

NOTICE OF EXAMINATION

Title: Certificate of Fitness for Supervision of Storage, Handling, and Use of Cellulose Nitrate Film (C-20).

Application: C-20 Certificate of Fitness can only be obtained by meeting the special qualification requirements through the AIP administered by the Fire Department.

APPLICATION REQUIREMENTS

Applicants who need to receive the Certificate of Fitness must apply in person and bring the following documents:

1. Applicants must be at least 18 years of age.
2. Applicants must have a reasonable understanding of the English language.
3. Applicants must present a completed application for certificate of fitness. <http://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-application-form.pdf>
4. Applicant must provide two forms of identifications; at least one form of identification must be government issued photo identification, such as a State-issued Drivers' License or Non Driver's License or a passport.
5. Special requirements for the C-20 Certificate of Fitness:

Applicants must submit a letter of recommendation **from his/her employer**. The letter must be on official letterhead, and must state the applicant's full name, experience and the address where the applicant will work. Further, the recommendation letter must address the facility where applicant will work. Employer shall state that the facility contains proper fire protection equipment (such as fire extinguishers) and all storage, handling and use will be under adequate conditions (storage, handling and use is properly ventilated) to safely perform the required responsibilities of this COF. The employer shall include that employee has the appropriate training (certification(s) and/or work experience (years) to supervise storage, handling, and use of Cellulose Nitrate Film at the facility.

- See a sample of employer recommendation letter at the end of this NOE.

APPLICATION FEES:

The \$25 application fee for the exam can be paid by one of the following methods:

- Cash
- Credit card (*American Express, Discover, MasterCard, or Visa*)
- Debit card (*MasterCard or Visa*)
- Personal or company check or money order (*made payable to the New York City Fire Department*)

For fee waivers submit: *(Only government employees who will use their C of F for their work-related responsibilities are eligible for fee waivers.)*

A letter requesting fee waiver on the Agency's official letterhead stating applicant full name, exam type and address of premises; *AND* Copy of identification card issued by the agency.

A convenience fee of 2.49% will be applied to all credit card payments.

ALTERNATIVE ISSUANCE PROCEDURE (AIP)

This certificate of fitness can only be obtained by meeting the special qualification requirements. Applicants who qualify for AIP must apply by **mail**. For more detail information applicants must review the **C-20** AIP information. <http://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-c20-aip.pdf>

RENEWAL REQUIREMENTS

This Certificate of License must be renewed every **THREE YEARS**. The renewal fee is **\$15**. FDNY also reserves the right to require the applicants to take a re-examination upon submission of renewal applications.

You will receive a courtesy notice of renewal 90 days before the expiration date. However, it is your responsibility to renew your Certificate. It is very important to renew your C of F before it expires. Renewals submitted 90 days (up to one year) after the expiration date will incur a \$25 penalty in addition to the renewal fee. Certificates expired over one year past expiration date will not be renewed. New exams will be required.

To change a mailing address:

- Submit a letter requesting the change of mailing address and a copy of your C of F with \$5.00 fee.

To change a work location,

- Submit a letter from your current employer (on company letterhead) confirming that you are an employee and stating your new work location with a copy of your C of F and a \$5.00 fee

To request a replacement certificate:

- Submit a driver's license or passport, social security number, mailing address and a \$5.00 fee.

The certificate can be renewed On-line, by Mail or in Person.

- **Renewal online**

If you are an individual, make sure you have your 12 digit Certificate of License Access ID. This can be found on your Renewal Notice. If you do not have your Renewal Notice, your Access ID is your 8 digit Certificate of License number and the last four digits of your social security number. If you are submitting renewals on behalf of a company's employees, the company must be approved by FDNY and have an 8 digit Company Code. To request approval, email pubrenew@fdny.nyc.gov.

Renewal fee can be paid by one of the following methods:

- Credit card (American Express, Discover, MasterCard, or Visa)
- Debit card (MasterCard or Visa)
- E-check

A fee exempted applicants cannot renew online only by mail or in person.

If all the requirements are met, the certificate of license will be mailed out within 10 days.

For online renewal go to: <https://a836-citypay.nyc.gov/citypay/FDNYCOF>

- **Renewal by mail**

Mail your Renewal Notice (or if you did not receive a Renewal Notice, a copy of your certificate), along with your fee payment, Personal or company check or money order (made payable to the New York City Fire Department)

For fee waivers submit: ***(Only government employees who will use their C of F for their work-related responsibilities are eligible for fee waivers.)***

- A letter requesting fee waiver on the Agency's official letterhead stating applicant full name, exam type and address of premises; **AND**
- Copy of identification card issued by the agency and if applicable, supporting documents to:

NYC Fire Department (FDNY)
Cashier's Unit
9 MetroTech Center, 1st Floor
Brooklyn, NY 11201

If all the requirements are met, the certificate of license will be mailed out within four to six weeks.

- **Renewal in person**

Submit your Renewal Notice (or if you did not receive a Renewal Notice, a copy of your certificate), along with your fee payment by one of the following methods:

- Cash
- Credit card (*American Express, Discover, MasterCard, or Visa*)
- Debit card (*MasterCard or Visa*)

- Personal or company check or money order (*made payable to the New York City Fire Department*)

For fee waivers submit: ***(Only government employees who will use their C of F for his or her work-related responsibilities are eligible for fee waivers.)***

- A letter requesting fee waiver on the Agency's official letterhead stating applicant full name, exam type and address of premises; **AND**
- Copy of identification card issued by the agency and if applicable, your supporting documents to:

NYC Fire Department (FDNY)

Cashier's Unit
9 MetroTech Center, 1st Floor
Brooklyn, NY 11201

If all the requirements are met, the certificate of license will be issued the same day.

