LICENSING

Industry
Session Introduction
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DOB NOW TRAINING TEAM
LICENSING

Overview
At the end of this session, you will be able to:

- Create a Log-in for DOB NOW Licensing
  - Existing
  - Aspiring
LICENSING

Create a DOB NOW ID

- Existing
- Aspiring
At the end of this session, you will be able to:

- Create a Log-in for DOB NOW Licensing
  - Existing
  - Aspiring
CREATE A DOB ID

Access
DOB NOW

Click
The “Don’t have a DOB NOW ID? Create one now.” link

Complete
Form

Choose
Submit

Click
The email activation link

Login
To Apply for a license

There are process flow diagrams from 3-12 steps. Click the new slide button to find them.
STEP-BY-STEP GUIDE DEMO

Create a DOB NOW ID

- Existing
- Aspiring
LICENSING

New License or Qualification Application
- Journeyman
- Welder
- Gas Work
At the end of this session, you will be able to:

- Apply for a New License or Qualification
  - Journeyman
  - Welder
  - Gas Work Qualification
NEW LICENSE APPLICATION

Log-in
To DOB NOW

Complete
Form

Attach
Documents

Pay
Filing fees

Attest
Validity of the application

Review
DOB Reviews the request

Pickup
License at DOB
(Aspiring Licensees)

License
Arrives by mail
within 10 days
(Existing Licensees)

Click
Verification Email

Pay
License fees
NEW LICENSE APPLICATION: JOURNEYMAN OR GAS WORK QUALIFIERS STATUS

- Pre-Filing
  Report created but not yet filed

- Pending QA Review
  Pending DOB Review

- Approved Pending Card Issuance
  Application accepted by DOB

- License Card Issued
  License Card allotted by DOB
NEW LICENSE APPLICATION: WELDER

Pre-Filing
Report created but not yet filed

Pending QA Review
Pending DOB Review

Pending Background Review
Pending Background Check

Approved Letter Sent
Application accepted by DOB/ Letter sent

License Card Issued
License Card allotted by DOB
STEP-BY-STEP GUIDE DEMO

New License or Qualification Application

- Journeyman
- Welder
- Gas Work
LICENSING

Manage My Profile > Change Profile
- Change Password
- Change Name
- Change Address
- Change Name and Address
LICENSING

Manage My Profile > Manage License
- Renew
- Reissue
- Change Named Agent
RENEW A LICENSE (WELDER)

Log-in
To DOB NOW

Select
Manage Profile (Renew)

Complete
Questionnaire

Attach
Documents

Pay
Filing Fees

Attest
Validity of the application

Review
DOB Reviews the request

Wait
License arrives by mail within 10 days

DOB Reviews the request

Validity of the application
STEP-BY-STEP GUIDE DEMO

Renew A License (Welder)
REISSUE A LICENSE

Log-in
To DOB NOW

Select
Manage Profile

Complete
Forms

Attach
Documents

Pay
Filing Fees

Attest
Validity of the application

Review
DOB Reviews the request

Click
Verification Email

Pay
License fees

Wait
License arrives by mail within 10 days

Validity of the application

There are process flow diagrams from 3 to 12 steps. Click the new slide button to find them.
RULES WHEN REISSUING A LICENSE

Requesting a renewal

If a licensee wants to have their card reissued, they must upload an incident report for Stolen or Lost cards and then pay a $50 reissuance fee.

Reasons for License card reissuance

- Stolen card
- Lost card
- Never received card
  - Reissuance will only be available if the Welder has previously requested a renewal of their license
STEP-BY-STEP GUIDE DEMO

Manage My Profile > My License

- Renew
- Reissue
- Change Named Agent
LICENSESING

Manage My Profile
- View Profile
LICENSING

DOB Resources
Department of Buildings website
www.nyc.gov/DOBNOWinfo

Here you will find helpful links to:

- Log-in and Register for DOB NOW
- Take advantage of Training Tools & Classes
- Find FAQs and Tip Sheets for DOB NOW Build

Click on the Links to drill down for more information in each of the categories.
Send your questions to **DOB Customer Service** by submitting a request from the DOB NOW Home Page or by visiting the link below:

[www.nyc.gov/DOBNOWhelp](http://www.nyc.gov/DOBNOWhelp)
At the end of this session, you will be able to:

- Create a Log-in for DOB NOW Licensing
  - Existing
  - Aspiring
- Apply for a New License or Qualification
  - Journeyman
  - Welder
  - Gas Work Qualification
- Add a New License
- Manage My Profile > Change Profile
  - Change Password
  - Change Name
  - Change Address
  - Change Name and Address
- Manage My Profile > Manage License
  - Renew
  - Reissue
  - Change Named Agent
- Manage My Profile
  - View Profile
QUESTIONS?
THANK YOU!