

## STEP 1: RENEWAL APPLICATION SUBMISSION

Safety Registration Number renewal applications must be submitted online through DOB NOW at [www.nyc.gov/dobnow](http://www.nyc.gov/dobnow). To be eligible for online renewal submission, applicants must authenticate or create an eFiling account using the eFiling portal located at [www.nyc.gov/dobefiling](http://www.nyc.gov/dobefiling). If you already have an eFiling account, please proceed to **STEP 2**.

## STEP 2: UPLOAD SUPPORTING DOCUMENTATION

To complete the online renewal process, Safety Registration Number registrants must submit the following documents in **PDF format** within the **BIS Options section** via the **DOB NOW Portal**:

*NOTE: See the [Licensing Renewal Application User Guide](#) for step-by-step directions.*

### Required documents include

- Original typewritten and notarized [LIC7: Safety Registration Form](#)
- Notarized statement, on company letterhead, indicating any changes to the company (i.e. new address) with the following required documents:
  - Utility bill (electric, gas, water), bank statement, lease or deed in the business name for address changes
  - Certificate of Assumed Name and Filing Receipt if the business name has changed (business name only, same EIN#), you must also provide appropriate business documents as listed in the [Safety Registration Number Guide](#).

*NOTE: Company changes with new EIN numbers **must** reapply*

- [Child Support Form](#)
- If insurances are expired submit insurance certificates (general liability, workers compensation, disability)
- Current Department-issued registration card
- Photo identification (driver's license, passport, or green card with photo)
- \$80.00 Renewal Fee per endorsement** – paid via the online portal
- \$130.00 Late Renewal Fee per endorsement** – paid via the online portal (includes \$80.00 renewal fee and \$50.00 late fee)

*NOTE: To avoid a late fee, renewal applications **must** be submitted 30-60 days before the expiration date that is indicated on your license card. After a year you will have to reapply for the registration. For more information please see our [License Reinstatement Guide](#).*

## STEP 3: OBTAINING THE REGISTRATION CARD

You will receive your registration card by mail.

*NOTE: If you received an **Intent not to Renew** letter, you **must** submit the required documentation stated in the letter **PRIOR** to renewal, and you **must** be cleared to renew before coming to the Licensing Unit to begin the renewal process.*