

UPCOMING CHANGES

Filing Representative: 3-Year Registration Term

Effective May 1, 2016, the Department will begin transitioning all Filing Representative Registrations from a one (1) year term to a three (3) year term. This will impact new applicants and currently registered Filing Representatives. As a result, the renewal and issuance fees will increase to reflect the three (3) year term. These upcoming changes are outlined in 1 RCNY [104-03](#) and [104-24](#).

Renewal Information

- Beginning May 1, 2016, all renewed Filing Representative Registrations will expire every three (3)-years on the registrant's birthday.
- The renewal fee for the Filing Representative Registration will be **\$150.00** for the three (3)-year term if the application is submitted 30-60 days prior to expiration.
- Renewal applications submitted less than 30 days prior to the expiration date will be charged an additional \$50.00 late fee.
- Payments can be made through the secure online payment portal or by check/money order.
- Class 1 Filing Representatives are required to complete a 16-hour Department approved course prior to renewal, if not previously completed. See [Department website](#) for details.
- Class 2 Code and Zoning Representatives are required to complete a Department approved 36-hour training course prior to renewal, if not previously completed. See [Department website](#) for details.

New Applicant Information

- The issuance fee for the Filing Representative registration will be **\$150.00** for a three (3)-year term.
- Class 1 Filing Representatives are required to complete a 16-hour Department-approved course prior to receiving a new registration. See [Department website](#) for details.
- Class 2 Code and Zoning Representatives are required to complete a Department approved 36-hour training course prior to receiving a new registration. See [Department website](#) for details.
- Effective May 1, 2016, new Filing Representative Registrations will expire every three (3)-years on the registrant's birthday.

POST UNTIL: June 30, 2016

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