

SERVICE UPDATE

eFiling: New Enrollment Process for Elevator Directors, Co-Directors, and Inspectors

The Elevator Directors, Co-Directors, and Inspectors designation has been added to eFiling as a new license type and will be required to register with their license number and business name. To sign up for **eFiling** as an Elevator Director, Co-Director or Inspector, go to www.nyc.gov/dobefiling.

Registration process

- After completing the online registration, you will be asked to print an Authentication Form, a printable version of the information you entered in eFiling.
- Print the form then sign, date and have it notarized.
- Submit the form with a copy of your State-issued identification, such as a driver's license, or Department-issued ID, either by mail or in-person to:

New York City Department of Buildings
LAA/Permit Renewal and Hub Authentication Unit
Attn: eFiling
280 Broadway, 5th Floor
New York, New York 10007

In-person submissions can be dropped off by you or a representative Monday through Friday from 9:00am to 3:45pm. The LAA Unit will verify your licensing information, and then notify you by email that your account has been activated.

For questions and further information, visit www.nyc.gov/dobnowtips or contact LAA-PR@buildings.nyc.gov.

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