

**NEW YORK CITY FIRE DEPARTMENT**  
**Bureau of Fire Prevention**  
**Public Certification and Education**

**MEMORANDUM OF UNDERSTANDING**

BETWEEN THE NEW YORK CITY FIRE DEPARTMENT AND \_\_\_\_\_

This memorandum provides the procedures to follow in order to obtain a **Certificate of Fitness for Testing Fixed Low Pressure Vessels (G-18)** without a written test administered by the New York City Fire Department. However, applicants may take advantage of this policy only when the administration of a written exam is not practicable. Applications for alternative issuance must be submitted **by mail only**.

**1. SUBMIT NOTARIZED STATEMENTS**

A) A notarized statement from the manager of the premises where the applicant is to be employed stating that the applicant has a reasonable understanding of, and has received training in RCNY §23-05 in addition to §27-4099 and 4100, from Subchapter 17 of the Fire Prevention Code, and is knowledgeable of the provisions contained therein. This statement must include the applicant's full name, **education and experience**, character, physical condition, and address of premises where applicant is to be employed. This statement shall be submitted on Company's official letterhead. If applicant is self-employed he/she need only comply with B below.

B) A notarized statement from the applicant stating that he/she is being issued a Certificate of Fitness for testing fixed low pressure vessels by the Fire Department, on the basis of his/her experience, education, and understanding of the specific premises' requirements governing the **testing of fixed low pressure vessels**. This statement must include the applicant's full name, education, experience, and address of premises where applicant will be employed. If applicant is self-employed this statement must also affirm that he/she is familiar with RCNY§23-05 in addition to §27-4099 and 4100, from Subchapter 17 of the Fire Prevention Code, and is knowledgeable of the provisions contained therein.

**2. COMPLETE FORM A-20**

All applicants must complete a Certificate of Fitness Application (Form A-20).

**3. APPLICATION FEES**

A check or money order for \$25.00 shall accompany each application.

**4. PHOTOS**

All applicants must submit a recent 2x2x color photo.

**5. SPECIAL QUALIFICATIONS**

Applicants must hold a high school graduation diploma or its equivalent plus one year experience in the testing of fixed low pressure vessels.

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**6. ADDITIONAL INFORMATION**

All applicants shall submit proof of education, including evidence of completion of training, diplomas, certificates, licenses, etc.

All applicants wishing to renew their Certificate of Fitness shall submit a notarized statement attesting to their knowledge and understanding of amendments to RCNY§23-05 in addition to §27-4099 and 4100, from Subchapter 17 of the Fire Prevention Code as stated in 1A above prior to submission of Certificate of Fitness renewal.

Applicants who have failed the written exam will not be allowed to take advantage of this policy. **Qualified applicants must submit all documentation by mail.**

Further questions may be addressed, in writing, to Dr. Jorge Esquilin, Director of Examinations at 9 MetroTech Center, Brooklyn, NY 11201 Room 1S-1A.

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