

NOTICE OF EXAMINATION

Title: Examination for Certificate of Fitness Fire Alarm Systems Inspection, Testing and Service Principal (S-97)

S-97 can be obtained only by qualifying on the basis of education, license and experience.

REQUIREMENTS FOR S-97 AIP APPLICATION

1. Applicants must be at least 18 years of age.
2. Applicants must have a reasonable understanding of the English language.
3. Applications for S-97 must be submitted only by FDNY approved companies for Smoke Detector Maintenance or Central Station Monitoring.
4. Applicant must complete and sign S-97 form.
http://www.nyc.gov/html/fdny/pdf/cof_study_material/s_97_application.pdf
5. Applicants are limited to hold one S-97 per company. The FDNY may allow more than one of each certificate S-97. The **ONLY** exception may be if the additional company is owned by the same principal(s). The applicant must submit a notarized, letterhead correspondence stating all pertinent information regarding the related ownership of the companies. The FDNY may require further proof of ownership.

6. **APPLICATION FEE:**

The **\$25** application fee for the exam can be paid by one of the following methods:

- Cash
- Credit card (*American Express, Discover, MasterCard, or Visa*)
- Debit card (*MasterCard or Visa*)
- Personal or company check or money order (*made payable to the New York City Fire Department*)

For fee waivers submit: ***(Only government employees who will use their C of F for their work-related responsibilities are eligible for fee waivers.)***

- A letter requesting fee wavier on the Agency's official letterhead stating applicant full name, exam type and address of premises;
AND
- Copy of identification card issued by the agency

A convenience fee of 2.49% will be applied to all credit card payments.

7. **EXAM INFORMATION**

S-97 is obtained by qualifying for Alternative Issuance Procedure (AIP). An applicant who qualifies must apply online. For more detail information applicants must review the **S-97** AIP information.

http://www.nyc.gov/html/fdny/pdf/cof_study_material/s97_application.pdf

8. If the application meets all NYC Fire Department (FDNY) requirements, a certificate will be sent to the applicant's mailing address within five business days. If FDNY has any questions regarding the application, the applicant will be contacted within two business days.

If the applicant fails to respond within 10 days, the application will be terminated. To reapply, applicants will need to submit a new application and pay the application fee again.

ALTERNATIVE ISSUANCE PROCEDURE (AIP) FOR S-97

This certificate of fitness can be only obtained by qualifying on the basis of education and experience. Applicants who qualify for AIP must apply online. For more detail information applicants must review the **S-97** AIP information.

http://www.nyc.gov/html/fdny/pdf/cof_study_material/s97_aip_info.pdf

RENEWAL REQUIREMENTS

This Certificate of Fitness must be renewed every **THREE YEARS**. The renewal fee is **\$15**. FDNY will require continuing education or NICET recertification upon renewal. FDNY also reserves the right to require the applicants to take a re-examination upon submission of renewal applications.

You will receive a courtesy notice of renewal 90 days before the expiration date. However, it is your responsibility to renew your Certificate. It is very important to renew your C of F before it expires. Renewals submitted 90 days (up to one year) after the expiration date will incur a \$25 penalty in addition to the renewal fee. Certificates expired over one year past expiration date will not be renewed. New exams will be required.

To change a mailing address:

- Submit a letter requesting the change of mailing address and a copy of your C of F with \$5.00 fee.

To change a work location,

- Submit a letter from your current employer (on company letterhead) confirming that you are an employee and stating your new work location with a copy of your C of F with a \$5.00 fee

To request a replacement certificate:

- Submit a driver's license or passport, social security number and mailing address with \$5.00 fee.

The certificate can be renewed **On-line, by Mail or in Person.**

- **Renewal online**

If you are an individual, make sure you have your 12 digit Certificate of Fitness Access ID. This can be found on your Renewal Notice. If you do not have your Renewal Notice, your Access ID is your 8 digit Certificate of Fitness number and the last four digits of your social security number. If you are submitting renewals on behalf of a company's employees, the company must be approved by FDNY and have an 8 digit Company Code. To request approval, email pubrenew@fdny.nyc.gov.

Renewal fee can be paid by one of the following methods:

- Credit card (American Express, Discover, MasterCard, or Visa)
- Debit card (MasterCard or Visa)
- E-check

A fee exempted applicants cannot renew online only by mail or in person.

If all the requirements are met, the certificate of fitness will be mailed out within 10 days.

For online renewal go to: <https://paydirect.link2gov.com/FDNYCOF/ItemSearch>

- **Renewal by mail**

Mail your Renewal Notice (if you did not receive a Renewal Notice, a copy of your certificate), along with your fee payment

Personal or company check or money order (made payable to the New York City Fire Department)

For fee waivers submit: ***(Only government employees who will use their C of F for their work- related responsibilities are eligible for fee waivers.)***

- A letter requesting fee waiver on the Agency's official letterhead stating applicant full name, exam type and address of premises; **AND**
- Copy of identification card issued by the agency

and if applicable, supporting documents to:

NYC Fire Department (FDNY)

Cashier's Unit

9 MetroTech Center, 1st Floor

Brooklyn, NY 11201

If all the requirements are met, the certificate of fitness will be mailed out within four to six weeks.

- **Renewal in person**

Submit your Renewal Notice (or if you did not receive a Renewal Notice, a copy of your certificate), along with your fee payment by one of the following methods:

- Cash
- Credit card (*American Express, Discover, MasterCard, or Visa*)
- Debit card (*MasterCard or Visa*)
- Personal or company check or money order (*made payable to the New York City Fire Department*)

For fee waivers submit: ***(Only government employees who will use their C of F for their work-related responsibilities are eligible for fee waivers.)***

- A letter requesting fee waiver on the Agency's official letterhead stating applicant full name, exam type and address of premises; **AND**
- Copy of identification card issued by the agency

and if applicable, your supporting documents to:

NYC Fire Department (FDNY)

Cashier's Unit

9 MetroTech Center, 1st Floor

Brooklyn, NY 11201

If all the requirements are met, the certificate of fitness will be issued the same day.

A convenience fee of 2.49% will be applied to all credit card payments for original or renewal certificates.

EXAM SITE: FDNY Headquarters, 9 MetroTech Center, Brooklyn, NY. Enter through the Flatbush Avenue entrance (between Myrtle Avenue and Tech Place).

