Certificate of Registration for Expeditors

Starting on September 2, 2014:

1. **ORIGINAL: Application must be submitted online only and provide all documents electronically.**

    - Through NYC Business Express:

      https://www1.nyc.gov/nycbusiness/description/cor-r01/apply

      https://www1.nyc.gov/nycbusiness/description/cor-r02/apply

The application fee for R-01 & R-02 is **$210** for **two** years. The following payment methods are acceptable:
- Credit Card (American Express, Discover, MasterCard, or Visa)
- Debit card (MasterCard or Visa)
- E-Check

For fee waivers submit: *(Only government employees who will use their C of F for their work- related responsibilities are eligible for fee waivers.)*
- An agency letter with official letter head; **AND**
- Copy of identification card issued by the agency

A convenience fee of 2.49% will be applied to all credit card payments.

If the application meets all requirements, a Certificate of Registration will be sent to the applicant's address within five business days.

2. **RENEWAL: The certificate of registration** must be renewed every Two years:
    - **Online , by mail and in person**
      For online renewal go to:
      https://paydirect.link2gov.com/FDNYCOF/ItemSearch
      Renewal fee for **$100** for **two** years can be paid by one of the following methods:
      - Credit card (American Express, Discover, MasterCard, or Visa)
      - Debit card (MasterCard or Visa)
      - E-check

      A fee exempted applicants cannot renew online only by mail or in person.

Both applications originals and renewal must read the **Expeditor tutorial** and submit proof with the application.

http://www.nyc.gov/html/fdny/pdf/cof_study_material/expeditor_tutorial_9_2014.pdf

For further information you can email to pubcert@fdny.nyc.gov