

New License Application Service Notice – Starting September 7, 2021, all new license applications are required to be submitted online at www.nyc.gov/dobnow. See the **New License Application User Guide** for step-by-step directions.

The Licensing & Exams Unit will **not** be accepting any walk-in transactions, or paper applications for this process.

STEP 1: EXAM GUIDELINES

To obtain a **Elevator Agency Director or Co-Director** registration, you **must** meet the following qualifications:

- Be at least eighteen (18) years old
- Be able to read and write the English language
- Be fit to perform the work authorized by the particular license
- Have completed an OSHA 30-Hour General Industry Standards course
- Have good moral character so as not to adversely impact your fitness to perform the duties and responsibilities of a Private Elevator Inspection Agency Director or Co-Director
- Have a minimum of ten (10) years of satisfactory experience within the fifteen (15) years immediately preceding the exam application date supervising the assembly, installation, maintenance, repair, design or inspection of elevators

OR

- If you are a New York State-licensed professional (Professional Engineer (P.E.) or Registered Architect (RA)), you **must** have a minimum of five (5) years of satisfactory experience within the seven (7) years immediately preceding the exam application date either supervising the assembly, installation, maintenance, repair, design or inspection of elevators.

NOTE: Please see Chapter 28 of the NYC Administrative Code Section 28-421 for the full requirements for licensure, except as modified by Section 101-07(c)(4) of Title 1 of the Official Compilation of the Rules of the City of New York

STEP 2: APPLYING FOR YOUR LICENSE

You **must** pass a written exam **LIC41**, to become an Elevator Agency Director. To do this you **must** complete the exam application, check the box that indicates you are an Agency Director candidate and submit the application with the \$525.00 fee, **payable by money order only**, to:

NYC Department of Buildings
Licensing & Exams Unit – Attn. Exams
280 Broadway, 1st Floor
New York, NY 10007

STEP 3: SCHEDULING YOUR EXAM

After submitting your exam application, you **must** next schedule your exam.

- If your application is accepted, you will receive an email from the exam administrator in one (1) to two (2) weeks with instructions on how to schedule your exam. Exams are given at several different locations in the State.

- The exam consists of multiple-choice questions that assess your knowledge of the installation, operation and repair of new, existing and relocated dumbwaiters, elevators, escalators, moving walkways, wheelchair and stair chair lifts and special hoisting and conveying equipment. You will be allowed to use reference materials during the exam.
- To pass the exam you **must** score at least a seventy (70) percent. You will be notified of your score immediately upon finishing the exam.

STEP 4: BACKGROUND INVESTIGATION

To become an Elevator Agency Director, you **must** also pass a background investigation by submitting the documents listed below as **scanned PDFs** via the **DOB NOW Portal**. Applicants that do not currently have an eFiling account will need to create an account by completing the **registration form**.

Please see the **New License Application User Guide** for step-by-step directions.

- **LIC2** application
- **LIC34** Supplemental form, if applicable
- **LIC51** application
*NOTE: Applicants may fill out the **LIC51** Voluntary Authorization for Service of Process by email even if they reside within the City of New York and would like to receive Notices of Violation (NOV)/Summonses via email.*
- Notarized **Background Investigation Questionnaire**
- **Supplemental Investigation Form**
- Examination Score Report Form
- 30-Hour General Industry Standards OSHA Course Certificate
- **Experience Verification Forms** from all supervisors for the years you are claiming as experience
NOTE: Experience Verification Forms from company Human Resources will not be accepted
- Social Security History of Earnings for the years you are claiming as experience - this is **NOT** the Social Security Statement.
*NOTE: There is a fee charged by the Social Security Administration for this service. You **must** request the report to be run by 'company name'. You may request the information by mail or in-person (ordinarily you can receive this instantly in person). Visit (<http://www.ssa.gov/online/ssa-7050.html>) for more information*
- Current Photo ID (Driver's license, State ID, permit, green card or passport)
- **LIC62: Physical Examination Form** **must** be completed within 90 days prior to application date
- **Child Support Certification Form**
- Original Social Security Card
- Proof of residence (utility bill, bank statement, lease or deed)
*NOTE: Cell phone bills will not be accepted; bank statements **must** be either mailed to you or stamped by a local branch if printed out online.*
- Latest pay stub or W-2, if needed for qualifying experience
- Background Investigation Fee – \$500.00 payable within the **DOB NOW Portal**
For questions pertaining to your background investigation or to find out the status, please send inquiries to **lbackgrounds@buildings.nyc.gov**

- License Issuance Fee – \$100.00 payable within the [DOB NOW Portal](#)



*Obtain an: Elevator Agency
Director or Co-Director License*

STEP 5: OBTAINING YOUR LICENSE CARD

Once you have passed the written exam and background investigation, you need to apply for your Agency Director license.

- Once all documentation has been submitted and approved, you will be able to schedule an appointment within the [DOB NOW Portal](#) to take picture and receive the Agency Director's license card.
- If this is a new elevator company, you will be required to submit the following business documentation:

INSURANCE REQUIREMENTS

All license holders **must** submit insurance certificates for general liability, worker's compensation and disability. Please read our [Insurance Guidelines](#) section for more information.

FOR CORPORATIONS

- Copy of Certificate of Incorporation, certified by New York State Department of State
- Copy of Filing Receipt or Certificate of Good Standing
- Copy of by-laws or Articles of Agreement (if none, an affidavit on corporation stationery stating such)
- Copy of minutes stating the elected officers, including time, date and location of meeting

FOR LIMITED LIABILITY CORPORATIONS (LLC)

- Copy of Filing Receipt or Certificate of Good Standing
- Copy of Articles of Organization
- Copy of Operating Agreement (if none, an affidavit on corporation stationery stating such)
- Copy of minutes stating the elected members
- Licensee **must** be an elected member of the LLC

You will have one (1) year from the date of the letter to begin submitting the required documents for your license. If you do not complete the process within one (1) year of the date on the letter, you will be required to retake the exam.