How do I get it?

- Obtain a dated and signed letter of recommendation from your employer stating what type of dangerous work you perform.*
- Complete an application, have a government issued ID and have payment method available.**
- Take and pass a computer-based exam at our headquarters in Brooklyn. (No appointment for taking a test Monday thru Friday 8 a.m. until 2:30 p.m.***). Exams are in English only.

- Test results are given immediately following your exam, along with your COF card.

* If you do not have a recommendation letter, you will receive a FDNY temporary letter stating that you have passed your exam.
** COF application forms are available online. We will accept a driver’s license, passport or an IDNYC. The C-93 exam costs $25 and can be paid with cash, check, money order, debit card or credit card (for credit cards a 2.49% convenience fee will be added). You can only take 2 exams per day.
***During regular business hours, you can call 718-999-1988 to request information. Our office is closed on holidays. If you can’t make walk-in hours, schedule an appointment by calling 718-999-2000.

Common FAQ

What are different Class solvents?

- You can find the information from the MSDS of the solvent provided by the manufacturer.
- Class I solvents are liquids have a flash point below 100°F. They are not allowed to be used in dry cleaning system but only allowed to be used for spotting and pretreating purposes.
- Class II solvents are liquids have a flash point between 100°F and 140°F.
- Class III solvents are liquids have a flash point at or above 140°F. They are most common dry cleaning solvents used in the dry cleaning industry. Examples are DF-2000; SB-32; Chevron Philips EcoSolv; LPA-142; SolvonK4; GEC-5; Solvair Start-up Fluid, etc.
- Class IV solvents are liquids that are neither flammable nor combustible (e.g. Rynex-3 Dry
Cleaning Solvent). Dry cleaning facility using a Class IV solvent does not require to be supervised by a C-93 COF holder.

**What are the general operation requirements?**
- Filter residue and other waste containing solvent must be stored in covered metal containers.
- Tanks, filters, and other equipment, where not inherently electrically conductive, must be bonded together and grounded.

**What are the fire extinguisher requirements?**
- At least two 2-A:10-B:C portable fire extinguishers must be provided near the doors inside dry cleaning rooms.
- All fire extinguishers must be located in conspicuous locations and be readily accessible and immediately available for use.
- No fire extinguisher is allowed to be placed on floor. They must be installed so that the top of the extinguisher is not more than 5 feet
- All fire extinguishers are required to be inspected monthly. They also need to be maintained by a FDNY approved company at least once per year.

**What signs and instructions must be posted?**
- “NO SMOKING” signs must be posted.
- The name of the dry cleaning solvent approved for use in dry cleaning equipment shall be clearly and conspicuously marked or posted at the fill connection of the equipment.

**What activities must be performed by a C-93 COF holder?**
- Inspect and test of the equipment and facility.
  - If the C-93 holder is an employee of the dry cleaning facility, the inspection and testing must be done at least once per year.
  - If the C-93 holder is an outside individual, the inspection must be done monthly. The test must be done annually.
- Fill and empty the dry cleaning equipment.
- Record all the result of each inspection, test, filling and emptying activity.
- Maintain all the records on the premises for 3 years.