

FIRE DEPARTMENT OF THE CITY OF NEW YORK

FDNY Business

Submitting a Certificate of Correction (CCR) Request for an FDNY Summons

User Guide

August 2021

Table of Contents

IMPORT	TANT INFORMATION	2
INTROD	DUCTION	3
Abo	out this Guide	3
1.	Submitting a Certificate of Correction (CCR) Request	5

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 Submitting a Certificate of Correction Request for an FDNY Summons User Guide is designed to assist users in applying for and submitting a Certificate of Correction Request (CCR) for an FDNY Summons online via FDNY Business.

The FDNY Summons Certificate of Correction Request can be used to submit a correction request for any Violation Category (VC) listed on an FDNY Summons and can be completed from any computer with an Internet connection. (Requests cannot currently be completed using a mobile device).

Applicants also may continue to submit their requests in person at FDNY Headquarters or via U.S. Mail.

To complete the online Request, you must have the following:

- A NYC ID (instructions on creating a NYC ID are below)
- Your FDNY Summons Record ID (this can be found on your FDNY Summons).
- Any relevant **Supporting Documents** (minimally, you <u>MUST</u> provide a copy of the Certificate of Correction.

Throughout this User Guide, 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 <u>FDNY.BusinessSupport@FDNY.nyc.gov</u>.

You can now apply for and submit an FDNY Summons Certificate of Correction Request

(CCR) online through FDNY Business. Once your CCR Request has been submitted, it will be reviewed by FDNY.

During the application process, you will be required to provide a copy of your Certificate of Correction Defects (CCR). Additionally, you should also provide any other supporting document(s) necessary for FDNY to review with your CCR.

After submitting your Request, you will receive an email notification with the title "Certificate of Correction Request Submitted Successfully."

Once FDNY has reviewed your CCR Request and has made a determination, you will receive another email notifying you of one of the following determinations:

• Cure Letter (Issued)

- Issued for first-time offenders when the Certificate of Correction Request is submitted by the compliance date. The Compliance Date is located on your FDNY summons. All Violation Categories must be deemed corrected by FDNY. If you receive a Cure Letter, you are not required to attend the hearing at OATH.
- Correction Letter (Issued)

Issued when the CCR Request is approved.

A **Correction Letter** is issued to a <u>*City Agency*</u> or certain Applicants when the CCR Request is submitted and approved. If you are a repeat offender, as noted on your FDNY summons, you must attend the hearing at OATH.

• Letter of Disapproval (Issued)

Issued when the CCR Request is NOT approved (e.g., if there are outstanding VCs that have not yet been corrected). You must resubmit in order to receive a Cure or Correction Letter.

• False Certification (Issued)

Issued if FDNY determines that your CCR is falsely certified. You must attend your hearing at OATH on the hearing date.

1. Submitting a Certificate of Correction (CCR) Request

Step 1: Create your NYC ID Account

If you do not have an **NYC ID**, go to <u>Register for an Account</u> 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.

Create Account	
All fields are required.	
EMAIL OR USERNAME Image: Confirm Email Address or Username:	
PASSWORD ? Password: Confirm Password:	Password Strong
SECURITY Select a security question and provide an ar on a public computer, we recommend you m Security Question: Answer: Display Answers:	Inswer to it. The answer is not case sensitive and must be between 3 and 255 characters. If you are nask your answers by selecting <i>Hide</i> below.
TERMS Check the box to indicate that you 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.	5 6 CREATE ACCOUNT

Fig. 1: FNYC 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.

FDNY Busin	ess	
FDNY Dashboard	Return to NYC Business	
Μу Αссοι	int	
Home	Announcements	Register for an Account Login
Advanced Search		0
We are pleased to offer	our citizens, businesses, and visitors access to government services online, 24 ho	urs a day, 7 days a week.
What would you like to do Search Applications/R Initiate Application/Re	today? equests quest	

Fig. 2: Click 'Login'

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

Figure 3.

Login	
Log in using your NYC account.	
Email Address or Username: *	
Konyunitadmin 1	
Password: *	
•••••• 2	ি
Log In	
Create Account	

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

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

Announcements Logged in as My Drafts My Records Cart (0) Your cart is empty. Welcome Go to My Drafts to see applications that you are currently working on. Go to My Records to check the status of application that you have submitted. What would you like to do today? Search Applications/Requests Initiate Application/Request	My Account					
My Drafts My Records Cart (0) Your cart is empty. Yelcome Image: Cart (0) Go to My Drafts to see applications that you are currently working on. Go to My Records to check the status of application that you have submitted. What would you like to do today? Search Applications/Requests Initiate Application/Request Initiate Application/Request		Announcements Logged in as				
My Drafts My Records Cart (0) Your cart is empty. Welcome Go to My Drafts to see applications that you are currently working on. Go to My Records to check the status of application that you have submitted. What would you like to do today? Search Applications/Requests Initiate Application/Request	Home					
Cart (0) Your cart is empty. Welcome Go to My Drafts to see applications that you are currently working on. Go to My Records to check the status of application that you have submitted. What would you like to do today? Search Applications/Requests Initiate Application/Request	My Drafts	My Records				
Your cart is empty. Welcome Go to My Drafts to see applications that you are currently working on. Go to My Records to check the status of application that you have submitted. What would you like to do today? Search Applications/Requests Initiate Application/Request	Cart (0)					
Welcome Generation and the status of application that you are currently working on. Go to My Records to check the status of application that you have submitted. What would you like to do today? Search Applications/Requests	Your cart is e	mpty.				
Go to My Drafts to see applications that you are currently working on. Go to My Records to check the status of application that you have submitted. What would you like to do today? Search Applications/Requests Initiate Application/Request	Welcome	In A Laboration				
Go to My Records to check the status of application that you have submitted. What would you like to do today? Search Applications/Requests Initiate Application/Request	Go to My D	rafts to see applications that you are currently working on.				
What would you like to do today? Search Applications/Requests	Go to My R	ecords to check the status of application that you have submitted.				
Search Applications/Requests	What would	d you like to do today?				
Initiate Application/Request	Search A	oplications/Requests				
	Initiate Ap	plication/Request <1				

Fig. 4: Initiate Application/Request

On the Select Type of Application page, click the Enforcements drop-down list and select

"FDNY Summons Certificate of Correction Request." Next, click **Continue Application**. See Figure 5.



