



CERTIFICATE OF FITNESS APPLICATION (A-20)

PLEASE PRINT ALL INFORMATION CLEARLY (ver07_23)

FDNY COF Application ID: 2023-COF-_____-APP (IF YOU HAVE PAID ONLINE)

	ENTER THE TYPE OF CERTIFICATE	OFFICIAL USE ONLY	
SOCIAL SECURITY NUMBER	APPLYING FOR:	INACTIVE:	
	ТҮРЕ:		
FIRST NAME M.I. LAST NAME			
DAYTIME PHONE NUMBER EMAIL ADDRESS			
GENDER BI	IRTH DATE (mm/dd/yyyy) HEI (feet)	GHT WEIGHT (inches) (lbs.)	
OTHER(specify)			
MAILING ADDRESS	APT CITY S		
RELATED EXPERIENCE (Check one that applies PRACTICAL EXPERIENCE SCHOOL TRAINING			
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SAVE TIME AND APPLY ONLINE

Completing the COF application and paying Online to take an FDNY COF exam will save you more than 2 hours of waiting time. http://fires.fdnycloud.org/

Learn more about COF online application:

http://www1.nyc.gov/assets/fdny/downloads/pdf/business/fdny-business-cof-individuals-short.pdf

EXAM INFORMATION

- The application for Certificate of Fitness is available at FDNY Headquarters, 9 MetroTech Center, Brooklyn, NY. Enter through the Flatbush Avenue entrance (between Myrtle Avenue and Tech Place).
- Government issued photo ID is required to enter the building (examples: non-driver's license, driver's license, passport, or an IDNYC Municipal ID Card.
- Before entering the FDNY Headquarters, all visitors and their items that enter the building are screened. The following items are **not allowed** in the FDNY Headquarters: weapons, metal utensils, sharp or pointed tools including Leatherman type tools.
- Written exams without appointments are conducted Monday through Friday (except legal holidays) 8:00 AM to 2:30 PM.
- Written exams requiring an appointment are available at 2:45pm, 5 days a week (M-F) except legal holidays. Appointment can be scheduled on the following website: <u>http://www1.nyc.gov/site/fdny/business/all-certifications/cof-online-scheduler.page</u>
- Individual appointments for most Certificate exams are not required except the following exams: FLSD related (N85, Z89), Q01 (Z51, Z52), S56, S98.
- Groups of ten (10) applicants or more MUST contact FDNY.BusinessSupport@FDNY.nyc.gov to schedule an appointment.
- Exams are "touch screen" computer-based multiple-choice tests. Exams are only offered in English. Paper copy dictionary is allowed. No other outside papers, books, or electronic devices may be used during the test.
- Applicants requesting oral tests must contact pubcert@fdny.nyc.gov for further information.

APPLICATION FEE

- Pay the application fee in person by one of the following methods: credit card (*American Express, Discover, MasterCard, or Visa*), debit card (*MasterCard or Visa*), personal or company check or money order (*made payable to the New York City Fire Department*). A convenience fee of 2 % will be applied to all credit/debit card payments. The fee for most exams is \$25, but few exams may vary. Please read study guide/Notice of Exam (NOE) for more information.
- For fee waivers submit: (Only government employees who will use their C of F for their work- related responsibilities are eligible for fee waivers.) (1) A letter requesting the fee waiver on the Agency's official letterhead stating applicant's full name, exam type and premises address; AND (2) Copy of identification card issued by the agency. City employee should obtain a waiver from the Conflicts of Interest Board in order to work at a private company or nonprofit organization.

ORIGINAL APPLICATIONS (MINIMUM QUALIFICATIONS)

- 1. Applicants must be at least 18 years of age.
- 2. Applicants must have a reasonable understanding of the English language.
- 3. Applicants must submit a letter of recommendation from the applicant's employer/prospective employer. Such letter shall be on the letterhead of such employer and signed by the employer (and indicate such officer's title); contain the following information:
 - the full name of the applicant
 - the length of time the applicant has been known to the employer
 - employment/training and the length of time such employment
 - the building address where the Certificate will be used
 - information attesting to the character, relevant or required work experience or training of the applicant and the applicant's physical condition to perform required duties.
- 4. Applicants not currently employed may take the exam without the recommendation letter. If the applicants pass the exam, FDNY will issue a temporary letter with the picture for the job seeking purpose. However, a letter from an employer will be required before a Certificate is issued.
- 5. Applicants must provide two forms of identifications; at least one form of identification must be government issued photo identification, such as a State-issued Drivers' License or Non-Driver's License or a passport.
- 6. Different Certificates may require other additional documents or qualifications, please refer to the NOE for more detail.

CERTIFICATE OF FITNESS RENEWALS

Most COFs can be renewed online with just a few clicks. Use the following link to renew the Certificate online:

http://fires.fdnycloud.org/

Quick Reference Instructions for Certificate of Fitness Simplified Renewals:

http://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-simplified-renewal-short.pdf

For more information call 718-999-1988 & study material visit <u>http://www1.nyc.gov/site/fdny/business/all-certifications/all-certifications.page</u>