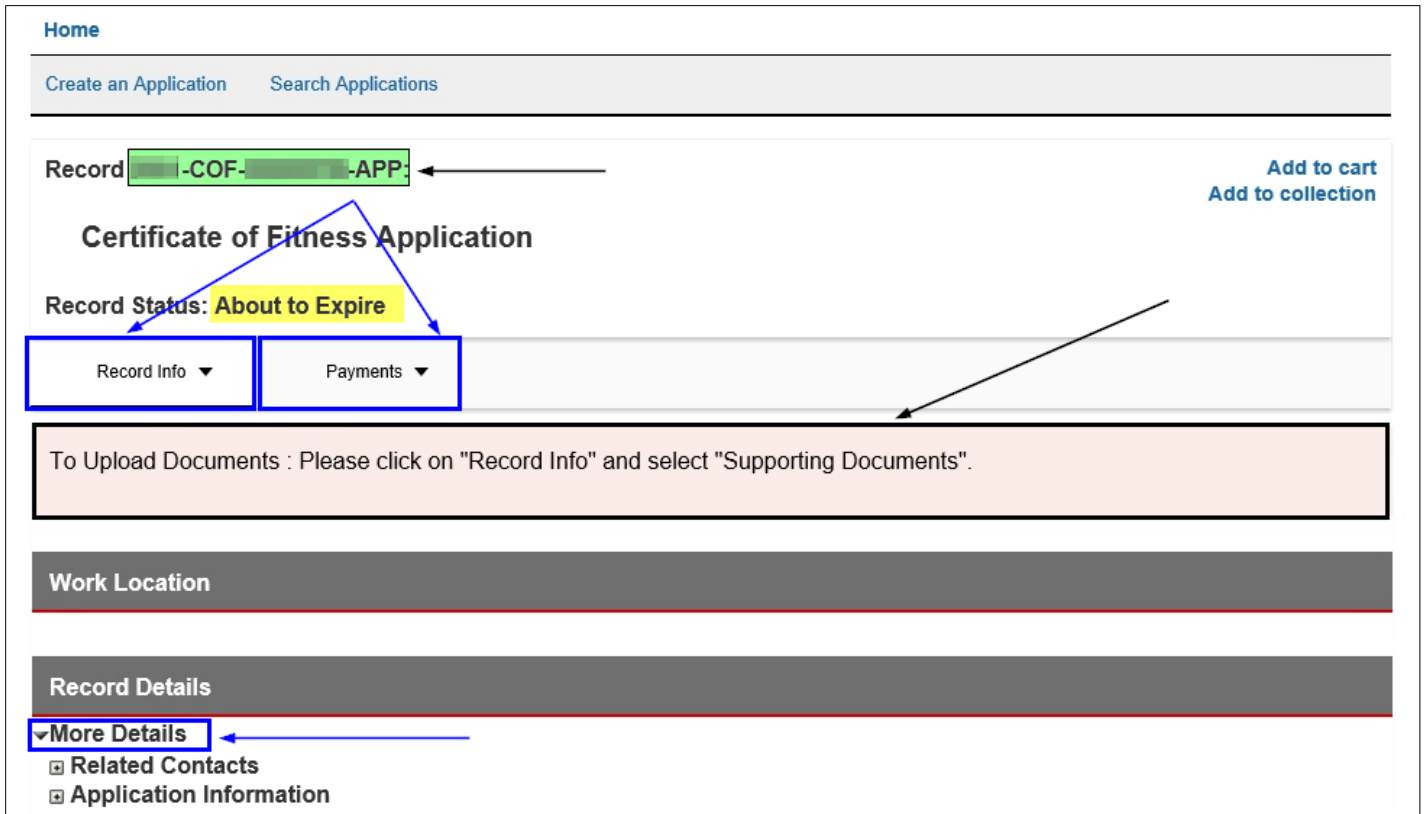


**Fig. 9: 'Certificate of Fitness Application' Page**

### 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.