Step 2: Enter the FDNY Summons Information

On the **Correction Information** page. Complete the "FDNY Summons Information" section by entering the **FDNY Summons Record ID** for which you are submitting this CCR (the **FDNY Summons Record ID** can be found on your FDNY Summons (also known as the Violation or Summons number).

The Violation / Summons number must be 10 digits. If you need to enter a 9-digit number, enter a leading "0", e.g. 123456789 should be entered as "<u>0</u>123456789". Next, click to select either "Yes" or "No," as applicable, to answer the **I have corrected all said violations as ordered by the Commissioner** statement. Then, click **Continue Application**. See Figures 6 - 7.

NOTE: For instructions when selecting "No" [i.e., all Violation Categories (VCs) have <u>NOT</u> been corrected), see **Scenario 1** below. For instructions when selecting "Yes" (i.e., **all** VCs <u>HAVE BEEN</u> corrected), see **Scenario 2** below.]

1 Correction Information	2 Supporting Documents	3 Review and Submittal	4 Review and Submit	5 Confirmation
Step 1: Correction Infor *Note: 1. *Indicates a required field. 2. You will be able to edit the o	rmation > FDNY Summo	ns Details	ge prior to final submission.	
FDNY Summons Inform	nation			
Respondent :	on the solution			
* FDNY Summons Record ID:				
I have corrected all said violat Commissioner.:	tions as ordered by the	O Yes O No	2	
Save and Resume Later	Tip: Save your application 'Save and Resume Later	n periodically to avoid losing yo ' button.	ur work by clicking on 3	Continue Application »

Fig. 6: Enter FDNY Summons Record ID/Select 'Yes' or 'No'

FDNY SUMMONS FOR CIVIL PENALTIES ONLY ENFORCEMENT AGENCY NAME: NEW YORK CITY FIRE DEPARTMENT							
DIVISION: AGENCY: 9	<u>-P</u> Metro	UNIT: Rangehood Tech Center, 1st Flr, I	ADMIN COMPANY: Brooklyn, NY 11201, (718)999-23	92		
		NAME/EN	ITITY NAME				
RESPONDE	RESPONDENT Mai Ban						
MAILING	NU	JMBER & ADDRESS	CITY	STATE	ZIPCODE		
ADDRESS	111	METROTECHICTR	BROCKLYN	MY	11201-5420		

Fig. 7: FDNY Summons — FDNY Summons Record ID Located

NOTE: Be certain to enter the <u>correct</u> FDNY Summons Record ID. If the Record ID you entered is <u>NOT</u> correct, you will receive an error message (shown below in "red").

Check the Record ID you entered and try again. See Figure N1.

If you continue to receive this error message and you are entering the correct Record ID, contact FDNY Customer Service Center by dialing 311, or email <u>FDNY.BusinessSupport@FDNY.nyc.gov</u>.

1 Correction Information	2 Supporting Documents	3 Review and Submittal	4 Review and Submit	5 Confirmation
Step 1: Correction Note: 1. *Indicates a required 2. You will be able to en	n Information>FDNY Su I field. dit the details in this application	mmons Details	" page prior to final submissio	n
FDNY Summons	Information			
Error: FDNY Summons	014001886Z already has an active C e, contact the FDNY Customer Servi	prrection Request. ce Center by dialing 311, or via ema	l at FDNY.BusinessSupport@FDNY	.nyc.gov.
*FDNY Summons Red	cord ID:	10.000000		
I have corrected all sa Commissioner.:	id violations as ordered by the	🔿 Yes 🔿 No		
Save and Resume	Later Tip: Save your a 'Save and Resur	oplication periodically to avoid losin ne Later' button.	g your work by clicking on	Continue Application »

Fig. N1: Error Message — Incorrect Record ID

Scenario 1: Answering 'No' (ALL Violations Have NOT Been Corrected)

You may have only one (1) Violation or you may have several Violations on the FDNY Summons. When selecting the answer for **I have corrected all said violations as ordered by the Commissioner**, answer "No" if:

• One or more — *but not all* — Violations on the FDNY Summons have been corrected.

If you select "No," additional statements will be displayed. You will need to answer these statements. In this example, we will select "No."

The next statement will then be displayed. When selecting the answer for "I have only

corrected the following violations and will attend hearing on the scheduled date:",

- Answer "Yes" if one or more *but not all* Violations on the FDNY Summons have been corrected <u>AND</u> that you <u>WILL attend the hearing</u>.
- Answer "No" if one or more but not all Violations on the FDNY Summons have been corrected <u>AND</u> that you will NOT attend the hearing.

In this example, we will select "Yes" for this statement.

Next, in the **Violations Corrected** text box, enter the VCs (as listed on the FDNY Summons) that you <u>HAVE</u> corrected. Make sure to separate multiple VCs with a comma (e.g.: VC1, VC13, etc.). When you are ready, click **Continue Application**. See Figure 8.



