# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>IMPORTANT INFORMATION</strong></td>
<td>2</td>
</tr>
<tr>
<td><strong>INTRODUCTION</strong></td>
<td>3</td>
</tr>
<tr>
<td>About this Guide</td>
<td>3</td>
</tr>
<tr>
<td><strong>CERTIFICATES OF FITNESS FOR INDIVIDUALS</strong></td>
<td>4</td>
</tr>
<tr>
<td>1. Initial Application and Payment Steps</td>
<td>4</td>
</tr>
<tr>
<td>2. Renewing an Individual COF</td>
<td>32</td>
</tr>
<tr>
<td>3. Linking a COF to Your NYC ID Account</td>
<td>49</td>
</tr>
<tr>
<td><strong>CERTIFICATES OF FITNESS FOR COMPANIES</strong></td>
<td>58</td>
</tr>
<tr>
<td>1. Group Renewals — COF Company Renewals</td>
<td>58</td>
</tr>
</tbody>
</table>
IMPORTANT INFORMATION

This guide is made available by the Fire Department City of New York (FDNY) as a courtesy to the public. It does not represent all the filing requirements for any given FDNY application. Though every effort is made to continuously update this guide, it in no way supersedes, or otherwise substitutes for the legal or procedural requirements of the New York City Fire Code, Building Code, Zoning Resolution or any other applicable rules, regulations or policies.
INTRODUCTION

About this Guide

The Certificate of Fitness — Application, Payment & Renewal Processes for Companies User Guide is designed to assist Company Coordinators with applying for, paying, submitting, and renewing a Company Certificates of Fitness (COF) online via FDNY Business.

Online filing can be done from any computer with an Internet connection. Applicants can also continue to file in person and via U.S. Mail. (Applications cannot currently be completed on mobile devices.)

To complete an online Application, you must have the following:

- An email address
- A NYC ID (instructions on creating an account are below)

Numbers in the images will assist you in following the instructions. For example, 1 indicates your first action, 2 indicates your second action, etc.

For additional assistance, dial 311 and ask for FDNY Business Support or send an email to FDNY.BusinessSupport@FDNY.nyc.gov.

NOTE: This guide covers all COF types EXCEPT the T-93 COF. The T-93 COF is the only COF that has an online exam. For additional details on the T-93 COF, refer to the T-93 COF Instructions located on FDNY Business.

ALL other COF exams must be taken in person at FDNY Headquarters, located at 9 MetroTech Center, Brooklyn, N.Y.
CERTIFICATES OF FITNESS FOR INDIVIDUALS

1. Initial Application and Payment Steps

You can now apply, pay for and submit a Certificate of Fitness (COF) Application online through FDNY Business. Once your Application has been submitted, it will be reviewed by FDNY.

Upon approval of your COF Application, you will receive an email notification with instructions about the exam you will need to take to obtain the COF.

You will need to come in to FDNY Headquarters to complete the exam. For specific details, see the FDNY Business — Certificates of Fitness page. Once you have completed your COF Exam, you will receive your COF results. You will also receive your Certificate if you pass the exam.

NOTE: ONLY the T-93 COF exam can be taken online. For specific instructions, refer to the FDNY Business — T-93 Certificate of Fitness.

Step 1. Create your NYC ID Account

If you do not have an NYC ID, go to Register for an Account to create your account. On the Create Account page, enter the required information. Then click to “check” the checkbox to accept the NYC ID Terms of Use and click the Create Account button. See Figure 1.

![NYC ID — Create Your Account](image-url)
Once you have created your account — or if you already have an account — begin your Application by clicking the Login button on the FDNY Business Home Page. See Figure 2.

Fig. 2: Click ‘Login’

Enter your Email Address (your NYC ID) and Password. Then, click the Log In button. See Figure 3.

Fig. 3: Enter Your NYC ID/Password and Log In
Once logged in, click on Initiate Application/Request. See Figure 4.

Fig. 4: Initiate Application/Request

On Select Type of Application page, click the Certificate of Fitness drop-down list and select “Certificate of Fitness Application” and click Continue Application. See Figure 5.

Fig. 5: Select ‘Certificate of Fitness Application’
On the Certificate of Fitness Application Information page, answer “Yes” or “No” to the Fee Exemption question “Is this Application being submitted on behalf of a City or State Agency?” In this example, we have checked “No.”

**NOTE:** If you checked “Yes” to the Fee Exemption question, you will not be required to make payment when you submit your Application. If your Fee Exemption request is denied, you will not be able to take the exam until payment is made.

Next, under the “Certificate Type” section, click the **Type of Certificate** drop-down list and scroll through the list to find the COF you want to apply for.

Once you find it, click on it to select it. In this example, we have chosen “B29—Supervision of Battery Systems.”

After making your selection, scroll down the page to the next section. See Figure 6.
Under “Experience Information,” click the **Experience Type** drop-down list to select either “Practical” or “Training,” as applicable. In this example, we will select “Practical.” See Figure 7.

**Fig. 7: Select Your ‘Experience Type’**

Next, enter the total number of years and months of experience you have for the Experience Type you selected.

