Professional/Agency Identification Card

To obtain a Professional Identification Card, you must be:

☐ At least eighteen (18) years old

☐ A registered Architect or Professional Engineer in New York State

Submit the following documents in person to:
New York City Department of Buildings
Licensing Unit
280 Broadway, 6th Floor
New York, NY 10007

☐ Typewritten LIC9 application

☐ PENS form

☐ Your original Professional NYS License/Registration Certificate

☐ Photo ID (driver’s license, learner’s permit, passport or green card)

☐ A typed and signed letter from your employer on company letterhead verifying your employment and authorization to represent the Agency (Inter-Agency Personnel only)