Fig. 8: Complete / Click 'Continue Application'

Scenario 2: Answering 'Yes' (ALL Violations HAVE BEEN Corrected)

You may have only one (1) Violation or you may have several Violations on the FDNY Summons. When selecting the answer for "I have corrected all said violations as ordered by the Commissioner:", answer "Yes" if:

• <u>ALL</u> Violations Categories (VCs) on the FDNY Summons <u>HAVE BEEN</u> corrected.

In this example, we will select "Yes." Next, click Continue Application. See Figure 9.

NOTE: If you have answered "Yes," you will <u>NOT</u> need to answer any additional statements.



Fig. 9: Complete/Click 'Continue Application'

Step 3: Set Violations that Have Been 'Corrected'

In this example, we have entered our details as described in Scenario 1 (i.e., all Violations

have <u>NOT</u> been corrected), and have clicked on **Continue Application**.

The screen refreshes to the "Violations Section." This section shows whether the Violations are

Corrected, and the Violation Category, Violation Category Description and the Remedy.

NOTE: All status information shown is based on whether **Scenario 1** or **Scenario 2** applies to your FDNY Summons, and on the responses selected for either scenario, as applicable, as described above.

In this example, we have two (2) Violations on the FDNY Summons, and we have only

corrected one (1) of the Violations — the "VC11" Violation Category.

To adjust the **Corrected** status to "Yes," click on the **Actions** drop-down list, and then click on **Edit/View**. See Figure 10.

Search Ap	oplications Crea	te an Application					
FDNY Summons Certificate of Correction Request							
1 Correction	on ion	2 Supporting 3 Supporting 3 Support	Review and Submittal	4 Review and Submit	5 Confirmation		
Step 1:0 Note: 1. Indicate 2. You will	Correction Info es a required field. be able to edit the	rmation > Violations details in this application from the "F	Review and Submit" page	e prior to final submissio	n.		
Violatio	ons						
Showing	1-2 of 2						
	Corrected Violatic Catego	Violation Category Description	Remedy				
	No VC11	Failed to provide and/or maintain required portable fire extinguishers.	Provide the required nu as set forth in the comm	umber of portable fire extinguist nent, in accordance with FC 90	hers with a minimum rating Actions -		
	No VC1	Failed to provide and/or maintain required portable fire extinguishers.	Have portable fire extin operable condition, in a	guishers serviced and restore accordance with FC 906.2 and	to fully charged and Actions -		
Edit S	elected						
Save an	id Resume Later	Tip: Save your application per 'Save and Resume Later' butto	iodically to avoid losing your on.	work by clicking on	Continue Application »		

Fig. 10: Update the 'Corrected' Field(s)

NOTE: If the **Violation Category** values do <u>NOT</u> match the ones listed on the FDNY Summons, make sure you have entered the correct FDNY Summons Record ID in **Step 1**.

A new window will open. To indicate that the "VC11" category has been corrected, click "Yes" in the **Corrected** section. Then, click **Submit**. See Figure 11.

Corrected:	Violation Category:	Violation Category Description:
Yes O No	VC11	Failed to provide and/or m
Remedy:		
Provide the required number of portable fire extinguishers with a minimum rating as set forth in the comment, in		
accordance with FC 906.I.		

Fig. 11: Select 'Yes' and Click 'Submit'

As shown in the below example and highlighted in "yellow," the **Corrected** column's status is now marked "Yes" for the **Violation Category** "VC11."

Repeat this process to adjust any other **Corrected** column's statuses, as applicable. When you are ready, click **Continue Application**. See Figure 12.



Fig. 12: 'Corrected' Column Status Adjusted/Click 'Continue Application'

Step 4: Upload Supporting Documents

On the **Supporting Documents** page, you can upload supporting documents (e.g., a

Certificate of Correction, Bill, Permit, etc.).

The "List of Supporting Documents" section shows the mandatory documents that you must

provide: You <u>MUST</u> upload a **completed** <u>and</u> notarized copy of your <u>Certificate of Correction</u>.

Click the **Add** button to begin uploading and attaching a document. See Figure 13.

- **NOTE #1:** FDNY may periodically audit submitted and/or approved Certificate of Corrections. If your Summons is audited and the same Violation exists, you may receive a Summons for False Certification, you <u>must</u> attend the new Hearing.
- **NOTE #2:** For details on uploading and attaching documents, refer to the **Document Upload** video on the FDNY <u>Technology Management Training</u> page.

1 Correction Information	2 Supporting Documents	3 Review and Submittal	4 Review and Submit	5 Confirmation			
Step 2: Supporting Documents > Supporting Documents 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.							
List of Supporting Doc	uments						
Documents: Following are the req • Certificate of Correction	uired documents:						
Attachment							
*Required Section Documents can be added/uploa 1. Click the Add button below, th 2. Select the file(s) from your oc 3. Identify the document type for supporting documents above. 4. Finally, click the Upload butto Maximum size permitted is 25 M	ded by following these steps hen click Add again. mputer you want to add, then clici r each file added by selecting an o in to upload the documents to the AB per file.	Continue. pfion from the dropdown n application.	enus labeled "Type". These types w	ill match the required and optional list of			
This application type requires yo prior to approval. Certificate of Correction	u to submit the following types of	documents. Subject to the	collected information, you may be re	quired to submit additional documents			
Name Type	J Size	Modified Date	Document Status Action				
No records found.	Add						
Save and Resume Later	Tip: Save your applica "Save and Resume Lat	ion periodically to avoid lo er' button.	sing your work by clicking on	Continue Application »			

Fig. 13: Click the 'Add' Button

The File Upload window opens. Click the Add button. See Figure 14.