In this example, we will enter a total of five (5) years and two (2) months of Practical experience. Next, click **Continue Application**. See Figure 8.

**Fig. 8: Enter Length of Experience**
Step 2. Add a Business Contact

The Business Contact is the person in your Employer’s business that FDNY can contact to obtain additional information about your Application.

Under the “Business Information” section, click to answer “Yes” or “No” to the question “Are you currently employed?”

NOTE #1: If you ARE employed, you MUST add a Business Contact and the Employer’s Mailing Address. If you are self-employed, this is your business’ Mailing Address.

NOTE #2: If you are NOT currently employed, you will NOT need to add a Business Contact and can skip directly to Step 3.

Next, complete the “Work Address Information” section. Click the Address Type drop-down list and select the “Building/Address” option.

Most businesses already have a Mailing Address in the system. To search for the Mailing Address, select “No” for the Is this a New Address? field and enter the address. All fields marked with an asterisk (*) must be completed. Then, click the Search button to locate it. See Figure 9.

NOTE: If the address is NOT found in the system, go back and select “Yes” for the Is this a New Address? field to enter a new address.

Fig. 9: Enter/Search the Address
As the system searches for the address, you will see the “Please Wait” notice. See Figure 10.

Fig. 10: System Processing

The **Address Search Result List** window will open and display the top matches. Here, the system has returned four (4) addresses, and one of them is the correct address. Click to select it and then click **Continue**. See Figure 11.

Fig. 11: Select the Mailing Address

The address you selected will be entered into the “Work Address Information”. Next, complete the “Business Contact” section to add a new Business Contact and address.
Adding a New Business Contact and Address

Click the Add New button to add a Business Contact. See Figure 12.

Fig. 12: Enter the ‘Business Contact’
In **Contact Information** window, click the **Individual/Organization/City Agency** drop-down arrow and select the type. Since we are entering the Employer, select “Organization.”

Enter the Employer’s **First Name**, **Last Name**, **Business Phone**, and **E-mail**. Click **Add Contact Address** to continue. See Figure 13.

---

**Fig. 13: Add the Contact Information**
Next, click the **Address Type** drop-down list and select the “Mailing Address.”

Now, enter the **Street Name**, **City/Borough**, **State**, and **Zip** of the Business Contact. Click the **Save and Close** button. See Figure 14.

![Fig. 14: Add the Contact Address Information](image)

Once the system returns the **Matching Address Results**, click the radio button to choose the correct address and then click the **Select** button. See Figure 15.

![Fig. 15: Choose the Address and Click ‘Select’](image)
You will return to the **Contact Information** page. The “Business Contact” section is now complete. Next, click the **Continue Application** button. See Figure 16.

**Fig. 16:** Click ‘Continue Application’
Step 3. Add Your Contact Information

Next, you need to complete your Applicant information. On the Certificate of Fitness Application page, click the Add New button. See Figure 22.

Fig. 22: Click ‘Add New’

The Contact Information page will open in a new window.
In the top portion, enter the required information. You MUST enter your Mailing Address, which is the address your COF will be mailed to when you pass your exam.

Review your information and, when you are ready, click the Continue button. See Figure 23.

NOTE: If your Employer/Company Coordinator has provided you with a Company Code, enter it in the Company Code field (highlighted below in “yellow”).

Fig. 23: Enter Your Information/Click ‘Continue'
You will return to the **Certificate of Fitness Application** page. As shown below, your Contact information has been successfully added.

Next, click **Continue Application**. See Figure 24.

![Certificate of Fitness Applicant page](image)

**Fig. 24:** Click ‘Continue Application’
Step 4. Upload Supporting Documents

On the Supporting Documents page, you can upload supporting documents (e.g., your Photo ID, Letter of Recommendation from the Business Owner, Letter of Self Employment, etc.).

The “List of Supporting Documents” section shows the most common document types. At a minimum, you MUST upload and copy of your Government-issued Photo ID.

For document requirements for your specific COF, consult the Certificate of Fitness page.

To proceed, click the Add button to upload and attach the documents. Click Continue Application. See Figure 25.

NOTE: For details on uploading and attaching documents, refer to the Document Upload video on the FDNY Technology Management Training page.
Click the **Type** field drop-down list and select “Government-issued Photo ID” to upload your Photo ID or select “Supporting Document” for all other document types.

In the **Specify Document Name** field, enter a name that describes the file you are going to attach (e.g., “NYS Driver’s License”).

Then, click the **Add** button to open the File Explorer. Locate the document you want to upload, click on it to select it, and then click the **Upload** button.

Once the status indicator reaches 100% (highlighted below in “orange”), click **Continue Application**. See Figure 26.

![Figure 26: Attach the Necessary Document(s) / Click ‘Continue Application’](image-url)
On the next page, review the “Affirmation and Digital Signature” information section. When you are ready, click the checkbox to confirm your Digital Signature, enter your First and Last Name into the respective fields, and then click the final checkbox to digitally sign your application. Next, click Continue Application. See Figure 27.

