

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

**Alternative Issuance Procedure (AIP) Information for P-23**

This document provides the procedures to follow in order to obtain a **Certificate of Fitness for the Operation of Liquid Petroleum Pipeline (P-23)** without a written exam administered by the New York City Fire Department.

Application for AIP must be submitted by mail. If the application meets all requirements, a Certificate of Fitness will be sent to the applicant's or company's mailing address within five business days.

Applicants must understand that the Fire Department reserves the right to randomly call up to exam the applicants who are issued by AIP. Applicant who has failed the written exam will not be allowed to take advantage of this policy.

**1. How to Apply:**

If you meet the requirements below you can submit an application(s)- *a*) individually or *b*) through FDNY approved employer's designated coordinator.

- a.* An individual applicant can submit his/her own application. *(If you are an individual, you can only submit your own application.)* **OR**
- b.* A designated coordinator (DC) can submit application(s) on behalf of the company's employees. The company's authorized DC must be approved by FDNY. To request approval, email to [arayae@fdny.nyc.gov](mailto:arayae@fdny.nyc.gov)

To: **NYC Fire Department (FDNY)**  
Public Certification Unit  
9 MetroTech Center, 1st Floor Rm# 1S-1A  
Brooklyn, NY 11201

**2. Qualification Requirements: *(applicants must submit all supporting requirements)***

**2.1. Education, License and Experience Requirements**

Applicants must have received training in the following qualifications:

- USDOT Code of Federal Regulations 49, Part 194 (Pipeline Regulations)
- Pipeline operations manual, including route of entire pipeline, and control valves location.
- Pipeline maximum allowable operating pressure.
- Pipeline leak detection equipment and emergency procedures.
- Knowledge of the hazards and physical properties of the product transported.

**2.2. Employee Affirmation Form *(Notarization of this form is required for individually submitted application and certify the following rules & regulations are read on the applicant affirmation form)***

[http://www.nyc.gov/html/fdny/pdf/fdny\\_cof\\_applicant\\_affirmation\\_form.pdf](http://www.nyc.gov/html/fdny/pdf/fdny_cof_applicant_affirmation_form.pdf)

1. Fire Code Chapter: 34
2. Fire Department Rules Chapter: \_\_\_\_\_
3. National Fire Protection Association: \_\_\_\_\_
4. Certificate of Fitness Study material for N/A
5. Other \_\_\_\_\_

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**2.3. Photo**

A recent photo (2x2 head shot) in JPG or JPEG format.

**2.4. Application Fee**

The application fee for **P-23** is \$ **25**. The following payment methods are acceptable:

- Credit Card (American Express, Discover, MasterCard, or Visa)
- Debit card (MasterCard or Visa)
- E-Check

For fee waivers please 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.

**3. Renewal Information**

FDNY also reserves the right to require the applicants to take a re-examination upon submission of the renewal application. This Certificate of Fitness must be renewed every **THREE YEARS**. The renewal fee is \$**15**. The certificate can be renewed on-line, by mail or in person. For more detail renewal information, review **P-23** Notice of Exam:

[http://www.nyc.gov/html/fdny/pdf/cof\\_study\\_material/p\\_23\\_noe.pdf](http://www.nyc.gov/html/fdny/pdf/cof_study_material/p_23_noe.pdf)