

## Step 1: Renewal Application Submission

Elevator Inspectors must submit their renewal applications online. Elevator Inspectors that do not currently have an eFiling account will need to create an account by completing the [registration form](#). If you already have an eFiling account, please proceed to **Step 2**.

## Step 2: Upload Supporting Documentation

To complete the online renewal process, Elevator Inspectors must submit the following documents in **PDF format** via the [DOB NOW Portal](#) in the **BIS Options section**:

*NOTE: See the [Licensing Renewal Application User Guide](#) for step-by-step directions.*

### Supporting documents include

- Completed, 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)

- [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

- Completed [Child Support Certification Form](#)

- Current Department-issued license card

- Fee of \$75.00 – paid via the online portal at the time of renewal

- Late renewal fee \$125.00 (includes \$75.00 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.*