NOTE: On the following page, you will be able to review and edit all the information you have entered in your COF Application before you submit it.

Fig. 27: Digitally Affirm and Sign Your Application
On the **Review and Submit** page, you can review/edit all the information you have entered in your Application. When you are ready, click the **Submit Application** button. See Figure 28.

**Fig. 28: Review/Edit/Submit Your Application**
Step 5. Review Your Application Fees

You will be taken to the Pay page to begin the payment process. In this example, you have completed your application for a “B29 – Supervision of Battery Systems” COF and the fee is $25.00.

As highlighted below, you will see any applicable fees under Application Fees. The Total Fees field will show the amount you must pay. To proceed with your payment, click the Check Out button. See Figure 29.

NOTE: If your COF Application is Fee Exempt, you will NOT be directed to the Pay page. If FDNY denies your Fee Exempt request, you will need to make payment to complete your Application.

Fig. 29: Click the ‘Check Out’ Button
On the **Confirmation and Payment** page, you will see your COF Record Number. To make your payment, click the **Online Payment Instruction** button. See Figure 30.

**Step 6. Pay for Your Certificate of Fitness Application**

You will be taken to your **Cart** to complete the checkout process. Click the **Checkout** button. See Figure 31.
On the **Enter Payment Details** page, you will enter your payment information. On the left-hand side, you can see the total amount due. The **Account #**, the **Bill Date**, the **Application** type “Certificate of Fitness Application,” and the **Applicant** name are displayed.

You can make payment by **eCheck** or by **Credit Card**. In this example, we will pay by **Credit Card**. After entering the required information, click the **Continue** button. See Figure 32.

**NOTE:** All payments made by **Credit Card** will incur a convenience fee. The convenience fee does NOT apply to payments made by **eCheck**.

---

![Image](image-url)  
**Fig. 32: Select Payment Type/Enter Payment Details**
On the following screen, click the **Next** button to confirm your payment type. See Figure 33.

![NYC CityPay](image)

**Fig. 33: Click the ‘Next’ Button**

On the next screen, confirm that all information under the “Billing Address” and “Payment Details” sections is correct. Then, enter your name and credit card or bank details in the “Payment Method” section.

When you are ready, click the **Next** button. See Figure 34.

![Billing Address and Payment Details](image)

**Fig. 34: Confirm Details and Enter Payment Information**
On the **Payment Review** page, read the terms and conditions. To finalize your payment, click the **Pay Now** button. See Figure 35.

![Payment Review](image)

**Fig. 35: Click the ‘Pay Now’ Button to Finalize Your Payment**

After clicking the **Pay Now** button, you will see a notification in the upper-left side of your screen that indicates your payment is being processed. See Figure 36.

**NOTE:** Do NOT close or refresh your browser and do NOT click the browser’s “back” button while the system processes your payment to avoid any payment processing errors.

![Payment Is Processing](image)

**Fig 36: Payment Is Processing**
After your payment has been processed, you will see the **Receipt/Record Issuance** page. As highlighted below, your COF Application Record ID is displayed.

To view the details, click on the **Record ID**. See Figure 37.

**NOTE:** If your payment cannot be processed or if it has been rejected by your financial institution, you will receive a message stating that your payment could not be completed. To proceed, repeat the above payment steps to ensure that you have entered accurate information or to provide an alternate form of payment.

![Fig. 37: Click on the Record ID](image)

As shown below, your Record Status is “Application in Progress”.

![Fig. 38: Paid COF Application Details](image)
A payment confirmation email will be sent to the email address you entered in the **Enter Payment Details** page.

Figure 39 shows a sample payment confirmation email that includes your **Receipt Number** (highlighted in “yellow”).

Fig. 39:  Payment Confirmation Email

Additionally, a confirmation email will be sent to the email address associated with your **NYC ID**. This email will contain instructions on how to check the status of your COF Application online. As highlighted below in “yellow,” your COF Record ID is indicated. See Figure 40.

Fig. 40:  COF Application — Confirmation Email
Your Application will be reviewed by FDNY and will remain in the “Application in Progress” status until the review is complete. If additional information is needed, you will receive and email to request that you provide the information needed. The status of your COF Application will be updated to “Additional Information Requested.” See Figure 41.

You will need to log in and upload any necessary supporting documents, as applicable, to continue your Application (see Step 4 for upload instructions).

---

Dear Certificate of Fitness Applicant,

Please see following important notice from the FDNY regarding your application.

Comments: Please submit updated most recent “Letter of Employment” and corrections to Work Location Address.

You can check the status of your application online: [https://fires-stg-apps.fdnycloud.org/citizenaccess/Cap/MyRecordsCap.aspx](https://fires-stg-apps.fdnycloud.org/citizenaccess/Cap/MyRecordsCap.aspx)

If you have any questions, please contact the FDNY Customer Service Center by dialing "311" or via email at "FDNY.BusinessSupport@fdny.nyc.gov".

