

**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 Fire Drill Conductor (F-33, F-34, F-35, W-10, W-13) or Fire Guard Series (F-26, F-27, F-28, F-29, F-30, F-31, F-32, F-36, F-41, F-44, F-52, F-54)** 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 may be submitted **by mail only**.

1. SUBMIT NOTARIZED STATEMENTS

A) A notarized statement from the premises manager or building owner stating the applicant is physically able to perform the job, is of good character, has a reasonable understanding, and has received training in RCNY-§6-01, and that he/she **is thoroughly familiar with the fire protection and fire prevention systems in the premises**. This statement shall 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 _____, by the Fire Department, on the basis of his/her experience, education, **and understanding and familiarity with the specific premises' fire protection and fire prevention systems**.

2. COMPLETE FORM A-20

All applicants must complete an 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

Individuals with three years of experience as a paid firefighter may apply for alternative issuance.

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6. FURTHER INFORMATION

Applicants must submit proof of experience, education, training, diplomas, certificates, licenses, etc.

Applicants wishing to renew their Certificate of Fitness shall submit a notarized statement attesting to their knowledge and understanding of amendments to RCNY-§6-01 prior to submission of Certificate of Fitness renewal, including any modifications to the premises where they are employed.

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.**

Any further questions may be addressed, in writing, to Dr. Jorge Esquilin, Director of examinations at 9 MetroTech Center, Brooklyn, NY 11201-3857 Room 1S-1A.

NOTE: Be advised that this manner of certification does not exempt applicants from the rules governing extra-departmental employment.