

**NYC**<sup>™</sup>  
**Buildings**

# Certificate of Correction Request User Guide

**MANDATORY ONLINE SUBMISSION**

*REVISED JUNE 2020*

Applicants log into DOB NOW with their eFiling account at [www.nyc.gov/dobnow](http://www.nyc.gov/dobnow). If you need to create an eFiling account, visit [www.nyc.gov/dobnowtips](http://www.nyc.gov/dobnowtips).

All AEU forms and requirements are available at [www.nyc.gov/aeu](http://www.nyc.gov/aeu). An [AEU2](#) and [AEU 20](#) form are required for all requests except Site Safety Training related summonses that require an [AEU3321](#) form.

Once logged in, click on the BIS Options icon:



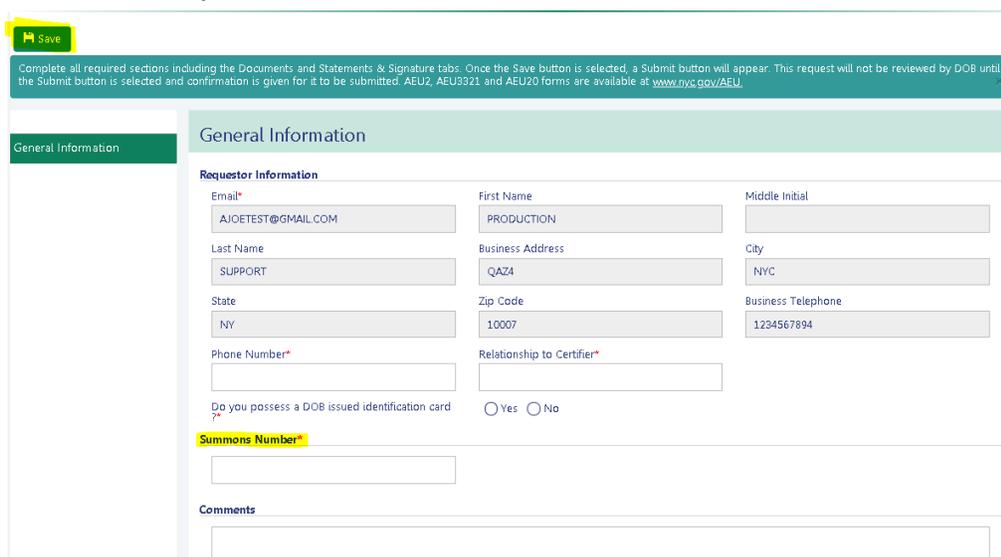
To create a new request, click the +Certificate of Correction Review Request button:



Once the +Certificate of Correction Review button is selected the General Information tab will appear. Information from the eFiling account is pre-populated in the application in the grayed-out fields and cannot be edited. The applicant must enter a phone number, the relationship to certifier (the person listed on the summons as the respondent) and whether the applicant has DOB-issued identification.

In the Summons Number field, enter a 9- or 10-digit OATH Summons Number. It will begin with either a 3 or 03. If you do not have a copy of the summons, the number can be found by searching in the Buildings Information System (BIS) at [www.nyc.gov/bis](http://www.nyc.gov/bis).

Select Save to proceed.



**Save**

Complete all required sections including the Documents and Statements & Signature tabs. Once the Save button is selected, a Submit button will appear. This request will not be reviewed by DOB until the Submit button is selected and confirmation is given for it to be submitted. AEU2, AEU3321 and AEU20 forms are available at [www.nyc.gov/AEU](http://www.nyc.gov/AEU).

**General Information**

**Requestor Information**

Email\* AJOETEST@GMAIL.COM First Name PRODUCTION Middle Initial

Last Name SUPPORT Business Address QAZ4 City NYC

State NY Zip Code 10007 Business Telephone 1234567894

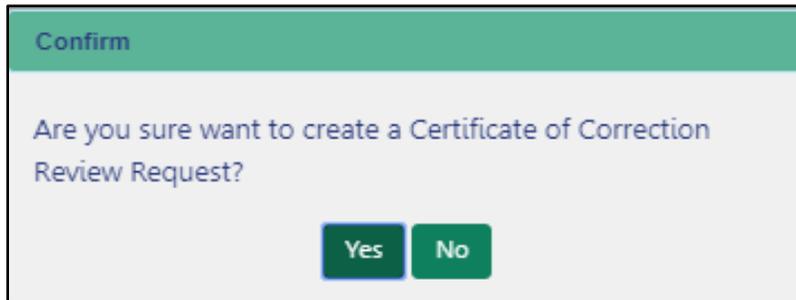
Phone Number\* Relationship to Certifier\*

