

**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 an **Certificate of Fitness for: Fire Guard for Hotels and Fire Guard for Office Buildings (F-91)** without a written test administered by the New York City Fire Department. However, applicants may take advantage of this policy only when the administration of a written exam is not practicable. Applications for alternative issuance must be submitted **by mail only**.

**1. SUBMIT NOTARIZED STATEMENTS**

A) A notarized statement from the hotel manager or building owner stating that the applicant has a reasonable understanding and has received training in the specific requirements of the premises where he/she is to be employed. The letter must state the applicant's full name, character, physical condition, experience, and address of premises where applicant will be employed. **Additionally, this statement must affirm that the applicant is thoroughly familiar with the fire protection and fire suppression systems in the premises where he/she is to be employed.** 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 for Fire Guard for Hotels and/or Fire Guard for Office Buildings, by the Fire Department, on the basis of his/her experience, education, and understanding of the specific premises' requirements. The letter must state the applicant's full name, experience, and address of premises where applicant will be employed. **Additionally, this statement must affirm that the applicant is thoroughly familiar with the fire protection and fire suppression systems in the premises where he/she is to be employed.**

**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 for \$25.00 must accompany each application.

**4. PHOTOS**

All applicants must submit a recent 2x2 color photo.

**5. SPECIAL QUALIFICATIONS**

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Applicants holding a Certificate as a Site Safety Manager from the Department of Buildings; or having three years of paid fire-fighting experience may apply for alternative issuance.

**6. ADDITIONAL INFORMATION**

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

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

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