

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

NOTICE OF EXAMINATION

TITLE: **Examination for the Certificate of Fitness for Magazine Keeper (E-15)**

DATE OF TEST

Applicants must make an appointment with the Explosive Unit at 718-999-1595 prior to arriving at 9 Metrotech, Brooklyn. All applicants with appointments must arrive before 8:30 AM for processing.

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 are available at the link below http://www.nyc.gov/html/fdny/html/c_of_f/cof_requirements.shtml or the Public Certification Unit, 1st floor, 9 Metrotech Center, Brooklyn.
5. Applicants must submit **two passport-size photos**.
6. Applicants must be **United States citizens**. Proof must be provided before taking the test. The acceptable documents are listed below.

*Acceptable documents for proof of U.S. citizenship: American Passport, Certificate of Naturalization, Certificate of Citizenship, US or US Territory Birth Certificate (US Territories are American Samoa, Guam, Mariana Islands, Marshall Islands, Puerto Rico, Virgin Islands and Wake Island), US DOS Consular Report of Birth Abroad.

APPLICATION INFORMATION

Application Fees: \$25 for originals and \$5 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".

Fingerprint fees: \$75 money order only, payable to "Fire Department City of New York". This fingerprint fee is ONLY required for taking your initial test.

The \$25 and \$75 fees must be payable by all applicants prior to taking the C of F test.

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RENEWAL REQUIREMENTS

You will receive a courtesy notice of renewal 90 days before the expiration date. You will be able to renew your C of F 60 days before the expiration date. It is your responsibility to renew your Certificate. Please be advised that the C of F will expire in 1 year. It is very important to renew your C of F before it expires.

Please renew **by mail**, not in person at FDNY headquarters. For renewal, send

- (1) either the renewal coupon or a photocopy of your current C of F, and
- (2) two new color passport size photos, and
- (3) a fee of \$5, money order or personal check (do not send cash) payable to "Fire Department City of New York"

to :

FDNY (Explosive Unit Rm #3N-2)
9 Metro Tech Center,
Brooklyn, NY 11201

Late renewals (90 days after the expiration date, up to 1 year) will incur a \$30 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.

TEST INFORMATION

The E-15 test will consist of **30** 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. For additional information and forms, please call 718-999-1595.

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