

## NOTICE OF EXAMINATION

**Title:** Certificate of Fitness for supervising temporary storage and dispensing flammable and combustible liquids at movie/TV production sites (S-91).

**Date of Test:** Written tests are conducted Monday through Friday (except legal holidays) 8:00 AM to 2:30 PM.

**Test Site:** **FDNY Headquarters**, 9 Metrotech Center, Brooklyn, NY. Enter through the **Flatbush Avenue entrance (between Myrtle Avenue and Tech Place)**.



### **QUALIFICATION REQUIREMENTS**

1. Applicants must be at least 18 years of age.
2. Applicants must have a reasonable understanding of the English language.
3. Applicant must provide two forms of identification, at least one identification must be government issued photo identification, such as a State-issued Drivers' License or Non Drivers License or a passport.

4. Applicants must present a letter of recommendation from his/her employer. The letter must be on official letterhead, and must state the applicant's full name, experience and the address where the applicant will work. If the applicants are self-employed or the principal of the company, they must submit a notarized letter attesting to their qualifications. The sample letters could be referred to page 4 of this document.
5. Applicants not currently employed may take the test without the recommendation letter. If the applicants pass the test, FDNY will issue a temporary letter with picture for the job seeking purpose. The C of F card will not be issued unless the applicants are employed and provide the recommendation letter from his/her employer.
6. *Special note* for current **S-93 C of F holders** who supervise temporary storage and dispensing flammable and combustible liquids at **movie/TV production sites**: you can exchange your S-93 C of F card for S-91 C of F without test by one of the following methods. (note: this exchange service will **no longer be available on or after 04/10/2017**)

- A. Walk in (You can have your S-91 C of F card on the same day): visit the FDNY Headquarter with (1) **a letter from the employer** (see the sample letter on page 5 of this study material) (2) **the signed and dated personal statement** on page 6 of this study material, and (3) **the original S-93 C of F card**.

If you don't need to keep your S-93 C of F card, you can exchange for S-91 C of F card without additional payment. However, if you would like to keep your S-93 C of F card, you will need to pay additional \$25 fee to apply the S-91 C of F card.

- B. Mail in (the S-91 C of F card will be mailed in 4-6 weeks):
  - If you want to keep your S-93 C of F card, the required documents:
    - (1) a letter from the employer (see the sample letter on page 5 of this document)
    - (2) the signed and dated personal statement on page 6 of this document
    - (3) the copy of your S-93 C of F card
    - (4) a fee of \$25, money order or personal check payable to "Fire Department City of New York"
  - If you don't need your S-93 C of F card, the required documents:
    - (1) a letter from the employer (see the sample letter on page 5 of this document)
    - (2) the signed and dated personal statement on page 6 of this document
    - (3) the original S-93 C of F card

Mail the required documents mentioned above to:  
FDNY (C of F Unit), 9 MetroTech Center, Brooklyn, NY 11201.

## **APPLICATION INFORMATION**

**Application Fees:** \$25 for originals and \$15 for renewals. The fee may be paid by cash, money order, credit card, debit card or personal check made payable to the New York City Fire Department. The \$25 fee must be paid by all applicants prior to taking the Certificate of Fitness test.

**Application Forms:** Application forms are available at the Public Certification Unit, 1<sup>st</sup> floor, 9 Metro Tech Center, Brooklyn, NY 11201.

## **RENEWAL REQUIREMENTS**

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. For renewal, send the renewal notification or a letter stating the C of F # with a fee of \$15, money order or personal check payable to "Fire Department City of New York" to:

FDNY (Cashier's Unit)  
9 MetroTech Center,  
Brooklyn, NY 11201

Late renewals (90 days after the expiration date, up to 1 year) will incur a \$ 25 penalty in addition to the renewal fee. Certificates expired over one year past expiration date will not be renewed. New tests will be required. FDNY also reserves the right to require the applicants to take a re-examination upon submission of renewal applications.

