SECTION 1: Changes to Home Address/Telephone Number

In order 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:

- LIC2 application
- Current department issued card
- $50.00 reissuance fee (for address changes only)
- Recent utility bill (electric, gas, water), bank statement, lease or deed with the Licensee’s name and address (for address changes only)
- 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 if they reside within the City of New York.

- A copy of the recent telephone bill showing the Licensee’s name and telephone number for telephone number changes

**NOTE:** If the telephone bill is not in the licensee’s name then a notarized letter from the person associate with the bill stating that licensee can be reached at that number must be submitted with the bill.

SECTION 2: Changes to Business Information

In order to change the business information that is associated with your Construction Superintendent or Concrete Safety Manager Registration you must mail in the following:

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

SECTION 3: Lost or Stolen Registration

If your registration card has been lost or stolen you must submit the following documents by mail or drop-off to the Licensing & Exams Unit:

- LIC2 application
- Police report for the lost registration
- Affidavit for Lost or Stolen License
- $50.00 fee

SECTION 4: Submitting Your Documents

All documentation should be mailed or dropped off to the Licensing & Exams Unit located at:

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