

**APPLICATION FOR PORTABLE FIRE EXTINGUISHER SERVICING
COMPANY CERTIFICATE & COMPANY WITHOUT SERVICING FACILITY**

Submit completed form (front and back) and all attachments to:
Director of Licensing
Bureau of Fire Prevention
Fire Department – City of New York
9 MetroTech Center – Room 1S -1C
Brooklyn, NY 11201-3857

Instructions: This application must be completed by an owner or principal of the company. The completed application should be forwarded to the address above, with a check made payable to the *New York City Fire Department* with the application fee (\$100.00 for original applications and \$50.00 for renewal applications). Defective applications may be resubmitted one time within 30 days after FDNY notification without any financial penalty. A new application and fee is required after 30 days.

ANSWER ITEMS - A , B & C:

A. **ORIGINAL** **RENEWAL** **COMPANY ID NUMBER
(IF RENEWING, ONLY)**

B. **PORTABLE FIRE EXTINGUISHING SERVICING
COMPANY CERTIFICATE** **PORTABLE FIRE EXTINGUISHING
COMPANY CERTIFICATE **WITHOUT**
SERVICING FACILITY**

Section A – Applicant Information (MUST BE COMPLETED FOR BOTH CERTIFICATES)

Company Name: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Name of Owner or Principal Completing Application: _____ **EMAIL ADDRESS**

@ _____

**Section B – Company Owners and Principals (ANSWER 1, 2 & 3)
MUST BE COMPLETED FOR BOTH CERTIFICATES**

1. Does one or more of the owners or principals possess a minimum of two (2) years experience in portable fire extinguishing servicing ("PFE servicing")? _____ **(MUST HAVE YES ANSWER TO PROCEED)**

2. List below each owner and/or principal of the company. For each, attach a copy of their COF, and in the space below, indicate the COF number, the number of years of experience in PFE servicing, and the name of his/her employer(s) at that time and training. List the name and address of any company or person with whom such owner or principal is currently affiliated or has been affiliated during the past five (5) years. Attach additional sheets if needed. **(IN ORDER TO BE APPROVED, THIS SECTION MUST BE COMPLETED. APPLICANTS MAY TAKE THE TEST AS "Z-62" WHILE COMPANY APPLICATION IS PENDING).**

Owner/Principal Name: _____

Current & Prior (Past 5 Yrs.) Affiliations:

Title: _____

Name/Address: _____

COF #: _____

PFE Servicing Experience:

From: _____ **To:** _____

Employer Name/Address: _____

Name/Address: _____

Dates of Employment: From: _____ **To:** _____

From: _____ **To:** _____

Employer Name/Address: _____

Name/Address: _____

Dates of Employment: From: _____ **To:** _____

From: _____ **To:** _____

=====

Owner/Principal Name: _____

Current & Prior (Past 5 Yrs.) Affiliations:

Title: _____

Name/Address: _____

COF #: _____

PFE Servicing Experience:

From: _____ **To:** _____

Employer Name/Address: _____

Name/Address: _____

Dates of Employment: From: _____ **To:** _____

From: _____ **To:** _____

Employer Name/Address: _____

Name/Address: _____

Dates of Employment: From: _____ **To:** _____

From: _____ **To:** _____

INSTRUCTIONS TO COMPANIES APPLYING FOR PORTABLE FIRE EXTINGUISHERS

Effective immediately, all PFE companies applying for FDNY approval to operate as a **Portable Fire Extinguishing Company Without Servicing Company** must submit an affidavit from an approved Full Service Company that they have entered into agreement to service all PFE extinguishers pursuant to the provisions of 3RCNY 15-02.

This affidavit must be submitted for **any original or renewal applications**.

The FDNY must be notified in writing of any changes in the agreement with the PFE servicing company listed on the application. Failure to make immediate notification could result in revocation of the FDNY recognition.

Pursuant to the rule, companies engaged in the servicing of portable fire extinguishers are now required to obtain a "Portable Fire Extinguishers Serving Company Certificate" from the Fire Department of City of New York. Companies seeking the "Portable Fire Extinguishers" shall submit written application on the attached form. The rule requires an application fee of \$ 100 for original submissions and \$ 50 renewal submissions.

If the application is rejected for any reason, you will be informed in writing. You will have thirty (30) days to correct any deficiencies. Not responding to writing within 30 days of such notice shall be abandoned and therefore denied.

The rule also requires that individuals engaged in the activities of servicing portable fire extinguishers to obtain a COF.

Once your company is recognized, the submitted Certificate of Fitness records for employees listed on the attached form will be updated to reflect your company's name. If they are successful on the computer test before your company is recognized, they will receive a letter for Z-62.

A separate category has been created to address those companies that do not have a facility for the hydrostatic testing of extinguishers and sub-contract this work to a FDNY approved servicing company.

"PORTABLE FIRE EXTINGUISHER COMPANY WITHOUT FACILITY"

The only acceptable procedure for the servicing of portable fire extinguishers in New York City are those recommended and specified by the manufacturer of the extinguisher. Therefore and henceforth the use of a "generic parts and recharge agent shall not be acceptable in the servicing of portable fire extinguishers in New York City. Only the manufacturer agent and parts can be used in portable fire extinguishers.

Please submit all forms, and checks to:

FDNY
Bureau of Fire Prevention
9 MetroTech Center
Brooklyn, New York 11201
Room 1S-1C PORTABLE FIRE EXTINGUISHER
Attention: Mr. Steve Ertrachter,
Director of Licensing



INSTRUCTION FOR PROCESSING

FORM NAME: APPLICATION FOR PORTABLE
FIRE EXTINGUISHER RECOGNITION
FORM NUMBER: INTDOC - 2/2005

PURPOSE OF FORM:

PROVIDE ON LINE FORMS FOR
COMPANIES SEEKING TO SERVICE
PORTABLE FIRE EXTINGUISHERS
WITHIN NYC

WHO SHOULD USE DOCUMENT?

COMPANIES SEEKING APPROVAL TO
SERVICE FIRE EXTINGUISHERS

**AFTER COMPLETION, THE FORM
SHOULD BE MAILED TO:**

New York City Fire Department
Bureau of Fire Prevention
9 MetroTech Center
Brooklyn, New York 11201
ATTENTION: DIRECTOR OF LICENSING
ROOM 1S-1C

PAYMENT INFORMATION

IS PAYMENT REQUIRED? **YES**
IF SO, WHEN? **AT TIME OF APPLICATION**
\$ 100 FOR ORIGINAL APPLICATION
\$ 50 FOR RENEWALS PAYABLE TO
NEW YORK CITY FIRE DEPARTMENT

DO NOT SEND CASH!!!!

SPECIAL INSTRUCTIONS

FOLLOW ALL INSTRUCTIONS
& SUBMIT ALL DOCUMENTS
WITH THE PAYMENT.

CHECKS ARE NON REFUNDABLE

FOR FURTHER QUESTIONS, CONTACT:

New York City Fire Department
Bureau of Fire Prevention
PUBLIC CERTIFICATION UNIT
Attention:
BRENDA MCKIVER
718-999-1986