License Renewal: Elevator Agency Director

**STEP 1: Renewal Application Submission**

Elevator Agency Directors and Co-Directors must submit their renewal applications online. Elevator Agency Directors and Co-Directors that do not currently have an eFiling account will need to register for an eFiling account. If you already have an eFiling account, please proceed to **STEP 2**.

**STEP 2: Upload Supporting Documentation**

To complete the online renewal process, Elevator Agency Directors and Co-Directors must submit the following supporting documents, in PDF format, into the BIS Options section via the DOB NOW Portal:


**Supporting Documents**

- Original, typewritten LIC2: License Application
  - Recent utility bill (electric, gas, water), bank statement lease of deed with the Licensee’s name and address, if the home address has changed

- Completed, typewritten LIC34: Licensing Supplemental Affidavit (if applicable)

- Affidavit from the President/Owner of the company confirming you are still the Director/Co-Director for the company

- LIC50 or LIC51 application
  
  *NOTE:* Renewal applicants with a home address outside of New York City’s five (5) boroughs **must** complete the LIC50 Authorization for Service of Process by Agent. Renewal 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.

- LIC62: Physical Examination Form **must** be completed by a physician within 90 days prior to license renewal

- Photo ID (Driver’s License)

- Completed Child Support Certification Form

- Current Department-issued license card

- Renewal Fee – $150.00 (paid at the time of renewal via the online portal)

- Late Renewal Fee – $200.00 (includes $150.00 renewal fee and $50.00 late fee); paid at the time renewal via the online portal

  *NOTE:* To avoid a $50.00 late fee, renewal applications **must** be submitted 30-60 days before the expiration date indicated on your license card.