

APPLICATION FOR AUXILIARY RADIO COMMUNICATION SYSTEM COMPANY CERTIFICATE



Submit completed form and all attachments to:
Executive Director of Licensing
Bureau of Fire Prevention
Fire Department – City of New York
9 MetroTech Center – Room 1S -1C
Brooklyn, NY 11201-3857



Instructions: This application must be completed by an owner or principal of the company. Please make sure to fill out every field accurately as all fields are required to qualify. Do not leave any fields blank, write "NONE" or "N/A" in fields that do not apply to your company. The complete application should be forwarded to the address above, with a check made payable to the New York City Fire Department with the application fee of \$105 for original applications and \$50 for renewal applications in addition to radio fees indicated in Section F. The fees are non refundable. Defective applications may be resubmitted one time within 30 days after FDNY notification without any financial penalty. A new application and fee is required after 30 days. Specific questions can be addressed to pubcert@fdny.nyc.gov or by calling 718-999-1988.

Original

Renewal* Date Inspected: ___ / ___ / ___ (Include Certificate Comp. # ___)

*Must have radios inspected. Attach the affidavit from the radio shop. Companies will receive an official letter from the FDNY after review. The approval will not allow you to use the radios for any other purpose than to test the Auxiliary Radio System within a building. Further steps are outlined in RCNY 511-01 and Fire Code Section 511.

Section A – Company Information

Company Name:

Address: City: State: Zip Code:

Public Telephone Number: Fax Number:
1(____) _____ - _____
Name of Owner or Principal Completing Application: Public Email Address:

Certificate of Fitness Number: Category Type: Expiration Date:
_____ @ _____
_____ / _____ / _____

If your business is located outside of New York City, you must list an Agent for Receipt of Process located in New York City for Judicial OR Administrative Proceedings or Action. (P.O. Box not acceptable, please list a physical mailing address within the five boroughs of New York City that is authorized to receive legal documents if required)

Name: Address: City: Zip Code:

Official Use Only:
Application fee: Original \$105 (CC 62); Renewal \$50 (CC 63)

Section B - Conviction Record (to be completed by owner/principal only)

1. Are there any prior convictions and pending charges against you? **DO NOT** include parking violations. A guilty plea is a conviction even if you were never imprisoned and only fined. You must also disclose if you were conditionally/unconditionally discharged or received a Certificate of Relief from Disabilities. You do not have to disclose any material sealed or set aside under Federal and NY State law, or material pertaining to a youthful offender category. You may not be considered a youthful offender based on your age at the time of the offense. If you are unsure, list the offense. Yes No
2. Are there any criminal charges pending against you? Yes No

Section C – License

The principal of the company must obtain the Federal Communications Commission General Radiotelephone Operator License. **Attach a copy.**

License Number _ _ _ _ _

Section D- Owner/Principal Professional Experience

Please list work experience for the past three (3) years. Specify the addresses of the buildings in which ARC systems or other in-building radio communication systems were installed and/or tested. Include the dates of such installation and/or testing. List most recent experience first & continue backwards in chronological order. Attach additional sheets if required.

Dates ____/____/____ to ____/____/____	Length	Address of the Building C of F #: _____	Describe the project in detail

Section E – B-03 Certificate of Fitness Holders

List all employees that will perform installations and/or testing on the Auxiliary Radio Communicator System. A minimum of 1 Certificate Holder must be indicated.

Name: _____	Name: _____
COF #: _____	COF #: _____
Name: _____	Name: _____
COF #: _____	COF #: _____

Section F – Auxiliary Radio Fee

RCNY 511-01 mandates each company to pay \$75 (CC 64) per radio (maximum of 4). Please indicate the amount of radios that will be purchased by the approved vendor and proof of payment being submitted.

Number of radios	Total Amount	Receipt Number
____ X \$75 =	\$_____	_____

Section G – Insurance (Provide ACORD summary)

The minimum of a \$500,000 policy with the FDNY being co-named or listed as additionally insured on the policy is required. Include a copy of the ACORD summary of the policy, created within the last 30 days, in your application, including the category type. The policy must be issued by an approved insurance company that is licensed to do business in New York State and has an A.M. Best rating of A- or better. Termination or expiration of the policy will automatically terminate your company’s approval.

Insurance Company Name: _____	Amount of Insurance: \$ _____
Address: _____	Issuance Date: _____
_____	Expiration Date: _____
Rating _____	
AMB Six Digit Number _____	
(Can be found at www.ambest.com/ratings)	

Section H – Oath or Affirmation and Acknowledgement

I hereby affirm that all statements are true and could be persecuted under penalty of perjury.

I also affirm that this certificate, if issued, is subject to the attached requirements of all applicable provisions in the Agreement Allowing Use of In-Building Auxiliary Radio Communication System on Fire Department Radio Frequencies and Agreement Allowing Use of Portable Radios Operating on Fire Department Radio Frequencies for Testing of ARC Systems.

I also affirm that I will notify the FDNY in writing within 24 hours of changes regarding this application.

I understand that the FDNY reserves the right to evaluate and distribute my performance as an Auxiliary Radio Communicator.

I understand that this application does not allow me to use the radios for any other purpose than to test the Auxiliary Radio System within a building and further requirements outlined in RCNY 511-01 are to be met including but not limited to obtaining a B-03 C of F.

I have read and have a thorough understanding of the regulation requirements under RCNY Rule 511-01 and Fire Code Section 511.

Signature

Date

Official Use Only:
Reviewed by _____ on __/__/20__