Thank You,

BUREAU OF FIRE PREVENTION
9 METROTECH CENTER
BROOKLYN, NY 11201

CONFIDENTIALITY NOTICE:
The contents of this email message and any attachments are intended solely for the addressed and may contain confidential and/or privileged information and may be legally protected from disclosure. If you are not the intended recipient of this message or their agent, or if this message has been addressed to you in error, please immediately delete this message and any attachments. If you are not the intended recipient, you are hereby notified that any use, dissemination, copying, or storage of this message or its attachments is strictly prohibited.

*** This is an automatically generated email, please do not reply ***

---

Fig. 41: COF Application — Additional Information Requested
Once FDNY completes its review, and if the COF Application is Approved, an email confirmation will be sent to the email address associated with your NYC ID.

Once you receive this email, follow the instructions to take your COF exam. A sample COF Approval email is shown below in Figure 42.

**NOTE:** Depending on the rules for your specific COF, you may receive an “N” or “Z” Certificate. Once you start employment, you will need to reapply using the “N” or “Z” Certificate as a Supporting Document to receive your COF.

---

Dear Certificate of Fitness Applicant,

The Fire Department of New York is pleased to inform you that we have approved Certificate of Fitness Application for [Your COF ID].

Thank You,

BUREAU OF FIRE PREVENTION

9 METROTECH CENTER, BROOKLYN, N.Y. 11201 385

CONFIDENTIALITY NOTICE:

The contents of this email message and any attachments are intended solely for the addressed(s) and may contain confidential and/or privileged information and may be legally protected from disclosure. If you are not the intended recipient of this message or their agent, or if this message has been addressed to you in error, please immediately delete this message and any attachments. If you are not the intended recipient, you are hereby notified that any use, dissemination, copying, or storage of this message or its attachments is strictly prohibited.

*** This is an automatically generated email, please do not reply ***

---

Fig. 42: COF Application — Sample Approval Email
If your COF Application is Denied, you will receive an email stating that your COF Application was Denied. See Figure 43.

Subject: Your Certificate of Fitness Application has been denied for [COF Application Number]

Dear Certificate of Fitness Applicant,

Your Certificate of Fitness application [COF Application Number] has been denied. Please see the following important information from the FDNY regarding your application.

Comments: Application Denied due to applicant eligibility.

You can check the status of your application online: [https://fires-str-apps.fdnycloud.org/citizenaccess/Cap/MyRecordsCap.aspx](https://fires-str-apps.fdnycloud.org/citizenaccess/Cap/MyRecordsCap.aspx)

If you have any questions, please contact the FDNY Customer Service Center by dialing "311" or via email at "FDNY.BusinessSupport@fdny.nyc.gov".

Thank You,
BUREAU OF FIRE PREVENTION
9 METROTECH CENTER
BROOKLYN, NY 11201

CONFIDENTIALITY NOTICE:
The contents of this email message and any attachments are intended solely for the addressee(s) and may contain confidential and/or privileged information and may be legally protected from disclosure. If you are not the intended recipient of this message or their agent, or if this message has been addressed to you in error, please immediately delete this message and any attachments. If you are not the intended recipient, you are hereby notified that any use, dissemination, copying, or storage of this message or its attachments is strictly prohibited.

*** This is an automatically generated email, please do not reply ***

Fig. 43: COF Application — COF Application ‘Denied’

You will receive your test results after you have taken your exam. If you have passed, your COF will be sent to the Mailing Address you added to the **Applicant Information** section. Your status will also be available online on FDNY Business.

For assistance with FDNY Business, dial 311 and ask for the FDNY Business Support or send an email to **FDNY.BusinessSupport@FDNY.nyc.gov**.
2. Renewing an Individual COF

Most Certificates of Fitness (COFs) are valid for three (3) years. Depending on your specific COF Type, your COF may be valid for only one (1) year. For specific details on your COF, see the FDNY Business — Certificates of Fitness page.

The Renewal timeframe is the ONLY time you can update your COF information online. If you need to make changes to your COF outside of the Renewal timeframe, you can make changes in person at FDNY Headquarters, located at 9 MetroTech Center, Brooklyn N.Y.

Additionally, you can renew any COF that is not Fee Exempt, and does not require any changes (e.g., to your name, etc.) using COF Simplified Renewals. Using COF Simplified Renewals does not require you to have a NYC ID.

**NOTE:** You can renew an “Expired” COF for up to one (1) year from the date it expired. If it has been more than one (1) year since expiration, your status will become “Inactive” and you will need to re-apply. See the Initial Application and Payment Steps for online COF Renewal instructions.

If your COF has been “Expired” for more than 90 days, a late fee will be added.

For all COFs you applied for **BEFORE** May 17, 2021 and for **ALL** in-person COF Applications

- You **MUST** link your COF to your **NYC ID** account to process your Renewals online under your FDNY Business Account.

**NOTE:** If a Retest was created for you during an onsite exam, you **MUST** link your COF to your **NYC ID** account to process future Renewals online on FDNY Business.

If you need to link your COF to your **NYC ID** account, you must do so before proceeding with your Renewal. See Linking a COF to Your NYC ID Account for instructions. When you are ready to begin your Renewal, follow the below steps.
Below is a list of the information that you CAN update and that you CAN NOT update when the
time you complete your online COF Renewal Application.

