

**Step 1: License Qualifications**

To obtain a New York City Welder license, you **must** meet the following qualifications:

- Be at least eighteen (18) years old
- Be able to read and write the English language
- Have good moral character so as not to adversely impact your ability to perform the duties and responsibilities of a Welder

**Step 2: Exam Requirements**

Applicants **must** successfully complete one (1) of the following sets of exams to obtain a New York City Welder license:

1. The [American Welding Society \(AWS\)](#) Manual-Shielded Metal Arc Welding Process (SMAW) certifications for:
  - a. Certified Welder – Groove and fillet welds in flat, horizontal, vertical and overhead positions with unlimited thicknesses and 3G and 4G certifications
  - b. If the applicant welds special steels or metals, the applicant **must** also obtain the appropriate AWS certificate in addition to the above certification
  - c. Base metal **must** be A36
  - d. Thicknesses **must** state 1"- 1/8" U; 1"U; or Unlimited
2. The [New York State Department of Transportation \(NYSDOT\)](#) Field Welder Certification Manual-Shielded Metal Arc Welding Process (SMAW) for:
  - a. 3G and 4G – Groove and fillet welds in flat, horizontal, vertical and overhead positions and unlimited thicknesses
  - b. If the applicant welds special steels or metals, the applicant **must** also obtain the appropriate NYS certificate (if available) in addition to the above certification
  - c. Base metal **must** be: A36
  - d. Thicknesses **must** state 1"- 1/8" U; 1"U; or Unlimited

*NOTE: Examination information for AWS is available at [www.aws.org](http://www.aws.org) and information for NYSDOT is available at [www.nysdot.gov](http://www.nysdot.gov).*

**Step 3: Background Investigation**

Once the applicant has obtained the appropriate AWS or NYSDOT Welder Certifications, the applicant **must** submit his/her information for a background investigation to the Licensing & Exams Unit.

As of November 13, 2018, all new welder license applications, reissuances, and renewals are required to be submitted in [DOB NOW: Licensing](#).

#### Required Documents:

- [DPL1 Form](#)
- AWS or NYSDOT certification card
- [Visual Acuity Test Form](#)
- [LIC62: Physical Exam Form](#), **must** be completed within 90 days prior to application date
- [Child Support Certification Form](#)
- Photo ID (driver's license)
- Birth certificate, current passport or green card
- Social Security Card
- Marriage Certificate/Legal name change documents (for name changes)
- Proof of Residence (utility bill, lease or deed) or a typed notarized letter and bill from the person you are residing with  
*NOTE: Cell phone bills and cable bills will not be accepted*
- \$330.00 Background Investigation Fee – for questions pertaining to your background investigation or to find out the status, please send inquiries to [backgrounds@buildings.nyc.gov](mailto:backgrounds@buildings.nyc.gov).

**Please note documents must be scanned PDF's. Pictures will not be accepted. You must submit only the required document for each category. For example: the Supplemental Investigation Questionnaire should just be the Supplemental Investigation Questionnaire. Please do not submit a combination of documents as this will result in your application being rejected.**

#### Step 4: Obtaining The License Card

- If the Department determines you meet all the qualifications and you pass the background investigation, you will receive a letter from the Licensing & Exams Unit with a list of instructions and required items you **must** submit to the Department to obtain your license.
- You have one (1) year from the date of the letter to obtain your license. If you do not complete the process within the one (1) year timeframe, you may be required to begin the process from the beginning, including going through the background investigation again.
- To submit the required documents and obtain your card, you **must** make an appointment with the Licensing & Exam Unit by calling (212) 393-2259.
- For more information, visit the Department website at [www.nyc.gov/buildings](http://www.nyc.gov/buildings).

*NOTE: The Department of Buildings only issues one Welding Class-type license. The Department no longer issues designations of Class 1, 1R, 2, 2R, 3, 3R or 4 Welder licenses.*