



# FDNY EXPEDITOR TUTORIAL

Public Certification Unit of Bureau of  
Fire Prevention

9-2-2014

# Application

- ▣ In order for an individual to perform Expeditor duties, a FDNY approval is required.
- ▣ A new fee for a two (2) year period will apply effective 9-2-2014.
- ▣ The principal (R-01) can find the application at [http://www.nyc.gov/html/fdny/pdf/cof\\_study\\_material/expeditor\\_application\\_principal.pdf](http://www.nyc.gov/html/fdny/pdf/cof_study_material/expeditor_application_principal.pdf)

# R-01 Application

Every Principal (Owner) of the company must submit an application for review to be an approved FDNY Expeditor.

Registered Architects, Professional Engineers and Attorneys licensed in NYS are exempt from filing the Application and can perform Expeditor duties by presenting their State credentials.

# R-01 Application Section A:

Asks for basic company contact information.

Companies located outside of the five boroughs of New York City must list an Agent that will be responsible to deliver mail that may be restricted to be mailed within NYC only.

# R-01 Application Section B:

Asks for employment history with any New York City agencies.

Former NYC employees may have to present NYC Conflicts of Interest Board clearance.

# R-01 App. Section C, D, E & F:

Applicants must:

- list their professional experience within the last 5 years
- attach a resume
- list all if any relatives that are employed by FDNY
- list all if any convictions

# R-01 Application Section G:

The application must be:

- signed and dated.
- submitted online with proper fees.
- <https://www1.nyc.gov/nycbusiness/description/cor-r01/apply>
- approved applicants will receive their certificate by mail. If application is in complete you will be notified.

# R-02 Application

Individuals interested in performing expeditor duties with FDNY must be employed by an approved FDNY R-01, a Registered Architect, Professional Engineer and/or an Attorney licensed in NYS and submit an application

[http://www.nyc.gov/html/fdny/pdf/cof\\_study\\_material/expeditor\\_application\\_employee.pdf](http://www.nyc.gov/html/fdny/pdf/cof_study_material/expeditor_application_employee.pdf)

# R-02 Application Section A:

The applicant must

- provide employer's R-01 information
- a letter of recommendation from the R-01 employer
- fill out complete company's information

# R-02 App. Section B, C, D, E & F:

Applicants must:

- provide their personal information
- list their professional experience within the last 5 years
- attach a resume
- list all if any relatives that are employed by FDNY
- list all if any convictions

# R-02 Application Section G:

The application must be:

- signed and dated.
- Submit the application electronically online through NYC Business Express –
- <https://www1.nyc.gov/nycbusiness/description/cor-r02/apply>
- If your application meets all NYC Fire Department (FDNY) requirements, a certificate will be sent to your mailing address within five business days. If your application is incomplete, you will be notified by FDNY, and will have 30 days to resubmit your application without any financial penalty. After 30 days, you will need to submit a new application and pay the application fee again.

# Updates of R-01 & R-02

If there are any changes to the information that you have provided in your application, you must notify FDNY immediately by submitting an amended application with proper updates and fees.

# R-01 & R-02 Application Renewal

The application must be renewed at time of expiration online.

[https://paydirect.link2gov.com/FDNYCOF/Item  
Search](https://paydirect.link2gov.com/FDNYCOF/ItemSearch)

A completed and signed renewal application should be emailed to [pubrenew@fdny.nyc.gov](mailto:pubrenew@fdny.nyc.gov) immediately after the online submittal.

# Renewal Applications

- Principals R-01

[http://www.nyc.gov/html/fdny/pdf/cof\\_study\\_material/expeditor\\_application\\_principal\\_renewal.pdf](http://www.nyc.gov/html/fdny/pdf/cof_study_material/expeditor_application_principal_renewal.pdf)

- Employees R-02

[http://www.nyc.gov/html/fdny/pdf/cof\\_study\\_material/expeditor\\_application\\_employee\\_renewal.pdf](http://www.nyc.gov/html/fdny/pdf/cof_study_material/expeditor_application_employee_renewal.pdf)

# Contact Us

Please contact Claudine McClintock via:

[pubcert@fdny.nyc.gov](mailto:pubcert@fdny.nyc.gov) or [pubrenew@fdny.nyc.gov](mailto:pubrenew@fdny.nyc.gov)

if you have questions regarding your filed application.

# Corruption & Bribery

Expeditors are prohibited to offer, and/or give bribes and/or gratuity in any possible form not excluding gifts, cash, favors, meals, trips, anything that may be of financial or sentimental value, etc.

# Appointments at FDNY

- ▣ An appointment with plan examiner is for technical objection clarifications and discussions only. Applicants shall be present to discuss technical objections with the plan examiner. Anyone other than the applicant such as expeditors shall bring an authorization letter from the applicant indicating the following:
  - ▣ The expeditor is familiar with the project and authorized to represent an applicant in technical discussions.
  - ▣ The expeditor is able to answer all technical objections raised by the plan examiner related to the project.

# CONSENT

I understand it is unlawful to make a false statement to the Department; or to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license.

## MUST Check off, Print & Submit with each application

■ I have read, viewed and thoroughly understand all information presented in the tutorial. I understand it is unlawful to make a false statement to the Department; or to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license.