



# DOB NOW: *Safety*

## CERTIFICATE OF CORRECTION

### Industry Session

Updated November 2025

# AGENDA

DOB  
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- Ground Rules
- Certificate of Correction (COC) Overview
- COC Request Process
- COC Updates
- COC Resubmission
- COC Dispute
- Questions & Answers

# BEST PRACTICES FOR THE VIRTUAL CLASSROOM

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**Chat Feature**



**Mute Microphones**



**Ask Questions**



**Parking Lot**



**Feedback**



**Participate**

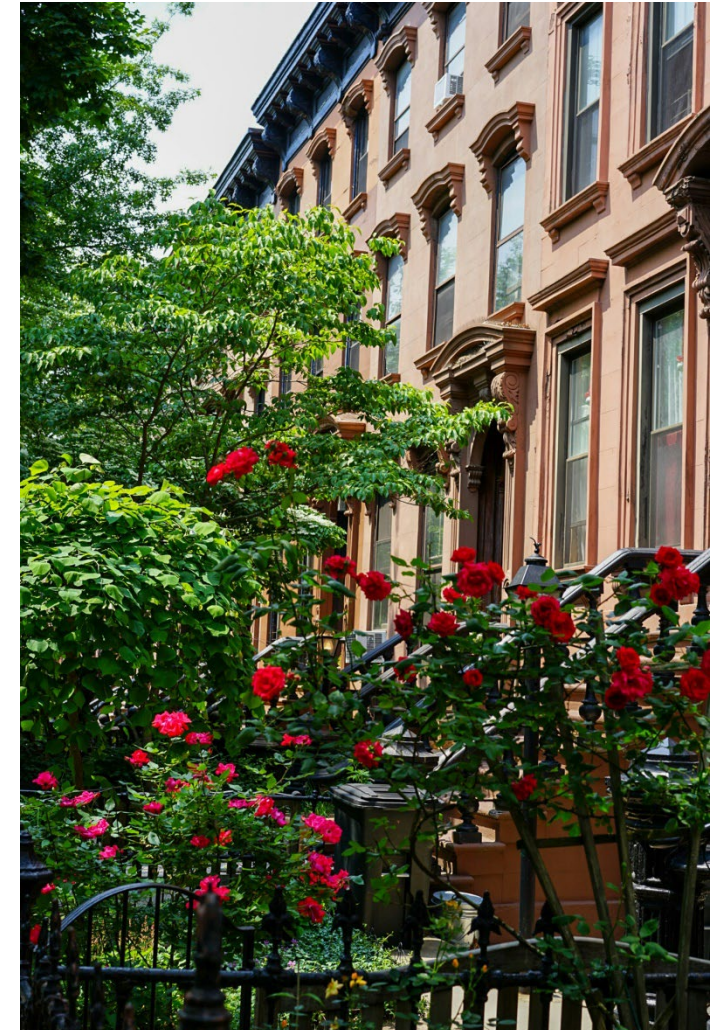


## CERTIFICATES OF CORRECTION OVERVIEW

# DOB NOW: *Safety* – CERTIFICATE OF CORRECTION

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- When DOB issues an OATH Summons, the respondent must first correct the violating condition.
- Next, they inform DOB of the correction of the violating condition by submitting a **Certificate of Correction (COC)** to the Administrative Enforcement Unit (AEU).
- Currently, Certificates of Correction are submitted in DOB NOW: *BIS Options*.
- Starting on December 15, 2025, new Certificates of Correction will be completed through **DOB NOW: *Safety***.
- For more details on the Certificate of Correction, see the [DOB Web Site](#).



# DOB NOW: *Safety* – CERTIFICATE OF CORRECTION FEATURES



BIS OPTIONS	DOB NOW SAFETY VIOLATIONS
<ul style="list-style-type: none"><li>▪ N/A</li></ul>	<b>Users can Update their request after submission but before AEU's review has started</b>
<ul style="list-style-type: none"><li>▪ Users can Withdraw submissions</li></ul>	<b>Users can Withdraw submissions</b>
<ul style="list-style-type: none"><li>▪ There is a standard COC Request Form with the User required to upload AEU2, AEU21, and AEU3321 documents</li></ul>	<b>Instead of uploading forms, Users will enter the required information directly into the COC request</b>
<ul style="list-style-type: none"><li>▪ Resubmission allowed on initial filing</li></ul>	<b>Resubmission requires a new request</b>
<ul style="list-style-type: none"><li>▪ Disputes allowed</li></ul>	<b>Disputes allowed</b>