File Upload			×
Continue	Add	Remove All	
		1	



Your File Explorer will open. Browse and locate the file you want to upload and click on it to select it. After clicking on it, as highlighted below in "yellow," the selected file's name will appear in the "File Name" field. Next, click the **Open** button. See Figure 15.

Choose File to Upload			×
\leftarrow \rightarrow \checkmark \uparrow \blacksquare > This PC	> Desktop >	ר ע ע גע אין	h Desktop
Organize 👻 New folder	1		💷 🔹 💷 🚷
	^ Name	Date modified	Туре
	(a) fairs and hard . Laborated in a standard the light.	2/1/2021 2:08 PM	Microsoft Word D
			and the second second
the second se			
	Contraction of the second second		Contraction of the
	and the second second		
and the second second			
	Contraction and the second		
	and the second		
	and an end of the second		
	and the second se		
	the second second second		
and the second se			
			>]
File name:	Front and Mark - Canadital Const for Families. By Hopf Hay	All Files (*.	*) ~
		2 Open	Cancel

Fig. 15: Select the File and Click the 'Open' Button

When the upload status of your selected document reads "100%," (highlighted below in "yellow"), click **Continue**. See Figure 16.



Fig. 16: Click 'Continue'

Now, back on the **Supporting Documents** page, click the **Type** field drop-down list and select "Certificate of Correction" and then enter a description of the document you are uploading and attaching to your CCR Request. In this example, as highlighted below in "blue," we have entered "Certificate of Correction document." Next, click **Upload**. See Figure 17.

	. I pe	Size	Modified Date	Document Status A	letion
No records fo	ound.				
ile:					Remove
/iolation-Ce	ertificate-of-Correction	pdf			
100%	70				
Type:					
Certificate o	of Correction				
escription a	and /or additional data	ile als and this dealers			
	anu/or additionat detai	its about this documen	nt and its contents (C	Optional)	
Certificate o	f Correction document	lis about this documen	nt and its contents (C	Optional)	
Certificate o	f Correction document	lis about this documen	it and its contents (C	Optional)	
Certificate o	f Correction document	d	it and its contents (C	Optional)	2
Certificate o	f Correction document	is about this documen	it and its contents (C	Optional)	2
Certificate o	f Correction document	tis about this documen	it and its contents (C	Optional)	2
Certificate o	f Correction document		it and its contents (C	Optional)	2
Certificate of	f Correction document	Account Add	Remove All	Optional)	
Certificate of	Select from My	Account Add	Remove All	Optional)	-2
Certificate of	Select from My /	Account Add	Remove All	Optional)	-2

Fig. 17: Select 'Type,' Add Description, Click 'Upload'

NOTE: After clicking the **Upload** button, you will see a notification near the top of your screen stating that your file has been successfully uploaded. See Figure N2.



The attachment(s) has/have been successfully uploaded. It may take a few minutes before the changes are reflected.

Fig. N2: File Successfully Uploaded

Once the file has been successfully uploaded, it will be listed in the "Attachment" section.

When you are ready, click **Continue Application**. See Figure 18.

List of Suppor	ting Documen	ts			
Documents: Following an • Certificate of C	e the required o	locuments:			
Attachment					
Required Section	addad/uploadad by	following those stops			
1. Click the Add bu	added/apicaded by	k Add again.			
2. Select the file(s)) from your computer	you want to add, then	click Continue.		
3. Identify the docu	ument type for each t	ile added by selecting	an option from the dropdo	wn menus labeled "Type	e". These types will match the required and optional list of
supporting docume	ents above.				
4. Finally, click the	Upload button to up	load the documents to	the application.		
Maximum size per	mitted is 25 MB per t	ile.			
This application typ	e requires you to su	bmit the following type	s of documents. Subject to	the collected informatio	n, you may be required to submit additional documents
prior to approval.					
Certificate of Corr	rection				
Name	Туре	Size	Modified Date	Document Status	Action
Violation-Certificate	- Certificate of	-	-	Uploaded	Actions -
orconector.por	Correction				
Select from	My Account	Add			
		Add			
		Tin: Save your appl	ication periodically to avoid	l losing your work by clic	
Save and Resur	ne Later	'Save and Resume	Later' button.	a roomy your work by cit	Continue Application »

Fig. 18: Attachment(s) Uploaded Confirmation Message/Click 'Continue Application'

You are taken the **Review and Submittal** page. Complete the "Applicant Certification" section by entering your **First Name** and your **Last Name**. Then, click the **Titles/Roles** drop-down list and make your selection. In this example, we will select "Individual Respondent." When you are ready, click **Continue Application**. See Figure 19.

NOTE: If you select "Other," enter a description of your Title/Role in the **Specify Other** text box that will appear after you select "Other."

FDNY Summons	Certificate of Correction R	equest			
1 Correction Information	2 Supporting Documents	3 Review and Submittal	4 Review and Submit	5 Confirmation	
Step 3: Review and Submittal>Applicant 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.					
Applicant Certific	cation				
** First Name:		199			
** Last Name:					
* Title/Roles :		Select Corporate Respondent Individual Respondent Other Partnership Respondent		2	
Save and Resume	Later Tip: Save your application	n periodically to avoid losing your v r' button.	vork by clicking on 3	Continue Application »	

Fig. 19: Complete the 'Applicant Certification' Section

You will be taken to the **Review and Submit** page. Here, you can review/edit all the information you have entered in your Application.

When you are ready, "check" the checkbox to digitally affirm/sign your Application and then click **Submit Application**. See Figure 20.