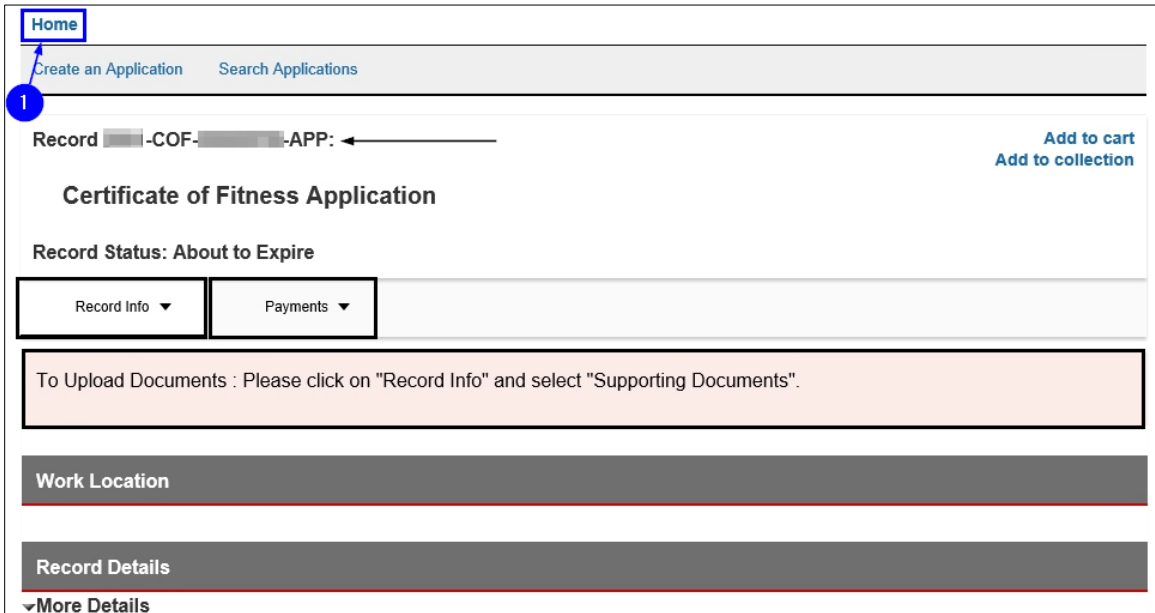


**Fig. 10:  Click the 'Home' Button**

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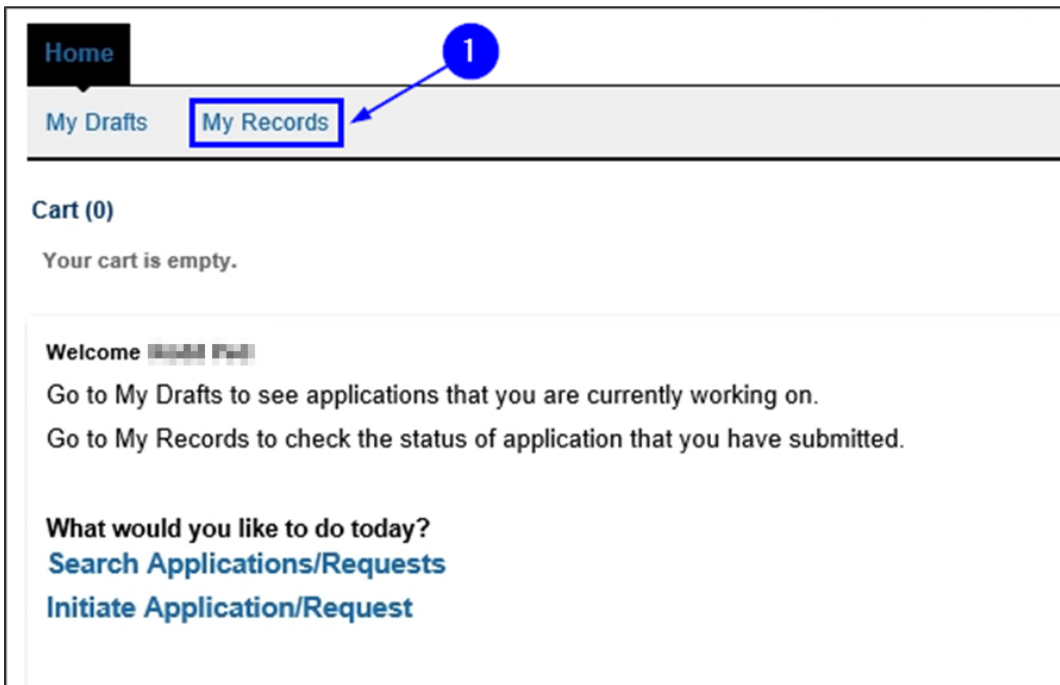