Certificate of Fitness can also be renewed on-line. For more information:

[http://www.nyc.gov/html/fdny/pdf/cof\\_study\\_material/cof\\_renewal\\_online\\_information\\_9\\_13\\_13.pdf](http://www.nyc.gov/html/fdny/pdf/cof_study_material/cof_renewal_online_information_9_13_13.pdf)

## **TEST INFORMATION**

The S-91 will consist of **20** multiple-choice questions, administered on a "touch screen" computer monitor. It is a time-limit test. A passing score of at least 70% is required in order to secure a Certificate of Fitness. Call (718) 999-1988 for additional information and forms.

## **WEBSITE**

Please always check for the latest revised booklet at FDNY website before you take the test, the Certificate of Fitness Study Material link, below

[http://www.nyc.gov/html/fdny/html/c\\_of\\_f/cof\\_study\\_materials.shtml](http://www.nyc.gov/html/fdny/html/c_of_f/cof_study_materials.shtml)

**(This sample letter is for general S-91 C of F applicants)**  
**FIRM OR COMPANY NAME**  
**BUSINESS ADDRESS**

DATE:

\_\_\_\_\_  
Fire Department  
Bureau of Fire Prevention  
9 Metro Tech Center  
Brooklyn, NY 11201-3857

Dear Sir/Madam:

I am pleased to recommend \_\_\_\_\_ to apply for  
(Applicant's name)

the S-91 Certificate of Fitness for supervising the temporary and dispensing  
flammable and combustible liquids at movie/TV production sites.

He/she has \_\_\_\_\_ of related experience and will be working at  
(years, months)  
different movie/TV production sites in NYC areas.

Applicant is of GOOD CHARACTER and is PHYSICALLY ABLE to perform the functions  
required by the holder of the Certificate of Fitness.

\_\_\_\_\_  
(Printed name of Employer)

\_\_\_\_\_  
(Employer's title)

\_\_\_\_\_  
(Signature of Employer)

**NOTE: The recommendation letter should be on employer's letterhead. If not on employer's letterhead, signature must be notarized.**

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**(This sample letter is only for current S-93 C of F holders)**  
**FIRM OR COMPANY NAME**  
**BUSINESS ADDRESS**

DATE: \_\_\_\_\_

Fire Department  
Bureau of Fire Prevention  
9 Metro Tech Center  
Brooklyn, NY 11201-3857

Dear Sir/Madam:

\_\_\_\_\_ is currently holding the S-93 Certificate of Fitness for  
(Applicant's name)

*supervising temporary storage and dispensing Flammable or combustible liquids at*

*construction sites, however, his job duty is **mainly supervising the temporary and  
dispensing flammable and combustible liquids at movie/TV production sites.***

He/she has \_\_\_\_\_ of related experience and will be working at  
(years, months)

different movie/TV production sites in NYC areas. As a result, I highly recommend

\_\_\_\_\_ to exchange his current S-93 Certificate of Fitness card for the  
(Applicant's name)

S-91 Certificate of Fitness card to adequately perform his job duties.

Applicant is of GOOD CHARACTER and is PHYSICALLY ABLE to perform the function  
required by the holder of the S-91 Certificate of Fitness.

\_\_\_\_\_  
(Printed name of Employer)  
Employer)

\_\_\_\_\_  
(Employer's title)

\_\_\_\_\_  
(Signature of

**NOTE: The recommendation letter should be on employer's letterhead. If not on  
employer's letterhead, signature must be notarized.**

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**(This sample letter is only for current S-93 C of F holders)**

## **Personal Statement**

Date \_\_\_\_\_

I hereby certify that I have fully read the S-91 examination study material and understand its content. I understand that the rules and regulations relating to the temporary storage and dispensing of flammable and combustible liquids at movie/TV production sites are different from the regulations for the construction sites.

I also understand that the Department reserves the right to require me to take a re-examination upon submission of renewal applications, and that failure to submit this document with my Certificate of Fitness exchange application may require me to retake the examination.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Certificate of Fitness Number

\_\_\_\_\_  
Name (Signature)