

**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 the Maintenance, Recharge, and Hydrostatic Testing of Portable Fire Extinguishers (W-62)** 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 owner** of the **portable fire extinguisher servicing company** where the applicant is to be employed stating that the applicant has a reasonable understanding of, and has received training in 3RCNY §15-02, and NFPA Standard 10 (1998), in its entirety. This statement must include the applicant's full name, character, physical condition, experience, and address of the company where the applicant is to be employed. **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 by the Fire Department, on the basis of his/her experience, education, and understanding of the specific requirements governing the maintenance, recharge, and hydrostatic testing of portable fire extinguishers as stated in 3RCNY §15-02, and NFPA Standard 10 (1998) in its entirety. This statement must include the applicant's full name, experience, and address of premises where applicant will 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**

Applicants holding a G-17 certificate of fitness plus two years of experience in the refill of compressed gases at a pressure greater than 15 p.s.i. may apply for alternative issuance.

**6. ADDITIONAL INFORMATION**

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All applicants must submit proof of education, including diplomas, certificates, and licenses.

All applicants wishing to renew their Certificate of Fitness shall submit a notarized statement attesting to their knowledge and understanding of amendments to 3RCNY §15-02 and NFPA 10 (1985) as stated in 1A and 1B above prior to submission of Certificate of Fitness renewal.

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 may be addressed, in writing, to Dr. Jorge Esquilin, Director of Examinations, at New York City Fire Department, 9 MetroTech Center, Brooklyn, NY 11201 - Room 1S-1A.

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