	Documents	^a Submittai	4 Review Submit	r and I	5 Confirmation
Step 4: Review a	nd Submit				
Record Type					
	FDN	Summons Certific	ate of Correction	Request	
FDNY Summon	s Information			_	
I have corrected all said	(clations as ordered by the (Dommissioner.: Yes			
Violations				_	
Corrected	Violatio	m Category	Violation Category Descript	ion Hemedy	
Yes				Installing manaalin commerci accordian reteat/mic	air automatic shut o'f dovice, with a east, for faelfafectrical supply of the all cooking appliances in ce with FC 904.11. Arrange for a ro-awitch test upon completion.
List of Supporti	ng Documents			_	
Documents:					
Attachment					Edit
"Required Section Documents can be adder	Suppoded by following thes	e steos			
1. Click the Add button b	elow, then click Add again.				
 Identify the document 	type for each file added by s	electing an option from the dropdo	wn menus labeled "Type". Th	ese types will match the re	quired and optional list of
 Supporting documents at 4. Finally, click the Uplos 	xove. ad button to upload the docu	ments to the application.			
Maximum size permitted	l is 25 MB per file.				
Maximum size permitted	lis 25 MB per file.				
Maximum size permitted This application type reg	lis 25 MB per file. uires you to submit the follow	ing types of documents. Subject to	the collected information, you	i may be required to subm	il additional documents prior to
Maximum size permitted This application type req approval. Certificate of Correction	l is 25 MB per file. uires you to submit the follow	ing types of documents. Subject to) the collected information, you	I may be required to subm	il additional documents prior to
Maximum size permitted This application type req approval. Certificate of Correction Neme	Is 25 MB per tile. uires you to submit the follow n	ing types of documents. Subject to Medahwd Date	the collected information, you Decument Shehaw	may be required to subm	il additional documents prior to
Maximum size permitted This application type req approval. Certificate of Correction Nerme	Is 25 MB per file. area you to submit the follow n Nyow Some Constants of Constants	ing types of documents. Subject to Modulited Date	Decement States Decement States	a may be required to subm Actem Actions –	il additional documents prior to
Maximum size permitted This application type req approval. Certificate of Correction Neme	Is 25 MB per file. uites you to submit the follow n Type Sam Certificate of Correction	ring types of documents. Subject to Modified Date	Deconnect Status Upconnect Status Uploaded	may be required to subm Action Actions +	il additional documents prior to
Maximum size permitted This application type reg approval. Certificate of Correction Neme	Is 25 MB per file. area you to submit the follow a Ispan Saw Centricate of Connection	ing types of documents. Subject to Medihed Date	the collected information, you Decument Status Uptoated	may be required to subm Acton Actions +	il additional documents prior to
Maximum size permitted This application type req approval. Certificate of Correction Neme Applicant Certif	Is 25 MB per file. uires you to submit the follow R Type Some Control of Control of	ing types of documents. Subject to Neethed Date	Decement Status Upcommit Status	i may be required to subm Action Actions ~	il additional documents prior to
Maximum size permitted This application type req approval. Certification of Correction Neme Applicant Certifi * First Name:	Is 25 MB per file. ures you to submit the follow n Type See Certificate of Correction	ing types of documents. Subject to Moduled Date	the collected internation, you Document States Upleaded	a may be required to subm Action Actions -	if additional documents prior to
Maximum size permitted This application type req approval. Certification of Correction Memm Applicant Certif First Name: Last Name:	Is 25 MB per file. dres you to submit the follow n Type Some Correction ication	ing types of documents. Subject to	The collected information, you Upocument Statuse	i may be required to subm Action Actions +	if additional documents prior to
Maximum size permitted This application type reg approval. Certifloafe of Correotico Nerme Applicant Certif * First Name: * Last Name: * Title/Roles:	Is 25 MB per file. afters you to submit the follow n type See Certificate of Connection ication	ring types of documents. Subject to	Decoment Statue	Actor Actor Actor	il additional documents prior to
Maximum size permitted This application type reg approval. Certificate of Correction Neme Applicant Certif * First Name: * Last Name: * Title/Roles: I understand that is us un exchange for special or	Is 25 MB per file. afters you to submit the follow n Type See Centificate of Connection ication 1 1 1 1 1 1 1 1 1 1 1 1 1	ing types of documents. Subject to Meditived Date	Pre collected information, you Decument Statue Uptoated	Action Action Actions -	il additional documents prior to
Maximum size permitted This application type reg approval. Certificate of Correction Neme Applicant Certif * First Name: * List Name: * Title/Roles: I andersted that is us of or imprisonment, or or or	Is 25 MB per file. afters you to submit the follow a Type Sea Certificate of Correction Correction	ing types of documents. Subject to Meditived Date	Pine collected information, you Decument Status Upleaded	Action Actions ~	il additional documents prior to Edd
Maximum size permitted This application type reg approval. Certificate of Correction Neme Applicant Certif First Name: Last Name: La	Is 25 MB per file. afters you to submit the follow a Type Second Control of Constitute I understand that Files found I understand that Files found I, form, signed statement, applied	ing types of documents. Subject to Moduled Date	Pine collected information, you Decument Status Upleaded	Actors Actors Actors Actors Actions ~	Il additional documents prior to Edit dy porforming the job or in or and is purstwisk by a free ligently laketed or allowed to C. Adventionative Code, hermity contributi an
Maximum size permitted This application type reg approval. Certificate of Correction Neme Applicant Certifi First Name: Last Name: L	Is 25 MB per file. area you to submit the follow a Type Saw Centerate of Conscion I and to give to a city employed saturation I and to give to a city employed saturation. Violation is particular I endowland that if are toom , from, speed teaternest, appl	ing types of documents. Subject to Mostified Date	Decement Status Decement Status Diploaded	Actors Actors Actors Actors Actions ~	If additional documents prior to Edit ty poforming the jab or in or and is purshable by a fine figarity lasking or altowed to C. Administrative Code, instructionent, prepared or to the outer or exercise
Maximum size permitted This application type reg approval. Certificate of Correction Neme Applicant Certif First Name: * Last Name: * Title/Roles: Indensised that is is ut acharge for spatial co or expressions.co perh te takind any periodes to take the periodes automated the programmer.	Is 25 MB per file. area you to submit the follow a lype Sector	ing types of documents. Subject to Needbled Date	be collected information, you becoment Status byteaded byteaded byteaded benefit, monotary or otherwise, ardensate that labeleation of an gigerby make a faile asterner matcher applications or documents hat, is on qualified employee, or become the status and to be to benefit and to be to	Action Action Actions ~ Actions ~ Actions ~ Actions a gistally for propo y intermert is a mindension or to have knowingly or mag dues the provisions of the NYM with the Pine Department. II surface and agent under my	If additional documents prior to the second
Maximum size permitted This application type req approval. Contributes of Correction Reme Applicant Certif Applicant Certif First Name: Lati Name: Lati Name: Lati Name: Lati Name: Lationage for special or other sections for special or other secti	Is 25 MB per file. afters you to submit the follow n Type See Certificate of Conscion Cons	ing types of documents. Subject to Modified Date Modified Date of a dity employee to accept, any bit by impactment or fine of both. It alar heaving to both our distribution bits build be having to both our distribution bits to the accept. In the con- part of a dity employee to accept, any bit by impactment or when the con- nation, report or contribution of the con- parts, they be an effective to the con- agence, they are and the period based into a distribution and electronic signature.	Per collected information, you Decument Status Upfoeted	Action Action Actions ~ Actions ~ ether as a gastaty for propa platament is a madurate platament is a madurate or to have showed yet and with with the Fire Department. It authorized against water by is of on yet knowledge and below	If additional documents prior to the additional documents prior to the prior of the prior of the prior of the prior of