➢ **Information that CAN BE Updated Online when You Renew Your COF:**

- Fee Exemption
- Current Employment Status
- Experience Information *
  - *Experience – Length of Time Year(s)/Month(s) ONLY*
- Work Address Information
- Business Contact Information
- Applicant Information
- List of Supporting Documents Information

➢ **Information that CAN NOT BE Updated Online when You Renew Your COF:**

- Experience Information *
  - *Experience Type*
- Certificate Type
Scenario 1  Renewing an Expiring COF after Linking it to Your NYC ID

After linking your COF to your NYC ID (see Linking a COF to Your NYC ID Account for instructions) and once it is due for Renewal, you can follow the below steps to complete the COF Renewal Application online using your FDNY Business account.

NOTE: You can also complete a COF Simplified Renewal or complete your Renewal Application in person at FDNY Headquarters.

Step 1. Log in to FDNY Business Using Your NYC ID

You will need to log in to FDNY Business to begin your COF Renewal Application. If you have an NYC ID account, click the Login button on the FDNY Business Home Page and log in to continue.

NOTE: If you DO NOT have an NYC ID, you must Register for an Account by following the instructions provided in the Initial Application and Payment Steps.

Step 2. Click ‘My Records’

Once logged in, from the FDNY Business Home Page click the My Records button. See Figure 1.

Fig. 1: Click on ‘My Records’
Your My Records page will open. In this example, the COF you previously linked is in the Status “About to Expire” and you are ready to renew it.

To begin, click “Renew Application” under the COF’s Action column. See Figure 2.

Fig. 2: ‘My Records’ Page — Click ‘Renew Application’

To continue, skip directly to Step 3: “Complete the COF Renewal Application.”
Scenario 2  Renewing a COF after Receiving a Notification

Approximately 90 days before your COF expires, you should receive a notification by email or by U.S. Mail to remind you to renew it. The following instructions show you how to complete your COF Renewal Application online via FDNY Business.

NOTE: You can also complete a COF Simplified Renewal or complete your Renewal Application in person at FDNY Headquarters.

Step 1. Review the Notification and Log in to FDNY Business

In this example, you received an email stating your COF is about to expire. As highlighted below, the email contains your COF Record ID and a link to FDNY Business for you to log in and begin the Renewal process. See Figure 4.

NOTE: To log in, click the Login button on the FDNY Business Home Page.

If you received a Renewal notification via U.S. Mail, the link you enter into your web browser will take you to FDNY Business to complete your Renewal.

Fig. 4: Sample COF Renewal Email
Step 2. Open ‘My Records’

From the FDNY Business Home Page, click the My Records button. See Figure 5.

Fig. 5: Click on ‘My Records’

Your My Records page will open. Locate the COF Record ID that you need to renew. Under the Action column, click “Renew Application.” See Figure 6.

Fig. 6: ‘My Records’ Page — Click ‘Renew Application’
Step 3. Complete the COF Renewal Application

On the Application Information page, if your Employment status or Fee Exemption status has changed, select the correct answer and click the Continue Application button. See Figure 7.

**NOTE:** You will NOT be able to modify the “Certificate Type.”

---

Fig. 7: COF Renewal ‘Application Information’ Page
On the **Work/Employment Information** page under “Employment Information,” you can update the **Experience – Length of Time**, as applicable. Here, we have updated the **Experience – Length of Time** information to “5” years and “2” months, respectively. Note that you can **NOT** change your **Experience Type**.

Next, to complete the “Work Address Information”, click the **Address Type** drop-down list and select appropriate option. In this example, we will select “Building/Address.”

You will be able to locate most addresses in the system. It is recommended to search for the address you need. To search for the Mailing Address, select “No” for the **Is this a New Address?** question. Enter your information (required information is indicated by the asterisk (*)) and then click the **Search** button. See Figure 8.

**NOTE:** If the address is **NOT** located in the system, or if the search results do not include your address, go back and select “Yes” for the **Is this a New Address?** question to add it.

For instructions on how to add a new address, see to **Step 2: “Add a New Business Contact”** under the **Initial Application and Payment Steps**.

---

![Fig. 8: Work/Employment Information Page](image-url)
As the system searches for the address, you will see the below notice. See Figure 9.

Fig. 9: System Processing

The **Address Search Result List** window will open and display the top matches for the address you entered. Here, the system returned four (4) results and the bottom result is the address you need to add.

Click the radio button to select it and click the **Continue** button. See Figure 10.

Fig. 10: Select the Desired Mailing Address
The system enters the address you selected into “Work Address Information.” See Figure 11.

Scroll down to the bottom of the page to enter the “Business Contact” information by following the same steps. Note that the Business Contact may or may not be at the same Mailing Address as the Work Address you indicated above. Click the Continue Application button. See Figure 12.

**NOTE:** For instructions on adding a new Business Contact/Address, see Step 2: “Adding a New Business Contact” under Initial Application and Payment Steps.
Step 4. Upload Supporting Documentation

After clicking Continue Application button, the Supporting Documents page will open. The “List of Supporting Documents” shows the most common document types that can be uploaded and attached to your Application.

