

SERVICE UPDATE

Follow-up #4: [Elevator Compliance Filings](#) Service Notice

To facilitate the transition to DOB NOW, elevator inspection reports, elevator test reports, and Affirmations of Correction filings submitted in DOB NOW: *Safety* between November 12, 2018 to March 31, 2019 will not be charged late fees.

This is an update to [Follow-up #2: Elevator Compliance Filings Service Notice](#) and applies to Elevator Inspection/Test Reports (ELV3) and Affirmation of Correction (ELV29) for 2018 and 2019 reporting years. Refer to the Service Notice for more information about which filings should be filed in DOB NOW or on paper.

Category filings must continue to be submitted within one year of the inspection date and all filings must be submitted by March 31, 2019 to qualify for this waiver. After March 31, 2019, DOB NOW will impose late fees retroactively to the due date if applicable.

For issues submitting an elevator compliance filing in DOB NOW: *Safety* (including device not found) please use the DOB NOW Help Form at www.nyc.gov/dobnowhelp and provide the specific device number and the type of report you are attempting to file (CAT1, CAT5, or AOC).

DOB NOW: *Safety* Training

- A training video, including a user manual, and step-by-step filings examples are available online on the [DOB NOW: Safety Elevator Resources](#) web page.

POST UNTIL: July 1, 2019