# DOB NOW: *Safety* – CERTIFICATE OF CORRECTION DOCUMENTS



DOCUMENT	OPTIONAL OR MANDATORY
▪ <b>CAT1 Inspection</b>	▪ Mandatory on resubmission when Disapproval reason is CAT1 Required
▪ <b>CAT5 Inspection</b>	▪ Mandatory on resubmission when Disapproval reason is CAT5 Required
▪ <b>Certificate of Occupancy, TCO or ICO</b>	▪ Mandatory on resubmission when Disapproval reason is TCO/CO
▪ <b>COC Approval for Underlying Class 1</b>	▪ Mandatory on resubmission when Disapproval reason is FTC – Underlying not Certified
▪ <b>Copy of Deed</b>	▪ Mandatory when Property Owner is selected as Submitter
▪ <b>ID</b>	▪ Mandatory when Property Owner is selected as Submitter
▪ <b>Façade Inspection Report</b>	▪ Mandatory on resubmission when Disapproval reason is Facades
▪ <b>Inspection Results</b>	▪ Mandatory on resubmission when Disapproval reason is Reinspection Required
▪ <b>Invoice</b>	▪ Mandatory on resubmission when Disapproval reason is AEUHAZ Due
▪ <b>Invoice or L2 Waiver</b>	▪ Mandatory on resubmission when Disapproval reason is WWP Civil Penalty Due or Wrong Information on Invoice

# DOB NOW: *Safety* – CERTIFICATE OF CORRECTION DOCUMENTS



DOCUMENT	OPTIONAL OR MANDATORY
▪ <b>Job Sign Off</b>	▪ Mandatory on resubmission when Disapproval reason is Sign Off
▪ <b>OP49 or Inspection Report</b>	▪ Mandatory on resubmission when Disapproval reason is Boiler
▪ <b>Other</b>	▪ Optional
▪ <b>Photographs</b>	▪ Mandatory on resubmission when Disapproval reason is Photographs Required
▪ <b>Proof of Mortgage</b>	▪ Conditional
▪ <b>Proof of Ownership</b>	▪ Mandatory on resubmission when Disapproval reason is Proof of Ownership
▪ <b>SST Training Card</b>	▪ Optional
▪ <b>Stop Work Order Lifted (enter Complaint #)</b>	▪ Mandatory on resubmission when Disapproval reason is SWO/Vacate
▪ <b>Vacate Order Rescinded (enter Complaint #)</b>	▪ Optional
▪ <b>Job Sign Off</b>	▪ Mandatory on resubmission when Disapproval reason is Sign Off



# DOB NOW: *Safety* – CERTIFICATE OF CORRECTION WORKFLOW



## **SUBMITTER**

Submits Certificate of Correction Request



## **QA SUPERVISOR**

Reviews request and assigns to QA Admin



## **QA ADMIN**

Reviews Request and Approves



## **COC STATUS**

Status updated to Approved

- The QA Administrator who reviews the COC Request has three options:
  - **Approval**: The Certificate of Correction is accepted. This can only be chosen once all outstanding DOB civil penalties are paid or waived. The Summons will display as **Resolved**.
  - **Approval Cure**: A cure is when the individual or business named on a summons admits to the violation but is assigned a \$0 penalty. This is only available if the summons lists an infraction code eligible for a cure and the timeframe to request a Cure has not already passed by the time the COC is submitted. The current timeframe to request a Cure is 60 days from the Served Date of the summons. If the reviewer chooses Approval Cure, the COC is accepted, and no penalty will be assessed.
  - **Disapproval**: The COC is not accepted. A reason for the Disapproval will be given. Some Disapproval Reasons are eligible for Resubmission and/or Dispute.