At a minimum, you should attach any documentation that supports changes you have made to the Application (for example, a Government-issued Photo ID for a name change). For document requirements for your specific COF Application, see the Certificate of Fitness page.

Click the Add button to upload and attach the needed document(s) to your Application and click the Continue Application button. See Figure 13.

NOTE: For instructions on uploading and attaching documents, refer to Step 4: “Upload Supporting Documents” in the Initial Application and Payment Steps or refer to the Document Upload video found on FDNY’s Technology Management Training page.

Fig. 13: Select/Upload Your Attachments
Next, review the “Affirmation and Digital Signature” notice. When you are ready to continue, click the checkbox to confirm, type your First and Last name into the respective fields and then click the final checkbox to digitally sign your application. Next, click the **Continue Application** button. See Figure 14.

**NOTE:** On the following page, you will be able to review and edit all the information you have entered in your COF Renewal Application prior to submitting it.

---

**Fig. 14:** Digitally Affirm and Sign Your Application
On the **Review and Submit** page, you can review/edit the information you have entered in your Renewal Application. When you are ready, click the **Submit Application** button. See Figure 15.

**Fig. 15: Review/Edit/Submit Your Application**
You will be directed to the Pay page to begin the payment process. In this example, you have completed your Renewal Application for an “A35 – To Operate and Maintain Air Compressors” COF and the Renewal Fee for this COF is $15.00.

As highlighted below, you will see any applicable fees listed under Fees, and the Total Fees field will show the balance due. To proceed, click the Check Out button. See Figure 16.

**NOTE:** If your COF Renewal Application is Fee Exempt, you will NOT be directed to the Pay page. If your Fee Exempt request is not approved after FDNY’s review, you will need to make payment to complete your COF Renewal.

From your Cart, you can review the item(s) you are paying for and complete the checkout process. See Figure 17.

For instructions on paying for your COF Renewal Application, see Step 6: “Pay for Your Certificate of Fitness Application” in the Initial Application and Payment Steps.
After your payment has been processed, you will see the **Receipt/Record Issuance** page. Your paid COF Renewal Record ID is displayed. To view the record- and payment-related details, click on the **Record ID**.

**NOTE:** As shown below, your COF Renewal Record ID ends in “REN.”

If you changed any information (e.g., your name in your COF Renewal Application), you will see a “Condition” notice. In this example, there are two (2) changes. To view them, click **View Additional Details**. See Figure 18.

![Fig. 18: ‘Receipt/Record Issuance’ Page](image)

After clicking on **View Additional Details**, the window will expand to show the Conditions (or changes) that were made in your COF Renewal Application. See Figure 19.

![Fig. 19: Changes Made](image)
Step 5. Review the Status of Your COF Renewal Application

From the FDNY Business Home Page, click the My Records button. See Figure 20.

Your My Records page will open and will display your current records. In this example, the COF Renewal Record ID is displayed at the top and the Status is “Application in Progress.” See Figure 21.

NOTE: If you did NOT change any information during your Renewal — your Status will be “Approved.” You will also receive an email confirmation stating that your COF Renewal Application is approved.
A sample COF Renewal Application email confirmation is shown below. In this example, since you changed some information during your COF Renewal Application, the notice states that your COF Renewal Application will be reviewed. You can click to select the link to check the status of your Renewal. See Figure 22.

Fig. 22: COF Renewal Email Confirmation

Upon review, you will receive a notification that it has been “Approved.” If it can NOT yet be approved, you will receive an “Additional Information Requested” notification and you will need to provide additional information [typically, a copy of a document (e.g., a Photo ID)] to proceed with your Renewal.
3. Linking a COF to Your NYC ID Account

You MUST link your COF to add it to your NYC ID so you can complete Renewals online using your FDNY Business account. You will also need to link your COF to your NYC ID if you applied in person, or if a Retest was created for you during an onsite exam.

To link your COF to your account, you must first search for and add your COF record by providing your COF Number, your First and Last name, and the last four (4) digits of your Social Security Number (SSN) following the below steps.

Step 1. Log in to FDNY Business Using Your NYC ID

If you DO NOT have an NYC ID, go to Register for an Account to create your account. Follow the instructions in the Initial Application and Payment Steps to create your account.

Once you have a NYC ID, click the Login button on the FDNY Business Home Page to log in and continue to Step 2.

Step 2. Search the COF Number

Once logged in, click on Initiate Application/Request. See Figure 1.

Fig. 1: Click ‘Initiate Application/Request’
On the Select Type of Application page, click the Record Linking drop-down list. The list will expand. Select “Certificate of Fitness Record Linking” and click the Continue Application button. See Figure 2.

![Figure 2: Select and Click ‘Continue Application’](image)
On the **Claim Information** page, enter your COF Number in the **COF Number** field. Enter the last four (4) digits of your SSN in the **Last 4 digit of SSN** field. Then, click the **Continue Application** button. See Figure 3.