Fig. 20: Review/Edit/Sign/Submit Your Application

Step 5: Confirmation

After your Request has been submitted, you will be taken to the **Receipt/Record Issuance** page.

Highlighted in "yellow" in the below example, your CCR Request Record ID is displayed (<u>note</u> <u>that the middle portion of the Record ID reads "CCR"</u>). If you want to view its details, click the **Record ID**. See Figure 21.

1 Select item to pay 2 Payment information 3 Receipt/Record issuance
Step 3:Receipt/Record issuance
Your application(s) has been successfully submitted.

Fig. 21: Click on the 'Record ID'

Your screen will refresh and your **Record ID** (highlighted below in "yellow") is displayed. Additionally, the **Record Status** (highlighted below in "green") now reads "Correction Request Submitted."

To see additional details, click on the **More Details** drop-down list and click on the desired option. See Figure 22.

Record CCR CCR	Add to cart Add to collection
FDNY Summons Certificate of Correction Request	
Record Status: Correction Request Submitted	
Record Info 👻 Payments 💌	
To Upload Documents : Please click on "Record Info" and select "Supporting Documents".	
Work Location	
Record Details	
More Details Application Information Application Information Table	



Step 6: Review the Status of Your CCR Request

After you have submitted your CCR Request, you will receive an automated email with the Subject Line: *Certificate of Correction Request Submitted Successfully*. It will contain the CCR Record ID, as highlighted in "yellow" in the below example.

The email will confirm that your CCR Request has been successfully submitted and will include a link that you can use to check the status of your CCR Request (highlighted below in "blue"). See the sample email in Figure 23.



Fig. 23: CCR Successfully Submitted

To view the status of your CCR Request while logged in to FDNY Business, click the **My Records** button from your **FDNY Business Home Page**. See Figure 24.

Home
My Drafts My Records
Cart (0)
Your cart is empty.
Welcome
Go to My Drafts to see applications that you are currently working on.
Go to My Records to check the status of application that you have submitted.
What would you like to do today?
Search Applications/Requests
Initiate Application/Request

Fig. 24: Click 'My Records'

Your **My Records** page will open and will display your current records. In this example, the CCR **Record Number** is displayed at the top (highlighted in "yellow" in the below example) and the **Status** is "Correction Request Submitted." See Figure 25.

Hom	e					
My D)rafts M	y Records				
Add list to Edit:	to My Fol add thos In some	ders: Check the e records to a new cases, typically be	box next to one or so w or existing folder. efore payment is ma	everal records, then cli	ck Add to My Folde	ers along the top of the records
appe	ars in the	Action column, cl	icking this link will of	pen the submittal detail	s and allow you to e	dit the information.
~ S	ervices					
Showir	ng 1-10 of 27	Download results Ado	d to My Folders∣Add to car	t		
	Date	Record Number	Record Type	Status	Address	Action
	07/22/2021	CCR-	FDNY Summons Certificate of Correction Request	Correction Request Submitted	100,010	
			NET TAKAN LINEAR DI LINEAR MILITE			No. of Concession, Name
			NUCLEUR			No. of Concession, Name

Fig. 25: CCR 'Record Number' and 'Status'

Additional Information Requested

FDNY will review your CCR. If additional information is needed, you will receive and email to request that you provide the information needed. with a link you can use to Edit / Upload the additional documents. See Figure 26. The status of your CCR Request will be updated to "Additional Information Requested."

You will need to log in to FDNY Business and upload any necessary supporting documents to your CCR Record, as applicable, to continue your Application (see <u>Step 4</u> for upload instructions).

NOTE: Supporting Documents must be uploaded to the CCR Record, not to your NYC ID

account.



