

How to Become a NYC Registered Class 1 Filing Representative

SECTION 1: REGISTRATION CRITERIA

To become a registered Class 1 Filing Representative, you must:

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

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

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

SECTION 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.

SECTION 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, 6th Floor, New York, NY 10007.

The following documentation is required for Class 1 Filing Representative applicants:

- Typed and completed [Filing Representative Application LIC8 form](#);
- Completed [Child Support Certification form](#);
- Signed [Code of Conduct](#) 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;
- 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 along with all other required documents.*

SECTION 4: REGISTRATION DETAILS

All registrations will expire in three (3) years **on your birthday**. At the end of your term, you must renew your registration to maintain your Class 1 Filing Representative status.

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