

NEW YORK CITY FIRE DEPARTMENT
BUREAU OF FIRE PREVENTION
PUBLIC CERTIFICATION AND EDUCATION

Alternative Issuance Procedure (AIP) Information for S-97

This document provides the procedures to follow in order to obtain a **Certificate of Fitness for Fire Alarm Systems Inspection, Testing and Service Principal (S-97)** without a written exam administered by the New York City Fire Department. Application for AIP must be submitted only by FDNY approved Smoke Detector Maintenance or Central Station monitoring company.

Application for AIP must be submitted online. If the application meets all requirements, a Certificate of Fitness will be sent to the applicant's or company's mailing address within five business days.

Applicants must understand that the Fire Department reserves the right to randomly call up to exam the applicants who are issued by AIP.

1. How to Apply:

If you meet the requirements below you can submit an application(s) electronically online through NYC Business Express - <https://www1.nyc.gov/nycbusiness/index#C> : (a) individually or (b) through FDNY approved employer's designated coordinator.

- a. An individual applicant can submit his/her own application. *(If you are an individual, you can only submit your own application.)*
- b. A designated coordinator (DC) can submit an application(s) on behalf of the company's employees. The company must request FDNY the approval of the authorized DC. To request approval, email to arayae@fdny.nyc.gov

2. Qualification Requirements: *(applicants must submit all supporting requirements electronically online)*

2.1. Education, License and Experience Requirements

Applicant must have one of the following qualifications:

- National Institute for Certification in Engineering Technologies fire alarm certified Level II or above AND a completed, signed S-97 application form
- New York City Department of Buildings (DOB) Master Electrician License AND a completed, signed S-97 application form

http://www.nyc.gov/html/fdny/pdf/cof_study_material/s97_application.pdf

2.2. Employee Affirmation Form *(Notarization of this form is required for individually submitted*

Application and certify the following rules & regulations are read in employee affirmation form)

http://www.nyc.gov/html/fdny/pdf/fdny_cof_employee_affirmation_form.pdf

1. Fire Code Chapter: **1 and 9** _____
2. Fire Department Rules chapter: **9 Section 901-01** _____
3. National Fire Protection Association: **72, 2010 Edition** _____
4. Certificate of Fitness Study material for **S-98** _____
http://www.nyc.gov/html/fdny/pdf/cof_study_material/s_98_study_material.pdf
5. Other _____

2.3. Photo

A recent photo (2x2 head shot) in JPG or JPEG format.

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2.4. Application Fee

The application fee for **S-97** is \$ **25**. The following payment methods are acceptable:

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

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

- An agency letter with official letter head; **AND**
- Copy of identification card issued by the agency

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

- 3.** The submitted application will be reviewed with in two business days. Applications that meet all the requirements, the certificate(s) will be mailed within five business days to the mailing address provided.

4. Renewal Requirements

FDNY also reserves the right to require the applicants to take a re-certification of their credentials the upon submission of the renewal application. This Certificate of Fitness must be renewed every **THREE YEARS**. The renewal fee is \$**15**. The certificate can be renewed on-line, by mail or in person. For more detail renewal information, review **S-97** Notice of Exam: http://www.nyc.gov/html/fdny/pdf/cof_study_material/s_97_noe.pdf