

**APPLICATION FOR REGISTRATION OF FILING PROCESSOR (EXPEDITOR)  
FOR COMPANY OWNER, PRINCIPAL OR SELF EMPLOYED RENEWAL**

**Instructions:** This application must be completed by owner, principal or self-employed individuals. Email this completed form to [pubrenew@fdny.nyc.gov](mailto:pubrenew@fdny.nyc.gov) and renew your certificate and pay the \$100 application fee for a TWO year period by one of the following methods:

- Credit card (American Express, Discover, MasterCard, or Visa)
- Debt card (MasterCard or Visa)
- E-Check

Online at <https://paydirect.link2gov.com/FDNYCOF/ItemSearch>

A convenience fee of 2.49% will be applied to all credit card payments. The application fee is non-refundable.

If your application meets all NYC Fire Department (FDNY) requirements, a certificate will be sent to your mailing address within five business days. If your application is incomplete, you will be notified by FDNY, and will have 30 days to resubmit your application without any financial penalty. After 30 days, you will need to submit a new application and pay the application fee again.

**Include current R-01 COF # 8 \_\_\_\_\_.**

**ALL QUESTIONS MUST BE ANSWERED.**

Unless exempted under the languages below, this Certificate of Registration is required for all provisions whether it is done in person, mail or other alternate means.

**116.1 REGISTRATION.** No person may submit, file, request, negotiate or otherwise seek approval of applications for issuance of permits, or other approvals, including approval of design and installation documents, without first having obtained an expeditor registration certificate in accordance with this section and the rules. It shall be unlawful to hold oneself out to the public or otherwise represent that one is “registered with the fire department”, or make any similar representation in such a manner as to convey the impression that such person is registered with the department unless such person is registered in accordance with this section.

**Exceptions:** The following persons are exempt from the provisions of this section:

1. Any person or entity making application on his, her or its own behalf. If the applicant is a partnership or corporation, the general partners and principal officers thereof shall be included within this exception. Principal officers of a corporation shall include the presidents, vice presidents, secretary and treasurer.
2. The occupants of a premise that is the subject of the application, if authorized by the owners to file the application.
3. Registered architects licensed by the New York State Department of Education.
4. Professional engineers licensed by the New York State Department of Education.
5. Attorneys admitted to practice in New York State
6. Master plumbers licensed by the Commissioner of Buildings, when such application relates to work performed under their license.
7. Master fire suppression piping contractors licensed by the Commissioner of Buildings, when such application relates to work performed under their license.
8. Master electricians licensed by the Commissioner of Buildings, when such application relates to work performed under their license.
9. Certificates of license holders, when such application relates to work performed under their license.
10. Fire safety director or fire safety emergency action plan director certificate holders when the application relates to the fire safety and evacuation plan or emergency action plan of the building for which they are registered.

**Section A – COMPANY**

**Company Name:**

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Name of Owner or Principals Completing Application:** \_\_\_\_\_ **EMAIL ADDRESS:** \_\_\_\_\_

**Applicant's Name:** \_\_\_\_\_ @ \_\_\_\_\_

**Applicant's Home Address:** \_\_\_\_\_

**Personal Telephone Number:** \_\_\_\_\_ **Personal Email Address:** \_\_\_\_\_

**If your business is located outside of NYC, you must list an Agent for Receipt of Process located in NYC 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)**

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Section B - CONVICTION RECORD**

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

**LIST ALL CONVICTIONS AND/OR PENDING CHARGES BELOW:**

| <b>DATE OF CONVICTION</b> | <b>TYPE OF OFFENSE</b> | <b>NAME &amp; LOCATION OF COURT</b> | <b>SENTENCE/FINE</b> |
|---------------------------|------------------------|-------------------------------------|----------------------|
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Add additional sheets, if necessary

COMMENTS:

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**Section C – ADDITIONAL CHANGES**

Has any other information changed from the previously submitted application?  YES  NO

If there are any changes in the information you previously submitted to the FDNY please clearly specify below:

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**Section D– Oath or Affirmance 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 requirements of all applicable provisions including Fire Code 116-01.

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

I also consent to a background check if requested by the FDNY.

**I have read, viewed and thoroughly understand all information presented in the tutorial. Proof attached.**

[http://www.nyc.gov/html/fdny/pdf/cof\\_study\\_material/expeditor\\_tutorial\\_9\\_2014.pdf](http://www.nyc.gov/html/fdny/pdf/cof_study_material/expeditor_tutorial_9_2014.pdf)

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SIGNATURE

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DATE