

FIRE DEPARTMENT • CITY OF NEW YORK



**THE CERTIFICATE OF FITNESS FOR
SUPERVISION OF STORAGE, HANDLING, AND USE OF
CELLULOSE NITRATE FILM
(C-20)**

EXAM SPECIFIC INFORMATION FOR
C-20 CERTIFICATE OF FITNESS

Save time and submit application online!

C-20 applicants must submit and pay the COF application online.

It can take about 30 minutes to complete. Completing application and paying online will eliminate waiting outside in the long lines.

Simplified instructions for online application and payment can be found here:
<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/fdny-business-cof-individuals-short.pdf>
Create an Account and Log in to:
<http://fires.fdnyccloud.org/CitizenAccess/>

REQUIREMENTS FOR CERTIFICATE OF FITNESS APPLICATION

General requirements:

Review the General Notice of Exam:

<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/general-notice-of-exam-cof.pdf>

Special requirements for the C-20 Certificate of Fitness:

- C-20 can only be obtained by qualifying for an exemption on the basis of education, experience or other qualifications. **C-20 is only issued via Alternate Issuance Procedures (AIP) after submitting the required documents.**
- C-20 should submit the recommendation letter with required content. (refer to the sample letter on the following page)

Application fee (Cash is NO LONGER ACCEPTED):

Pay the **\$25** application fee online by one of the following methods:

- Credit card (*American Express, Discover, MasterCard, or Visa*)
- Debit card (*MasterCard or Visa*)

A convenience fee of 2% will be applied to all credit card payments.

For fee waivers submit: ***(Only government employees who will use their COF for their work- related responsibilities are eligible for fee waivers.)***

- A letter requesting fee waiver on the Agency's official letterhead stating applicant full name, exam type and address of premises; **AND**
- Copy of identification card issued by the agency

REQUIREMENTS FOR ALTERNATIVE ISSUANCE PROCEDURE (AIP)

This Certificate of Fitness can only be obtained by the alternative issuance procedure. Qualified applicants should review and complete the C-20 Certificate of Fitness Alternative Issuance Procedure Application Affirmation Form:

<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-c20-aip.pdf>

The AIP applicants must submit the application, required documents and payment on **FDNY Business**:

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

WEBSITE

Please always check for the latest revised booklet at FDNY website before you apply, the Certificate of Fitness Study Material link, below:

<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-c20-noe.pdf>

RENEWAL REQUIREMENTS

General renewal requirements:

Review the General Notice of Exam:

<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/general-notice-of-exam-cof.pdf>

Special renewal requirements. C-20 Certificate of Fitness: None

QUESTIONS?

FDNY Business Support Team: For questions, call 311 and ask for the FDNY Customer Service Center or send an email to

FDNY.BusinessSupport@fdny.nyc.gov.

**COMPANY NAME
BUSINESS ADDRESS**

Date: _____

Fire Department
Bureau of Fire Prevention
9 Metro Tech Center
Brooklyn, NY 11201-3857

To whom it may concern:

The purpose of this letter is to document the applicant (full name of applicant) qualifications for a C-20 Certificate of Fitness. (Name of applicant) is currently employed by (name and address of employer). (Name of applicant) has been operating and supervising the storage, handling, and use of Cellulose Nitrate Film for (work experience in amount of years).

Applicant has been trained on the equipment utilized at this facility located at (premises address) which includes (list all the fire protection systems in facility, refer to NFPA 40). I, (name of employer) have installed all the necessary safeguards as listed in NYC Fire Code section 306.2 and NFPA 40 (2007 edition). The applicant is familiar with all safety procedures for the equipment installed at the (Name of applicant)'s work place. I can also confirm that the applicant has read and understood NYC Fire Code section 306.2, and NFPA 40 (2007 edition).

Applicant is of GOOD CHARACTER and is PHYSICALLY ABLE to perform the functions required by the holder of this Certificate of Fitness.

(Printed name of Employer)

(Employer's title)

(Signature of Employer)

NOTE: The recommendation letter should be on employer's letterhead. If not on employer's letterhead, signature must be notarized.