Obtain a: Professional/Agency Identification Card


The Licensing & Exams Unit will not be accepting any walk-in transactions, or paper applications for this process

To obtain a Professional/Inter-Agency ID Card you will need to upload scanned PDFs via the DOB NOW Portal. Applicants that do not currently have an eFiling account will need to create an account by completing the registration form.


You must upload PDF scans. Pictures of documents will not be accepted. To obtain a Professional/Inter-Agency Identification Card, you must be:

- A registered architect or professional engineer with New York State; or
- An Attorney registered with the NYS Unified Court System; or
- An employee of a New York City Agency.

The following documentation is required:

- Original typewritten LIC9 application
- DOB Appointments Registration Form
  - Lawyers and NYC employees that meet the necessary requirements in order to receive an appointments ID to schedule appointment with Plan Examiners
  - Registered Architects and Engineers must submit a copy of their Professional NYS License/Registration Certificate
  - Attorneys must submit proof of registration with the NYS Bar Association
  - NYC Employees must submit:
    - Copy of a valid NYC Agency employee ID
    - Detailed notarized letter stating the applicant’s qualifications and job description at the agency
  - Copy of a valid Photo ID (driver’s license, learner’s permit, State ID, passport or green card)
  - A typed and notarized letter from your employer on their company’s letterhead verifying your employment and authorization to represent the company or a typed notarized letter stating that you are self-employed

Once all documentation is submitted and approved, you will be able to schedule an appointment within the DOB NOW Portal to take picture and receive the Professional/Inter-Agency ID card.