**NOTE:** If your COF is due for Renewal and you are having trouble locating your COF in FDNY Business, re-enter the information and try again. If you still are unable to locate your COF and receive the below error message, dial 311 and ask for FDNY Business Support or email FDNY.BusinessSupport@FDNY.nyc.gov.

You can renew a COF for up to one (1) year from the date it expired. If you have not renewed it within this timeframe, you will NOT be able to locate your COF Number and you will need to file a new COF Application.

![Fig. N1: Error Notification](image1)

**Fig. N1: Error Notification**

---

**Certificate of Fitness Record Linking**

<table>
<thead>
<tr>
<th>Step 1: Claim Information &gt; Claim Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Note: 1. Indicates a required field. 2. You will be able to edit the details in this application from the “Review and Submit” page prior to final submission.</td>
</tr>
</tbody>
</table>

![Fig. 3: Enter Your Information and Click ‘Continue Application’](image2)

**Fig. 3: Enter Your Information and Click ‘Continue Application’**

During the search, you will see the below status notice. See Figure 4.

![Fig. 4: System Processing](image3)

**Fig. 4: System Processing**
Step 3. Link Your COF Number

Once your COF is linked, you will be on the Certification page. Review the notice, and when you are ready to continue, enter your First and Last name exactly as they are spelled on your COF and then “check” the checkbox to confirm.

Next, “check” the last checkbox to digitally sign off on your Application. When you are ready, click the Continue Application button. See Figure 5.

NOTE: On the next page, you can review and edit any of the information you entered before submitting the Certificate of Fitness Record Linking Application.

Fig. 5: Digitally Affirm/Sign and Click ‘Continue Application’
On the **Review and Submit** page, you can review and/or edit any information, as applicable. When you are ready, “check” the checkbox at the bottom of the page and click the **Submit Application** button. See Figure 6.

**Fig. 6: Review/Edit/Reaffirm and Click ‘Submit Application’**
While the system processes your Application, you will see below status notice. See Figure 7.

Fig. 7: System Processing

On the Receipt/Record Issuance page, you will see your Receipt, which contains your COF Record ID.

The COF Record ID contains the COF you just linked (added) and can now be viewed and/or renewed by logging in to FDNY Business with your NYC ID account.

You can click the COF Record ID to open and view the status of your COF. See Figure 8.
After clicking the **COF Record Number**, the **Certificate of Fitness Application** page opens. As highlighted below, your COF Record ID is shown.

You can click the drop-down arrow to select the **Record Info** and/or the **Payments** drop-down lists for more details. Under “Record Details,” the **More Details** drop-down list can be selected to view additional information on **Related Contacts** or **Application Information**. See Figure 9.

---

**Fig. 9: ‘Certificate of Fitness Application’ Page**
Step 4. View Your Linked COF Record in ‘My Records’

To view the COF record you have added to your NYC ID account, click the Home button on the Certificate of Fitness Application page to return to the FDNY Business Home Page. See Figure 10.

![Home Button](image)

**Fig. 10: Click the ‘Home’ Button**

From the FDNY Business Home Page, click the My Records button. See Figure 11.

![My Records Button](image)

**Fig. 11: Click ‘My Records’**
The My Records page will display your current records. As highlighted below, the COF Record you just linked to your NYC ID account is shown.

The Status field shows “About to Expire.” If you want to renew it now, click Renew Application. In this example, you have decided to begin the COF Renewal process and will click Renew Application. See Figure 12.

Fig. 12: ‘My Records’ Page

For details on how to complete the COF Renewal process, refer to Step 2: “Renewing an Expiring COF after Linking it to Your NYC ID” in Renewing an Individual COF.
CERTIFICATES OF FITNESS FOR COMPANIES

1. Group Renewals — COF Company Renewals

Your Company’s designated person, or Company Coordinator, maintains Company COFs. Company Coordinators should read and be familiar with the instructions provided in this guide.

The Company Coordinator must log into FDNY Business to renew Company COFs online. COF Company Renewals can also be done in person at FDNY Headquarters, located at 9 MetroTech Center, Brooklyn N.Y.

Individual COF Holders should update their information (e.g., for a name change), before the COF Company Renewal Application is submitted so all information is current.

NOTE: See Renewing an Individual COF for details. Employees can also complete Renewals by mail or in person.

Step 1. Log in to FDNY Business and Select ‘Company COF Renewal’

You must have a NYC ID account to proceed. Click the Login button on the FDNY Business Home Page to log in and continue.

NOTE: If you DO NOT have an NYC ID, go to Register for an Account to create your account and follow the instructions provided for Figure 1 in Initial Application and Payment Steps.

Once logged in, click on Initiate Application/Request. See Figure 1.

![My Account](image)

Fig. 1: Select ‘Initiate Application/Request’
On the Select Type of Application page, click the Certificate of Fitness drop-down list and select “Certificate of Fitness Company Renewal.” Next, click Continue Application. See Figure 2.

**Fig. 2: Select ‘Certificate of Fitness Company Renewal’**

**Step 2. Select the Company COF Holders You Want to Renew**

On the Company Information page, enter your Company Code in the Company ID field. Then, click the Continue Application button. See Figure 3.

