

Alternative Issuance Procedure (AIP) Information for W-94

This document provides the procedures to follow in order to obtain a **Certificate of Fitness Install, alteration, Test, & Repair of Flammable & Combustible Liquid Storage Systems (W-94)**, without a written exam administered by the New York City Fire Department.

Application for AIP must be submitted by mail. If the application meets all requirements, a Certificate of License will be sent to the applicant's or company's mailing address within five business days.

Applicants must understand that the Fire Department reserves the right to randomly call up to exam the applicants who are issued by AIP. Applicant who has failed the written exam will not be allowed to take advantage of this policy.

1. How to Apply:

If you meet the requirements below you can submit an application(s):

(a) Individually or (b) through FDNY approved employer's designated coordinator.

- a. An individual applicant can submit his/her own application. *(If you are an individual, you can only submit your own application.)* **OR**
- b. A designated coordinator (DC) can submit application(s) on behalf of the company's employees. The company's authorized DC must be approved by FDNY. To request approval, email to arayae@fdny.nyc.gov

2. Qualification Requirements: *(applicants must submit all supporting requirements by mail.)*

2.1. Education, License and Experience Requirements

Applicants must have one of the following qualifications:

- A minimum of three (3) years' work experience in the installation, alteration, testing or repair of automotive or marine liquid motor fuel storage and dispensing systems in the five (5) year period prior to the date of filing of such *application*. Such experience shall have been obtained working under the general supervision of a holder of a certificate of license holder for automotive or marine liquid motor fuel storage and dispensing systems and flammable liquid and combustible liquid storage systems; or
- Certificate of License for Motor Fuel Storage and Dispensing Systems (W-16)

2.2. Employee Affirmation Form *(Notarization of this form is required for individually submitted application and certify the following rules & regulations are read on the applicant affirmation form)*

http://www.nyc.gov/html/fdny/pdf/fdny_cof_applicant_affirmation_form.pdf

1. Fire Code Chapter: **34** _____
2. Fire Department Rules Chapter: **34** _____
3. National Fire Protection Association: _____
4. Certificate of License Study material for: **W-16** _____
http://www.nyc.gov/html/fdny/pdf/cof_study_material/w_16_study_material_10_27_2011.pdf
5. Other: _____

2.3. Photo

A recent photo (2x2 head shot) in JPG or JPEG format.

NEW YORK CITY FIRE DEPARTMENT
BUREAU OF FIRE PREVENTION
PUBLIC CERTIFICATION AND EDUCATION

2.4. Application Fee

The application fee for **W-94** is **\$ 145**. The following payment methods are acceptable:

- Personal (made payable to the New York City Fire Department)
- company check (made payable to the New York City Fire Department)
- money order (made payable to the New York City Fire Department)

For fee waivers please submit: *(Only government employees who will use their C of F for their work- related Responsibilities are eligible for fee waivers.)*

- An agency letter with official letter head; **AND**
- Copy of identification card issued by the agency

A convenience fee of 2.49% will be applied to all credit card payments.

3. Renewal Information

FDNY also reserves the right to require the applicants to take a re-examination upon submission of the renewal application. This Certificate of Fitness must be renewed every **THREE YEARS**. The renewal fee is **\$15**. The certificate can be renewed on-line, by mail or in person. For more detail renewal information, review **W-94** Notice of Exam:

http://www.nyc.gov/html/fdny/pdf/cof_study_material/w_94_noe.pdf insert