Fig. 26: Sample 'Additional Information Requested' Email

After FDNY reviews your request and it is found to be complete, you will receive one of the following determinations, as applicable: **Cure Letter, Correction Letter, Letter of Disapproval**;

Additional Information Requested or False Certification.

• **Cure Letter** - Issued to Respondents who are first time offenders when the CCR Request is approved. Certificate of Correction Request must be submitted before the compliance date.

Figure 27 shows a sample of the automated email that is sent when your CCR Request is approved. It will contain the FDNY Summons Record Number (highlighted below in "green"), and will include the Cure Letter as an attachment (bordered below in "blue").

m
NY Business [noreply@fdny.nya.gov]
delegations. New
и
e
re Request for FDNY Summons NO. has been reviewed
achment(s)
eletterpdf(86.63 KB)
ntent
ar Respondent/Representative,
FDNY has reviewed your correction request for FDNY Summons No. 11 million Please find attached to this email FDNY's determination r
ank You,
REAU OF LEGAL AFFAIRS
MINISTRATIVE ENFORCEMENT UNIT

Fig. 27: 'Cure Letter' Issued — Sample Email

Figure 28 shows a sample Cure Letter. The associated FDNY Summons Number (highlighted below in "yellow") will be indicated on your Cure Letter.

The City of New York	FIRE DEPARTMENT 9 METROTECH CENTER BROOKLYN, NY 11201-3857 BUREAU OF LEGAL AFFAIRS ADMINISTRATIVE ENFORCEMENT UNIT
	CURE LETTER
	Date: 24/07/2021
You are hereby no Summons No.	bified that your Certificate of Correction for FDNY issued on 07/24/2021 against the premises situated BROOKLYN, NY, 1 has been approved on Department. No fines or penalties will be imposed and you are earing at the scheduled hearing at the OATH hearing center.
	BY ORDER OF BUREAU OF LEGAL AFFAIRS
VOID IF ALTERED OR DUPLICATED	

• **Correction Letter** - Issued to certain Applicants, and to all City Agencies, when the CCR Request is approved.

Figure 29 shows a sample of the automated email that is sent when your CCR Request is approved. It will contain the FDNY Summons Record Number (highlighted below in "green"), and will include the Correction Letter as an attachment (bordered below in "blue").

From
FDNY Business [noreply@tdny.nyc.gov]
To
Ce .
Boo
Title
Correction request has been reviewed by legal unit
Attachment(e)
correctionietter1_s.html(6.21 KB)
Content
Dear Respondent/Representative,
FDNY has reviewed your correction request for FDNY Summons No. 11 and and Place of Occurrence: 9 METROTECH CENTER, BROOKLYN, N
Thank You,
BUREAU OF LEGAL AFFAIRS
ADMINISTRATIVE ENFORCEMENT UNIT

Fig. 29: 'Correction Letter' Issued — Sample Email

Figure 30 shows a sample Correction Letter. Your VC(s) and your FDNY Summons number (highlighted below in "yellow") will be indicated on your Correction Letter.

	FIRE DEPARTMENT 9 METROTECH CENTER, BROOKLYN, N.Y. 11201-3857 BUREAU OF LEGAL AFFAIRS ADMINISTRATIVE ENFORCEMENT UNIT
	CORRECTION LETTER
	Date: 08/02/21
You are hereby notifie Number <u>Metrotech Center, Bro</u> been corrected accorr the underlying condit may still exist at the C <u>NY 11201</u>	that Violation Categories (VCs) <u>VC19</u> of FDNY Summons issued on <u>07/30/2021</u> regarding the premises situated at <u>9</u> <u>klyn, Ny, 112015431</u> in the Borough of <u>BROOKLYN</u> have ng to the records of this Department. Please be advised that while n(s) may have been corrected, an unresolved FDNYSummons TH Hearing Center located at <u>9 bond Street, 7th Floor, Brooklyn</u> ,
VOID IF ALTERED	BY ORDER OF BUREAU OF LEGAL AFFAIRS BY:

Fig. 30: Sample 'Correction Letter'

• Letter of Disapproval - Issued when the CCR Request is <u>NOT</u> approved due to outstanding VCs on the FDNY Summons and that have not yet been corrected.

Figure 31 shows a sample of the automated email that is sent when your CCR Request is <u>NOT</u> approved and a Letter of Disapproval is issued. It will contain the FDNY Summons Record Number (highlighted below in "green"), and will include the Letter of Disapproval as an attachment (bordered below in "blue").

From
FDNY Business [noreply@fdny.nyc.gov]
To
provide an important provide state
Bcc
Title
Correction request for has been Disapproved by legal unit
Attachment(s)
letterofdisapprovalpdf(33.81 KB)
Contant
Dear Respondent/Representative,
FDNY has reviewed your correction request for FDNY Summons No. Place and the second state of this email FDNY's determination regarding
Thank You,
BUREAU OF LEGAL AFFAIRS
ADMINISTRATIVE ENFORCEMENT UNIT

Fig. 31: 'Letter of Disapproval' Issued — Sample Email

Figure 32 shows a sample Letter of Disapproval. The associated FDNY Summons will be shown on your Letter of Disapproval.

Instructions that you need to follow (bordered below in "blue") will also be indicated on your Letter of Disapproval.

