



CHANGES TO HOME ADDRESS/TELEPHONE NUMBER

To change the home address or telephone number that is associated with your Construction Superintendent or Concrete Safety Manager Registration you **must** mail in the following:

- completed **LIC2** application
- **LIC50** or **LIC51** application
*NOTE: Renewal/change applications with home addresses outside of New York City's five (5) boroughs must complete the **LIC50** Authorization for Service of Process by Agent. Applicants may also fill out the **LIC51** Voluntary Authorization for Service of Process by Email even if they reside within the City of New York.*
- current Department-issued card
- recent utility bill (*electric, gas, water*), bank statement, lease, or deed with the Licensee's name and address (*for address changes only*)
- \$50.00 reissuance fee (for address changes only)

CHANGES TO BUSINESS INFORMATION

To change the business information associated with your Construction Superintendent or Concrete Safety Manager Registration you **must** mail in the following:

- completed **LIC2** application
- original notarized letter from your present employer, on business letterhead, **must** be submitted stating your title, duties, and start date

LOST OR STOLEN REGISTRATION CARD

If your registration card has been lost or stolen, you **must** submit the following documents to the Department's Licensing & Exams Unit:

- completed **LIC2** application
- police report for the lost registration
- **Affidavit for Lost/Stolen License**
- \$50.00 fee

SUBMITTING YOUR DOCUMENTS

All documentation must be submitted either by **mail** or **drop-off** to the Department's Licensing & Exams Unit located at:

NYC Department of Buildings
ATTN: Licensing & Exams Unit
280 Broadway, 1st Floor
New York, NY 10007

Document drop-off and office hours are Monday through Friday, except holidays, between 9:00 am and 3:30 pm. Updated cards will be mailed to your home address.