

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

**MEMORANDUM OF UNDERSTANDING**

BETWEEN THE NEW YORK CITY FIRE DEPARTMENT AND \_\_\_\_\_

This memorandum provides the procedures to follow in order to obtain a **Certificate of Fitness for Use of LPG in Hi-Lo, Use of LPG at Outdoors Events, Use of LPG for Concrete Drying, Use of LPG in Manhole Operations, Use of LPG for Tar Kettles, and the Storage and Handling of LPG** without a written test administered by the New York City Fire Department.

**1. SUBMIT NOTARIZED STATEMENTS**

A) A notarized statement from the premises manager or building owner stating that the applicant has a reasonable understanding of and has received training in 3RCNY §25-01, 03, 06, 07, and 14. The statement must include the applicant's full name, character, physical condition, experience, and address of the premises where applicant will be employed. This statement must be submitted on Company's official letterhead.

B) A notarized statement from the applicant stating that he/she is being issued a Certificate of Fitness by the Fire Department, on the basis of his/her experience, education, and understanding of the rules and regulations regarding the use of LPG in Hi-Lo, at outdoors events, for concrete drying, in manhole operations, for tar kettles, and its storage and use. The statement must include the applicant's full name, experience, and address of premises where applicant will be employed.

2. All applicants must complete a **Certificate of Fitness Application** (Form A-20).

**3. APPLICATION FEES**

A check for \$25.00 must accompany each application.

**4. SPECIAL QUALIFICATIONS**

Applicants holding a license as a Professional Engineer (PE) or a license as a Registered Architect (RA) issued by the NYS Dept. of Education plus one year of fire protection or fire safety experience may apply for alternative issuance.

**5. ADDITIONAL INFORMATION**

All applicants must submit proof of education, training, diplomas, certificates, licenses, etc.

All applicants wishing to renew their Certificate of Fitness must submit a notarized statement attesting to their knowledge and understanding of amendments to 3RCNY §25-01, 03, 06, 07, and 14 prior to submission of Certificate of Fitness renewal.

All applicants must complete a **Child Support Certification Form**

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Any further questions on Certificate of Fitness application or renewal procedures should be addressed, in writing, to Mr. Steven Ertrachter, Director of Public Certification and Education at 9 MetroTech Center, Brooklyn, NY 11201.