**Fig. 11:  Click 'My Records'**

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.
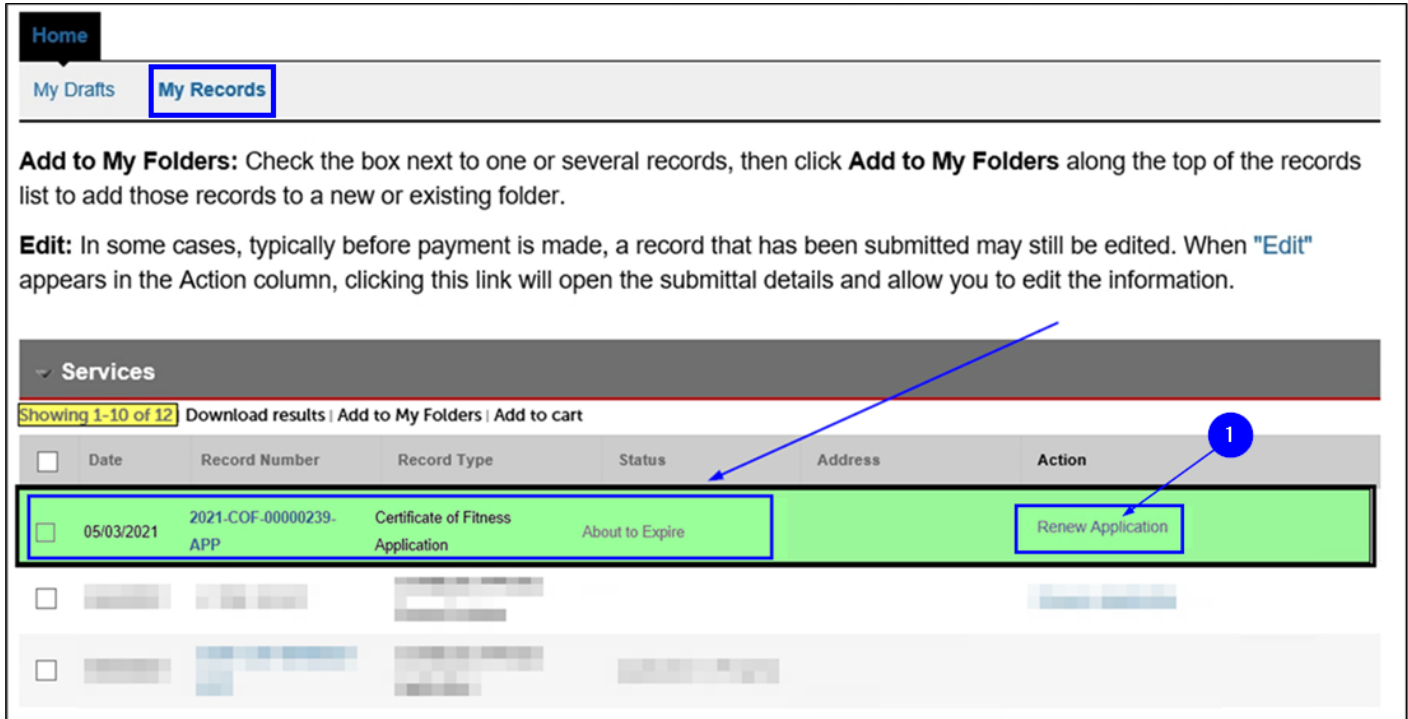


**Fig. 12: 'My Records' Page**

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**.