

Step 1: Pay Renewal Fees

For faster processing, Filing Representatives can pay their renewal fees on our [secure online payment portal](#). After your online payment is processed, you will receive a confirmation email from noreply@finance.nyc.gov the subject will be *Department of Buildings Payment Confirmation*.

Step 2: Submit Application & Supporting Documents

Upon renewal, all Filing Representatives will transition to a three-year cycle beginning on your birthday following the date of renewal. At that time a \$150.00 registration fee will be required. To complete the renewal process, Class 1 Filing Representatives **must mail** their application and the required documents listed below to:

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

- Original, **typewritten LIC8**: Filing Representative Application (LIC8 **must** be signed)
 - 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 [Child Support Certification Form](#) (no exemptions due to parental status)
- Signed [Code of Conduct](#) receipt (**must** have your Filing Representative ID # printed on the receipt)
- Copy of confirmation email for online payment **OR** \$150.00 check or money order; if paying by check, verify check is signed and includes your address

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

Reminders

- Avoid delays in processing your renewal application. Documents not submitted as requested will not be processed and your application will be returned to you.
- Once a Filing Representative's identification card has expired or a new one has been issued, the prior or expired ID may no longer be used.