

## SERVICE NOTICE

### Get Help Certifying Corrections

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The Department is increasing its education and outreach efforts to resolve open summonses through the Get Summonses Corrected (GSC) campaign. Beginning March 19, DOB's Administrative Enforcement Unit (AEU) will host virtual and borough office events to assist individuals experiencing difficulties with certifying correction.

At each GSC event, property owners and named respondents who have submitted a Certificate of Correction (COC) application or need guidance on the COC process can speak with an AEU reviewer. Whenever possible, same-day reviews will be conducted.

The GSC campaign will kick-off Tuesday, March 19 in DOB's Queens borough office located at **120-55 Queens Boulevard, Kew Gardens, NY, 11424**. Scheduled March GSC dates are as follows:

- **March 19, 2024 – Queens (in-person)**

AEU representatives will be available during **Buildings After Hours** (4pm – 7pm) in the Queens borough office. Pre-submission of the COC in **DOB NOW: BIS Options** is encouraged. No appointments needed. To access COC forms and information visit [nyc.gov/aeu-coc](https://nyc.gov/aeu-coc).

*NOTE: AEU also participates in Buildings After Hours in the Manhattan borough office located at 280 Broadway, New York, NY, 10007. AEU representatives will be available in both the Manhattan and Queens borough offices on March 19.*

- **March 22, 2024 – Virtual Event**

AEU will host the **Submit Your COC with Me** virtual session at 10am and again at 2pm. Each 2-hour session will provide information on certifying correction and demonstrate the COC upload process. Individuals facing challenges with COC uploads are encouraged to attend. Additional details will be posted on DOB's website.

- **March 27, 2024 – Queens (in-person)**

AEU representatives will be available from 9am to 4pm in the Queens borough office. No appointments needed.

### Additional Information

The GSC campaign will be rolled out to other borough offices soon. Stay tuned for a visit in your borough. For questions about GSC events, contact AEU online at [nyc.gov/dobhelp](https://nyc.gov/dobhelp) or by phone at **(212) 393-2405**. To find out more about DOB events visit [nyc.gov/dobevents](https://nyc.gov/dobevents).