

STEP 1: REGISTRATION CRITERIA

In order to become a registered **Filing Representative**, you **must**:

- Meet registration qualifications. (See STEP 2)
- Apply for registration. (See STEP 3)

Section 28-416.2 of the New York City Administrative Code exempts the following persons from registration:

- Owners
- Professional Engineers
- Registered Architects
- NYS Licensed Attorneys
- Master Plumbers
- Master Fire Suppression Piping Contractors
- Master Electricians

STEP 2: REGISTRATION QUALIFICATIONS

Applicants applying for a **Class 1 Filing Representative** registration **must** meet the following requirements:

- Be at least 18 years old.

To obtain a **Class 1 Filing Representative** registration, you **must** complete the following training requirements:

- Department-approved integrity training (the online [Code of Conduct Tutorial](#))
- [Department-approved 16-hour training course](#)

STEP 3: APPLYING FOR YOUR REGISTRATION

To become a registered Class 1 Filing Representative, you **must** submit the original documents listed below in person to the Department's **Licensing & Exams Unit, Monday through Friday, from 1:30pm to 3:30pm**. The Licensing & Exams Unit is located at 280 Broadway, 1st Floor, New York, NY 10007.

The following documentation is required for **Class 1** applicants:

- Typed and completed Filing Representative Application [LIC8](#) form
- Completed [Child Support Certification form](#)
- Signed and notarized [Code of Conduct Tutorial](#) confirmation receipt
- Original Photo ID (driver's license, learner's permit, passport or green card)
- Original Social Security card
- Original proof of residence (utility bill, lease, deed or bank statement) Cell phone bills or credit card statements will not be accepted. If you are unable to provide proof of residence in your name, you

may submit a notarized letter from the person you reside with verifying that you reside with them, along with proof of residence in their name

- A typed, notarized letter from your employer on their company's letterhead verifying your employment and authorization to represent the company; or a typed, notarized letter verifying that you are self-employed
- \$330.00 check or money order for background investigation fee
- \$150.00 check or money order for registration fee. This fee **must** be submitted *after* you have been notified that you have passed your background investigation;

NOTE: For questions pertaining to your background investigation or to find out the status, please send inquiries to lbackgrounds@buildings.nyc.gov.

- Certificate of Completion obtained after completion of 16-hour Department-Approved Course

*NOTE: Applicants will not be able to obtain registration until the 16-Hour Department-Approved Course is completed and a Certificate of Completion is received; Certification of completion **must** be submitted with all other required documents.*

STEP 4: REGISTRATION DETAILS

All Filing Representatives have transitioned to a three-year cycle beginning on their birthday following the date of renewal. At the end of the term, the Filing Representative **must** renew their registration to maintain **Class 1** status. At that time a \$150.00 registration fee will be required.

For more information, visit the Department website at www.nyc.gov/buildings.