ULUY / WETATIS	9 WEIROIECH CE	NIER BROOK	LYN, N.Y.11201-3857
NewYork	BUREAU OF LEGA	LAFFAIRS	Tel:(718)999-2392
I VEW JUIL	Administrative Enforce	cement Unit	
CERTI	FICATE OF CORRECTION	ON DISAPPR	OVAL LETTER
Violation No: 0	M		Date: 08/20/2021
City of New York	vs.: Algebrit Algebra	10	50
Place of Occurren	ice:	, BROOKLAN	NE, MOLARIO
Borough: BROO	KLYN		
Notice to Respond	lent:		
The following VC	(s) have been corrected	3	a a
S NO		VC(S)	P
 Providence Company 			
Your Certificate o Unit and disappro	of Correction was rec <mark>e</mark> ived ved for the following reaso	by the Fire De n(s)	partment's Enfo <mark>rcement</mark>
Your Certificate of Unit and disappro Are you sure you w	of Correction was received ved for the following reaso rant to issue this result?	by the Fire De n(s) Yes	partment's Enforcement
Your Certificate of Unit and disappro Are you sure you w Item 2- You failed t	of Correction was received ved for the following reason rant to issue this result? to have a notary sign the	by the Fire De n(s) Yes	partment's Enforcement
Your Certificate of Unit and disappro Are you sure you w Item 2- You failed t Certificate of Corre	of Correction was received ved for the following reason ant to issue this result? to have a notary sign the ection	by the Fire De n(s) Yes	partment's Enforcement
Your Certificate of Unit and disappro Are you sure you w Item 2- You failed t Certificate of Corre	of Correction was received ved for the following reason rant to issue this result? to have a notary sign the retion INSTRUCT	by the Fire Den(s) Yes	partment's Enforcement
Your Certificate of Unit and disappro Are you sure you w Item 2- You failed t Certificate of Corre	of Correction was received ved for the following reason ant to issue this result? To have a notary sign the ection INSTRUCT ndicated error(s) and return the docu	by the Fire Denn(s) Yes IONS mment(s) to the Bure	partment's Enforcement
Your Certificate of Unit and disappro Are you sure you w Item 2- You failed t Certificate of Corre	of Correction was received ved for the following reason rant to issue this result? to have a notary sign the ection INSTRUCT ndicated error(s) and return the docu- ng our online public portal: Login into	by the Fire De n(s) Yes IONS ment(s) to the Bure FDNY BUSINES	partment's Enforcement eau of Legal Affairs, Administrative
Your Certificate of Unit and disappro Are you sure you w Item 2- You failed t Certificate of Correct I. You must correct the in Enforcement Unit, by usin https://fires.fdnycloud.or	of Correction was received ved for the following reason vant to issue this result? to have a notary sign the ction INSTRUCT ndicated error(s) and return the docu- ng our online public portal: Login into g/CitizenAccess), Select Initiate App quest under the Enforcement section	by the Fire De n(s) Yes IONS ment(s) to the Bure FDNY BUSINES dication/Request an	partment's Enforcement eau of Legal Affairs, Administrative S d Select FDNY Summons
Your Certificate of Unit and disappro Are you sure you w Item 2- You failed t Certificate of Corre I. You must correct the i Enforcement Unit, by usin https://fires.fdnycloud.or Certificate of Correct Re sure.desk@fdny.nyc.gov	of Correction was received ved for the following reason vant to issue this result? to have a notary sign the action INSTRUCT ndicated error(s) and return the docum of our online public portal: Login into g/CitizenAccess), Select Initiate App quest under the Enforcement section or return it to 9 MetroTech Center.	by the Fire De n(s) Yes IONS ment(s) to the Bure FDNY BUSINES lication/Request an Alternatively, you 1st Floor, Brookly	partment's Enforcement eau of Legal Affairs, Administrative S d Select FDNY Summons may send it to n. NY 11201-3857. In order to
Your Certificate of Unit and disappro Are you sure you w Item 2- You failed t Certificate of Corre I. You must correct the i Enforcement Unit, by usin https://fires.fdnycloud.or Certificate of Correct Re cure.desk@fdny.nyc.gov avoid a hearing and pena	of Correction was received ved for the following reason vant to issue this result? to have a notary sign the ection INSTRUCT ndicated error(s) and return the docu- ng our online public portal: Login into g/CitizenAccess), Select Initiate App quest under the Enforcement section. or return it to 9 MetroTech Center, hty, all submissions must be received	by the Fire De n(s) Yes IONS ment(s) to the Bure FDNY BUSINES lication/Request an Alternatively, you 1st Floor, Brookly and approved on o	partment's Enforcement eau of Legal Affairs, Administrative is d Select FDNY Summons may send it to n, NY 11201-3857. In order to r before the Compliance date
Your Certificate of Unit and disappro Are you sure you w Item 2- You failed t Certificate of Correct I. You must correct the i Enforcement Unit, by usin https://fires.fdnycloud.or Certificate of Correct Re cure.desk@fdny.nyc.gov avoid a hearing and pena ndicated on the FDNY \$	of Correction was received ved for the following reason rant to issue this result? to have a notary sign the action INSTRUCT ndicated error(s) and return the docum of our online public portal: Login into g/CitizenAccess), Select Initiate App quest under the Enforcement section. to or return it to 9 MetroTech Center, hty, all submissions must be received Summons; or attend the scheduled O.	by the Fire De n(s) Yes IONS ment(s) to the Bure FDNY BUSINES dication/Request an Alternatively, you 1st Floor, Brookly; and approved on o ATH hearing.	partment's Enforcement eau of Legal Affairs, Administrative SS d Select FDNY Summons may send it to n, NY 11201-3857. In order to r before the Compliance date

Fig. 32: Sample 'Letter of Disapproval'

• False Certification -Issued if you received a Summons for False Certification due to FDNY determination that your CCR is falsely certified.

Figure 33 shows a sample of the automated email that is sent when your CCR Request's status is **False Certification**.



Fig. 33: 'False Certification' — Sample Email