Do you possess a DOB issued identification card?  Yes  No

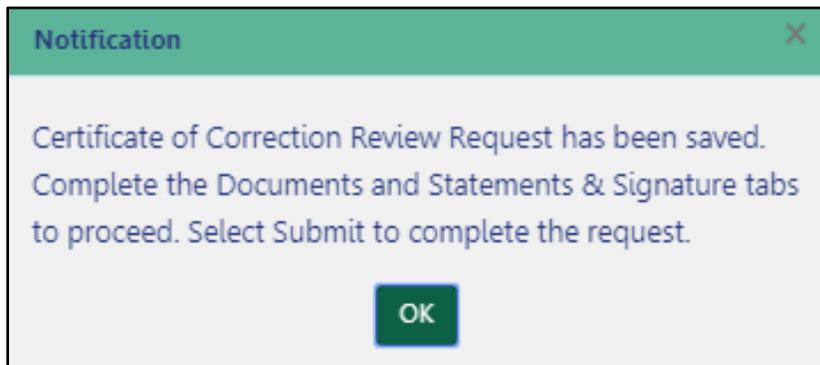
**Summons Number\***

**Comments**

After Save is selected (and data has been entered in all the required fields) the applicant is asked to review and create the request:



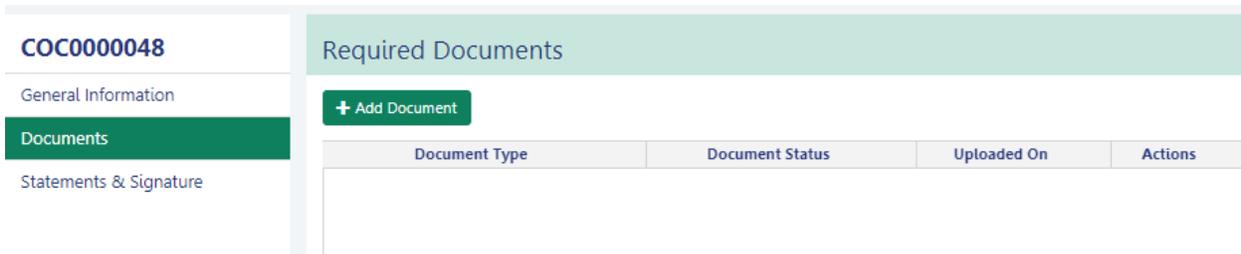
After selecting Yes, the applicant is told the following:



Clicking OK gives the request a number that will appear in the top left of the application. In this example it is COC0000048:

