

If your License/Registration, or Department-issued ID card has become lost or stolen, you **must** follow these steps in order to obtain another card:

REQUESTING A REPLACEMENT

Requests for a replacement card can be dropped off, mailed, or completed via [DOB NOW](#) depending on license/registration type.

- Master Plumber
- Rigger (and Foreman cards)
- Sign Hanger (and Foreman cards)
- Safety Registrations
- Registered Professionals
- Construction Superintendent
- Site Safety Coordinator
- Site Safety Manager
- Welder*
- Filing Representative
- Gas Work Qualification*
- Master Fire Suppression Piping Contractor
- Registered General Contractor
- Hoisting Machine Operator
- Interagency ID Holders
- Electricians
- Concrete Safety Manager
- Oil Burning Equipment Installer
- Private Elevator Agency Director/Inspector
- Stationary Engineer
- Journeyman*

**Must be requested through [DOB NOW](#)*

The license/registration card will be mailed back to you once the request has been processed.

All documentation **must** be submitted to:

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

DOCUMENT SUBMISSION

When requesting a replacement license/registration you **must** submit the following:

- Completed [LIC application](#) for your license/registration type
- [Lost/Stolen License Affidavit](#)
- State/Federal-issued photo ID (Driver's License, State ID, passport, or green card)
- Police Incident Report listing the license/registration, or ID card lost or stolen
- \$50.00 fee