

**NEW YORK CITY FIRE DEPARTMENT**  
**BUREAU OF FIRE PREVENTION**  
**PUBLIC CERTIFICATION AND EDUCATION**

**MEMORANDUM OF UNDERSTANDING**

BETWEEN THE NEW YORK CITY FIRE DEPARTMENT AND \_\_\_\_\_

This memorandum provides the procedures to follow in order to obtain a **Certificate of Fitness for City-wide Maintenance of Smoke Detectors (W-26)** without a written test administered by the New York City Fire Department. Applications for alternative issuance must be submitted **by mail only**.

**1. SUBMIT NOTARIZED STATEMENTS**

A. A notarized statement from the company owner or manager stating that the applicant has a reasonable understanding of and has received training in the safety regulations of the New York City Fire Department, including 3RCNY §17-06 and 07. The statement must include the applicant's full name, character, physical condition, and qualifying experience. This statement must be submitted on company's official letterhead.

B. A notarized statement from the applicant stating that he/she is being issued a Certificate of Fitness by the Fire Department on the basis of his/her experience, education, and understanding of the requirements governing the installation and operation of smoke detectors. The statement must include the applicant's full name and qualifying experience.

**2. COMPLETE FORM A-20**

All applicants must complete a Certificate of Fitness Application (**Form A-20**).

**3. APPLICATION FEES**

A check or money order must accompany each application.

**4. SPECIAL QUALIFICATIONS**

Individuals holding a NYS license to Install, Repair, and Maintain Fire Alarm Systems;  
or

**5. ADDITIONAL INFORMATION**

All applicants must submit proof of education, including diplomas, certificates, licenses, etc.

All applicants wishing to renew their Certificate of Fitness shall submit a notarized statement attesting to their knowledge and understanding of any amendments to 3RCNY §17-06 and 07 prior to submission of Certificate of Fitness renewal.

Applicants must submit a recent 2x2 color picture

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Applicants who have failed the written exam will not be allowed to take advantage of this policy. **Qualified applicants must submit all documentation by mail.**

Further questions may be addressed, in writing, to Dr. Jorge L. Esquilin, Director of Examinations at 9 MetroTech Center, Brooklyn, NY 11201 Room 1S-1A.

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