**Fig. 3: Enter the Company ID/Click ‘Continue Application’**
The **Record Information** page shows the COF Holders that have expired, or that will expire within the next 90 days and are due for Renewal. You can select multiple COF Holders to process the Company Renewal.

**NOTE:** Regardless of the COF type, ALL COFs are associated with the SAME **Company Code**, which is unique to the Company. Every COF Holder listed under the “List of Records” section (see Figure 4) will have the SAME **Company Code** under their unique COF Record ID.

For more information on this, refer to Step 3: “Add Your Contact Information (Figure 23)” in the **Initial Application and Payment Steps**, which shows where the Individual COF Applicants enter the **Company Code**, as provided by the Company Coordinator.

Each COF Holder will appear under the “List of Records” section with a unique Record ID and the expiration date. If a COF Holder does NOT appear in the “List of Records” section, it may be because the COF is NOT due for Renewal. See Figure 4.

**NOTE:** If a COF Holder IS due for Renewal and does NOT appear in the “List of Records,” or if you need to add a COF Holder to your Company Code, dial 311 and ask for FDNY Business Support or email [FDNY.BusinessSupport@FDNY.nyc.gov](mailto:FDNY.BusinessSupport@FDNY.nyc.gov).
In this example, we selected two (2) COF Holders. To make your selection, “check” the appropriate checkboxes. Note that the status in the **Selected** column currently shows “No.”

Next, click the Edit Selected button. A new window will appear and as shown in Figure 5 below, the two COF Holders are listed. “Check” the checkboxes and click Submit to confirm.

**Fig. 5: Confirm Your Selections**

On the “List of Records,” the **Selected** column now shows the status “Yes” for the two COF Holders you chose for Renewal. To continue, click the **Continue Application** button.

**NOTE:** If any information needs to be updated, the COF Holder **MUST** make the changes BEFORE you proceed.

**Fig. 6: Click the ‘Continue Application’ Button**
Step 3. Upload Supporting Documentation

After clicking the **Continue Application** button, you will be directed to the **Document Information** page. As you cannot make any changes to any COF Holder's information, no supporting documents will need to be uploaded.

When you are ready, click the **Continue Application** button. See Figure 7.

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**Fig. 7:** Click ‘Continue Application’
On the Review and Submit page, you can view the information you are about to renew. When you are ready, click the Submit Application button. See Figure 8.
On the **Pay** page, you will see the applicable Fees listed under **Fees**, and the total amount under **Total Fees**. To proceed with your payment, click the **Check Out** button. See Figure 9.

**NOTE:** If any COF Holder listed in the COF Company Renewal has a COF that is Fee Exempt, that COF will NOT appear on the **Pay** page. If the Fee Exempt request is not applicable, you will need to make payment to complete the Renewal.

![Figure 9: Click the ‘Check Out’ Button](image)

**Step 4. Pay for Your COF Company Renewal Application**

On the **Cart** page, you can review the item(s) you are paying for and complete the checkout process. See Figure 10.

![Figure 10: Your ‘Cart’](image)
For instructions on paying for your COF Company Renewal Application, see Step 5: “Pay for Your Certificate of Fitness Application” (Figures 31–36) under Initial Application and Payment Steps.

After payment has been completed, you will be directed the Receipt/Record Issuance page. As highlighted below in “yellow,” your paid COF Company Renewal Record ID is displayed. To view the record- and payment-related details, click on the Record ID. See Figure 11.

**NOTE:** As indicated below, the COF Company Renewal Record ID ends in “CREN.”

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**Fig. 11: ’Receipt / Record Issuance’ Page**
Step 5. Review the Status of Your COF Company Renewal Application

From the FDNY Business Home Page, click the My Records button. See Figure 12.

Fig. 12: Click ‘My Records’

The My Records page will open and display your current records. As shown in this example, the COF Company Renewal Record ID is displayed, and the Status is “Application in Progress.” See Figure 13.

Add to My Folders: Check the box next to one or several records, then click Add to My Folders along the top of the records list to add those records to a new or existing folder.

Edit: In some cases, typically before payment is made, a record that has been submitted may still be edited. When "Edit" appears in the Action column, clicking this link will open the submittal details and allow you to edit the information.

Fig. 13: COF Renewal Application Status
You will receive two separate email notifications:

- One will provide payment confirmation (see Figure 14 below)
- The other will provide confirmation that your COF Company Renewal Application has been successfully submitted

Fig. 14: Payment Confirmation Email

Thank you for your order. This e-mail will serve as confirmation that your payment was received.

Please do not reply to this e-mail.

Please keep this for your records.

Item Total: $20.00
Service Fee: 0.40
Payment Amount: $20.40

When your COF Company Renewal Application is Approved, you will receive another email notification and your COF Company Renewal Application’s status will be available online.

For questions about your COF Company Renewal or for assistance using FDNY Business, dial 311 and ask for FDNY Business Support or email FDNY.BusinessSupport@FDNY.nyc.gov.