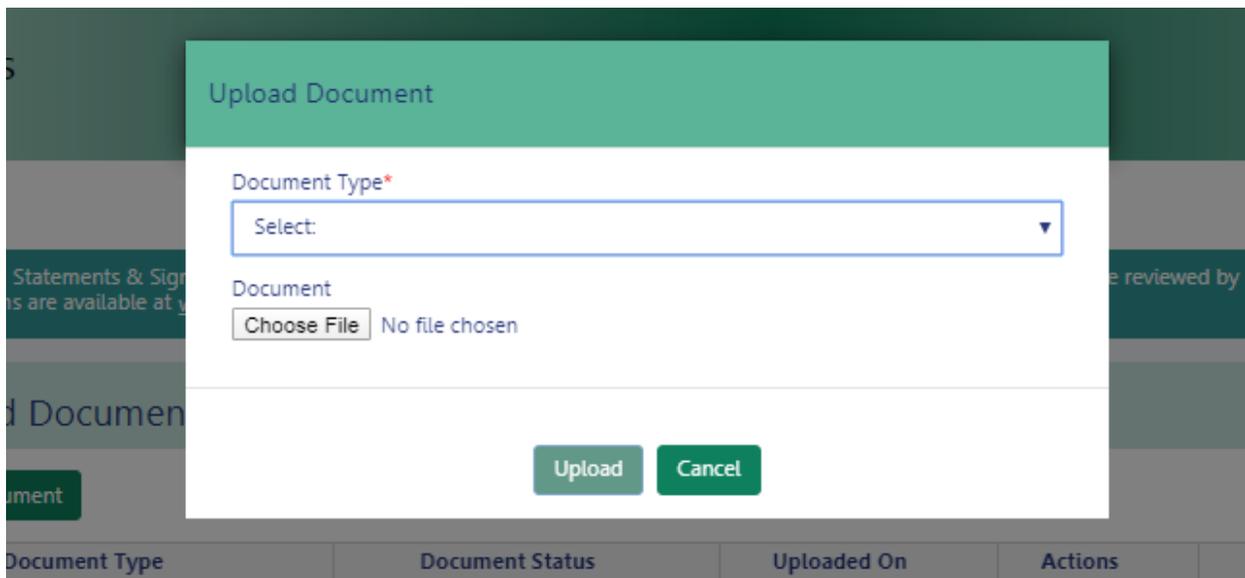


Now the applicant can upload documentation. Select the Documents tab and select +Add Document:



A new window will appear to upload documents. All AEU forms and requirements are available at [www.nyc.gov/aeu](http://www.nyc.gov/aeu). An **AEU2** and **AEU 20** form are required for all requests except Site Safety Training related summonses that require an **AEU3321**. Each required document needs to either be scanned or you can take a picture of it. If you are taking a picture, be sure that the camera is positioned above the document and that the image fills the entire screen. If the image is not clear and readable it will not be accepted, which will delay the processing of your application.

Select the Document Type and then Choose File to select the document from your desktop. Click the Upload button for it to be added to the application.



Select +Add Document and continue with these steps for each form that needs to be provided.

Once all the documentation has been uploaded, the applicant needs to complete the Statements & Signature tab. Attest to the request by checking the box so that the name and date boxes are populated. Then Save the application.



Then Submit the request. DOB will not review the request until the Submit button is selected and confirmation is given for it to be submitted.

Save
Submit

Complete all required sections including the Documents and Statements & Signature tabs. Once the Save button is selected, a Submit button will appear. This request will not be reviewed by DOB until the Submit button is selected and confirmation is given for it to be submitted. AEU2, AEU321, and AEU20 forms are available at [www.nyc.gov/AEU](http://www.nyc.gov/AEU).

**COC0009327**

General Information

Documents

Statements & Signature

### Statements & Signature

**Requestor's Statement\***

I understand that false certification is a criminal misdemeanor under sections 28-203.1.1 of the NYC Administrative Code, punishable by up to one (1) year imprisonment and/or a fine with penalties up to \$25,000. I further understand that false statements in any of the attached documents are also punishable with a civil penalty of up to \$25,000 as a per se Class 1 violation under Administrative Code sections 28-211.1, 28-204.1, 28-201.2(2) and 28-202.1 by the issuance of a summons returnable at OATH where I must appear.

I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement

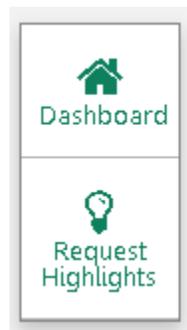
Return to the Dashboard and from the Certificate of Correction Review Request tab you can see any application that has been saved or submitted. To continue with an application that is in pre-filing status, double click on the Request # to open it.

### Certificate of Correction Review Request

Request #	Request Status	Requestor Name	Summons Number	Created Date	Actions
COC0000045	Pre-filing	ADAM JOE	122	04/06/2020	<div style="display: flex; justify-content: space-around; width: 100%;"> <span>✎</span> <span>🗑️</span> </div>
COC0000043	Pending QA Admin Assignemnt	ADAM JOE	13423143214	04/06/2020	<div style="display: flex; justify-content: space-around; width: 100%;"> <span>✎</span> <span>🗑️</span> </div>

An email notification will only be sent with the status of the review by the Administrative Enforcement Unit. You can also log into the portal to see the Request Status from the dashboard.

If the request is disapproved, the reason will be included in the email notification or go to the dashboard, double click on the Request # to open it, and select the Request Highlights button to see the External Comments.



No action can be taken on a Disapproved request. Select +Certificate of Correction Review Request from the dashboard to submit a new request.