

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 submitted in-person depending on the type of license/registration or ID you have.

- Master Plumber*
- Electricians*
- Rigger (and Foreman cards)*
- Registered Professionals**
- Filing Representative**
- Interagency ID Holders**
- Master Fire Suppression Piping Contractor*
- Hoisting Machine Operator*
- Sign Hanger (and Foreman cards)*
- Registered General Contractor**
- Safety Registrations**

* Requests are processed in-person between the hours of 9:00am to 12:45pm; and

**between the hours of 1:00pm and 3:30pm

- Construction Superintendent
- Site Safety Coordinator
- Site Safety Manager
- Welder
- Concrete Safety Manager
- Oil Burning Equipment Installer
- Private Elevator Agency Director/Inspector
- Stationary Engineer

Requests are processed by mail or drop-off. 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)
- Incident Report listing the license/registration, or ID card lost or stolen
- \$50.00 fee