

Submit items required via email to pubrenew@fdny.nyc.gov

All documents must be submitted the same day of the payment. Please always include your **CERTIFICATE NUMBER** and **YOUR NAME** in all documents submitted.

- **Q-01 and Q-99**
http://www.nyc.gov/html/fdny/pdf/cof_study_material/z_51_noe.pdf
***see below**
- **R-01 application**
http://www.nyc.gov/html/fdny/pdf/cof_study_material/expeditor_application_principal_renewal.pdf
- **R-02 application**
http://www.nyc.gov/html/fdny/pdf/cof_study_material/expeditor_application_principal_renewal.pdf
- **W-16 application**
http://www.nyc.gov/html/fdny/pdf/fire_prevention/underground_application_col_mfs_ds.pdf
- **List of new tests due to new Fire Code**
http://www.nyc.gov/html/fdny/pdf/firecode/new_cof_test_list.pdf
- **Reasons Why a Certificate is not showing up On Renewal Online System**
 - Too early to renew (current date > 90 days of exp. date)
 - Expired over a year (current date > 1 year + 10 days after the exp_date)
 - Not ineligible (reason such as **OWE CHILD SUPPORT** or **UNDER INVESTIGATION** etc.)
 - List of certificates that can no longer be renewed & a new test required.
http://www.nyc.gov/html/fdny/pdf/firecode/new_cof_test_list.pdf
 - If you work for one of NYC agencies and you don't pay for your certificate, you cannot renew online only by mail or walk in.
 - Renewed certificates.

***Important Notice for Refrigeration Engineer Certificate Holder Renewal Applicants**

All Certificate of Qualification (C of Q) holders (Refrigeration Engineer, Q-01 and Q-99) whose certificate expires on or after **January 1, 2016** is required, as a condition of their renewal, to provide proof that they have completed a continuing education course in Building Operation, Maintenance and Recordkeeping.

The course must be completed at an FDNY approved school. The list of FDNY approved school is available on the FDNY website.

http://www.nyc.gov/html/fdny/pdf/fire_prevention/certified_schools_for_refrigerating_system_operating_engineer.pdf

FDNY Fire Safety Director (FSD, F-25 or F-58) Certificate of Fitness holders were, as a condition of their recent FSD certificate renewal, required to attend this course. Accordingly, C of Q renewal applicants who hold a current FSD certificate are not required to attend this continuing education course provided that they submit with their renewal application a copy of such FSD certificate.

Revised 1-22-16

If you have questions or require clarification, please feel free to contact the Certificate of Fitness Unit by phoning (718) 999-1988, or (718)999-0649 or by email to pubrenew@fdny.nyc.gov with "Q-01/Q-99 Renewal Questions" in the subject line.