

**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 Explosives with Police Bomb Disposal Squad (E-22)** without a written test administered by the New York City Fire Department. However, applicants may take advantage of this policy only when the administration of a written test is not practicable. Applications for alternative issuance must be submitted **by mail only**.

**1. SUBMIT NOTARIZED STATEMENTS**

**A.** A notarized statement from the Bomb Disposal Squad Commanding Officer stating that:

1. The applicant's full name, character, physical condition, and years of experience as a Police Department's Bomb Squad member; and that:
2. The applicant has a reasonable understanding of, and has received training in 3RCNY§14-01 to 07; and that:
3. The applicant has met the training requirements as Bomb Squad member as set by the National Bomb Squad Commanders' Advisory Board.

**B.** A notarized statement from the applicant stating:

1. His/her full name, experience, and address; and that:
2. He/she is being issued a Certificate of Fitness for Use of Explosives with Police Bomb Disposal Squad by the New York City Fire Department on the basis of his/her understanding of the specific requirements governing the operation of the Police Bomb Disposal Squad, and for having met the requirements and training as set by the National Bomb Squad Commanders' Advisory Board; and that:
3. He/she has received training in, and is thoroughly familiar with 3RCNY §14-01 to 07.

**2. COMPLETE FORM A-20**

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

**3. SPECIAL QUALIFICATIONS**

Applicants must be active members of the New York City Police Department's Bomb Squad and must have met the requirements for training as set by the **National Bomb Squad Commanders' Advisory Board**.

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**4. PHOTOS**

All applicants must submit a recent 2x2 color photo

**5. ADDITIONAL INFORMATION**

Applicants must submit proof of education, including evidence of completion of training, diplomas, certificates, licenses, etc.

Applicants wishing to renew their Certificate of Fitness shall submit notarized statements as per A and B above.

All applicants must submit a recent 2x2-color photo. **Qualified applicants must submit all documentation by mail.**

Any further questions may be addressed, in writing, to Dr. Jorge Esquilin, Director of Examinations at 9 MetroTech Center, Brooklyn, NY 11201-3857 Room1S-1A.