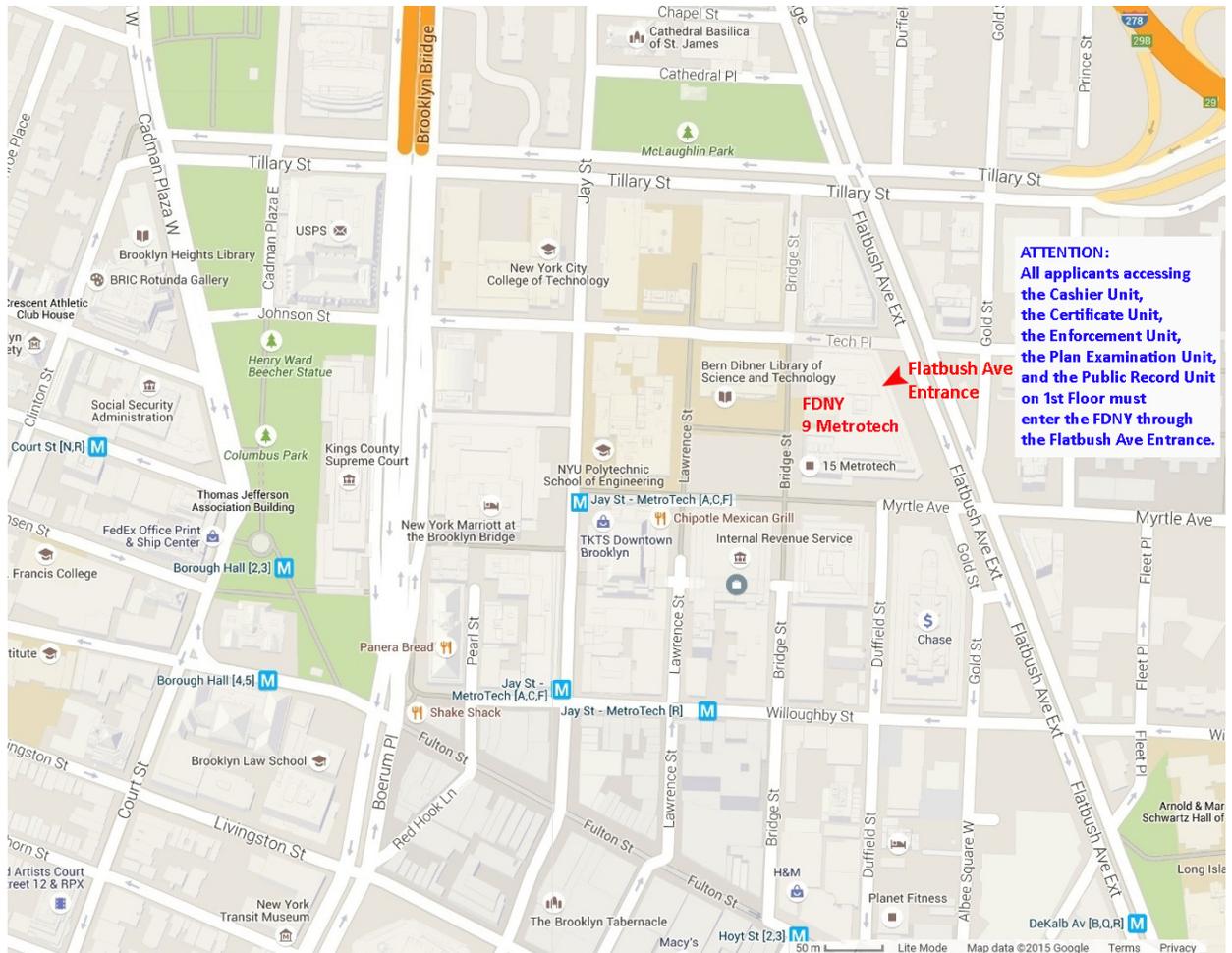
A convenience fee of 2.49% will be applied to all credit card payments for original or renewal certificates.

To request a replacement certificate:

Submit a driver's license or passport, social security number and mailing address and a \$5.00 fee.

The certificate can be renewed On-line, by Mail or in Person.

EXAM SITE: **FDNY Headquarters, 9 MetroTech Center, Brooklyn, NY.**
 Enter through the **Flatbush Avenue entrance (between Myrtle Avenue and Tech Place).**



**COMPANY NAME
BUSINESS ADDRESS**

Date: _____

Fire Department
Bureau of Fire Prevention
9 Metro Tech Center
Brooklyn, NY 11201-3857

To whom it may concern:

The purpose of this letter is to document the applicant (full name of applicant) qualifications for a C-20 Certificate of Fitness. (Name of applicant) is currently employed by (name and address of employer). (Name of applicant) has been operating and supervising the storage, handling, and use of Cellulose Nitrate Film for (work experience in amount of years).

Applicant has been trained on the equipment utilized at this facility located at (premises address) which includes (list all the fire protection systems in facility, refer to NFPA 40). I, (name of employer) have installed all the necessary safeguards as listed in NYC Fire Code section 306.2 and NFPA 40 (2007 edition). The applicant is familiar with all safety procedures for the equipment installed at the (Name of applicant)'s work place. I can also confirm that the applicant has read and understood NYC Fire Code section 306.2, and NFPA 40 (2007 edition).

Applicant is of GOOD CHARACTER and is PHYSICALLY ABLE to perform the functions required by the holder of this Certificate of Fitness.

(Printed name of Employer)

(Employer's title)

(Signature of Employer)

NOTE: The recommendation letter should be on employer's letterhead. If not on employer's letterhead, signature must be notarized.