

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 fitness 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

Examination information for AWS is available at www.aws.org and information for NYSDOT is available at www.nysdot.gov.

STEP 3: BACKGROUND INVESTIGATION

Once the applicant has obtained the appropriate AWS or NYSDOT Welder Certifications, the applicant **must** schedule an appointment to submit his/her information for a background investigation to the Licensing & Exams Unit. Appointments are scheduled Monday through Friday between 9:00am and 12:45pm by calling the Unit at (212) 393-2259.

Submit the below documents in person to:

NYC Department of Buildings
Licensing & Exams Unit
280 Broadway, 6th floor
New York, NY 10007

The applicant **must** bring the following **original** documentation with them to the in-person appointment, ***copies will not be accepted***:

- Typed [LIC2](#) application form
- AWS or NYSDOT certification card
- [Visual Acuity Test Form](#)
- Typed [LIC34](#) affidavit if applicable
- [Child Support Certification Form](#)
- Photo ID (driver's license)
- Birth certificate, current passport or green card
- Social Security Card
- 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 Fee

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.

NOTE: As of November 1, 2009, the Department of Buildings will only issue one of Welding class type license. The Department will no longer issue designations of Class 1, 1R, 2, 2R, 3, 3R or 4 Welder licenses.