

CHANGE OF BUSINESS

To change the business associated with your Site Safety Certificate you **must** submit the following:

- [LIC2](#) Application with the new business information
- Notarized affidavit from the Site Safety Coordinator/Manager stating that they will no longer be representing the previous company.

CHANGING FROM BUSINESS TO INDIVIDUAL USE

To remove the business associated with your certificate and have the registration designated for individual use you **must** submit the following:

- [LIC2](#) Application with no business information
- Notarized affidavit from the Site Safety Coordinator/Manager stating that they will no longer be representing the previous company.

ADDING A BUSINESS TO THE REGISTRATION

To add a business to your Site Safety Certificate you **must** submit the following:

- [LIC2](#) Application with the new business information.

CHANGE TO EMAIL, HOME/BUSINESS ADDRESS, TELEPHONE NUMBER

To change your email address, home/business address or telephone number(s) associated with your Site Safety Certificate you **must** submit the following:

- [LIC2](#) Application with the updated information
- Updated proof of residence (utility bill, bank statement, or lease/deed) for home address changes
- [LIC50](#) application if the new home address is not located within the City of New York (Bronx, Brooklyn, Manhattan, Queens, or Staten Island)
- \$50.00 fee (for home address changes).

LOST OR STOLEN REGISTRATION CARD

If your Site Safety Certificate card has become lost or stolen you **must** submit the following documents:

- [LIC2](#) Application
- Police Report for the missing card
- [Lost or Stolen License Affidavit](#)
- \$50.00 fee

SUBMITTING DOCUMENTS

All documentation can be dropped off or mailed to the Department's Licensing & Exams Unit located at:

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

NOTE: Updated cards will be mailed out to your home address, if required.