

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 Heliport Foam System Operation (F-43)** 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 exam is not practicable. Applications for alternative issuance must be submitted **by mail only**.

**1. SUBMIT NOTARIZED STATEMENTS**

A) A notarized statement from the heliport Manager stating the applicant has a reasonable understanding of, and has received training in RCNY Volume 2, Title 3 (Fire Department) -§21-01 (a-f); Fire Law Handbook §27-4073 and §27- 4081(b); NFPA 418 - Standard for Heliports, 1995 edition, Chapter 3-6 to 3-8, and is knowledgeable of the provisions contained therein. This statement shall 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 for Heliport foam system operator, by the Fire Department, on the basis of his/her experience, education, and understanding of the specific premises' requirements governing the operation of **heliport foam systems**.

**2. COMPLETE FORM A-20**

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

**3. APPLICATION FEES**

A check or money order for \$25.00 shall accompany each application.

**4. PHOTOS**

All applicants shall submit two (2) passport size photos.

**5. ADDITIONAL INFORMATION**

All applicants shall submit proof of education, including evidence of completion of training

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programs, diplomas, certificates, licenses, etc.

All applicants wishing to renew their Certificate of Fitness shall submit a notarized statement attesting to their knowledge and understanding of amendments to RCNY, Fire Law Handbook and NFPA 418 as stated in 1A above prior to submission of Certificate of Fitness renewal.

Applicants who have failed the written exams will not be allowed to take advantage of this Policy. **Qualified applicants must submit all documentation by mail.**

Further questions may be addressed, in writing, to Dr. Jorge Esquilin, Director of Examinations at 9 MetroTech Center, Brooklyn, NY 11201 Room 1S-1A.

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