# DOB NOW: *Safety* – COC DISAPPROVAL REASONS



- **AEUHAZ Due:** There is an open Immediately Hazardous Class 1 DOB civil penalty (AEUHAZ) associated with this summons. The civil penalty must be paid in order to certify correction of this summons.
- **Boiler:** A copy of an accepted boiler inspection report or an approved boiler removal notification (OP49) is required.
- **CAT1 Required:** A copy of an accepted Elevator Category 1 inspection/test report is required.
- **CAT5 Required:** A copy of an accepted Elevator Category 5 inspection/test report is required.
- **Defense:** This submission constitutes a defense. All defenses must be presented at the OATH's Hearings Division to an OATH Hearing Officer who will decide the case. Submit a COC request with all defenses removed.
- **DOB Boiler Report Violations:** Proof of dismissal of all DOB Boiler Report Violations is required by remedy in Summons.

- **Documents Illegible:** Upload clearer versions of the documents listed.
- **Facades:** Proof of an acceptable Façade report filing is required. The control number for the submitted report must be included in the description of how the violating conditions were corrected.
- **FTC – Underlying not Certified:** This is a Failure to Comply (FTC) summons. In order to certify correction, an acceptable COC must be submitted for the underlying summons. Once that is approved, submit a new COC request for this FTC summons.
- **Itemized List:** An itemized list of corrections is required that indicates how each condition cited in the summons has been corrected. If the summons was issued for a boiler or elevator and condition codes were included on the face of the summons, include the codes in the itemized list.

- **Licensed Professional Statement:** A notarized statement from the licensed professional or company who performed the work is required. Statements must be on company letterhead, signed by a corporate officer, and must include the license number of the licensed professional (where applicable).
- **Other:** Another reason not listed here.
- **Parking Structures:** Proof of an acceptable Parking Structure report filing is required. The control number for the submitted report must be included in the description of how the violating conditions were corrected.
- **Partitions no Permit:** In order to permanently remove partitions from a premises without a permit, the partitions must be non-load bearing, non-fire-rated and limited to the lesser of 50% of a given wall surface or 45 square feet in area. Indicate in Statement in description of how the violating conditions were corrected that the partitions meet these criteria or obtain a permit for the removal of the partitions.

- **Permits/LAA:** A permit or Limited Alteration Application is required to certify correction. All associated permits, LAAs and Job Numbers must be included in the description of the steps taken to correct the violating conditions.
- **Photographs required:** Labeled photos demonstrating correction are required. Each one must be labeled with the date the photo was taken, the summons number, the location (place of occurrence) and a brief description of what the photo depicts.
- **Plans/Amendments:** Additional proof of correction is required but was not submitted. Provide the plans and/or Post Approval Amendments associated with the correction of the violating conditions.

- **Safety Training Required:** Proof of the required Site Safety training for the worker listed on the summons must be submitted. Proof must be provided that all workers at the site on the date the summons was issued have been or will be trained. The worker must remain employed and receive the training at no cost to the worker. If the worker's name was not included on the face of the summons, do not resubmit. Instead, contact AEU at [www.nyc.gov/dobhelp](http://www.nyc.gov/dobhelp) or 212-393-2405.
- **Sign Off:** The Job associated with the correction of the violating condition is not signed off. Obtain Job sign off.
- **Sprinklers:** Proof of an acceptable Sprinkler report filing is required. The control number for the submitted report must be included in the description of how the violating conditions were corrected.
- **Statement Insufficient:** The description of the steps taken to correct the violating conditions is insufficient to support correction of the violating conditions. Reasons will be listed in the Disapproval.

- **SWO/Vacate:** A Stop Work Order or Vacate Order exists at the place of occurrence. To demonstrate correction of the violating condition(s), the SWO must be rescinded or the vacate order lifted. The Applicant must contact the issuing unit to lift/rescind the Order. Include proof of the order recission or lift with the new COC request.
- **TCO/CO:** A copy of a valid Certificate of Occupancy or Temporary Certificate of Occupancy is required.
- **Wrong Information on Invoice:** The receipt provided to substantiate proof of the DOB civil penalty payment cannot be accepted because it does not contain the necessary information. Payment receipt for a DOB civil penalty for WWP must contain the summons number. Payment receipt for an Immediately Hazardous Class 1 DOB Civil Penalty (AEUHAZ) must contain the AEUHAZ number.



- **WWP Civil Penalty Due:** There is a DOB civil penalty for working without a permit (WWP) due. An L2 waiver must be obtained, or payment of the DOB civil penalty must be remitted to the Department. DOB civil penalties for WWP can be paid in person at the borough office where the summons was issued. L2 waivers not associated with an active permit are submitted with a PER11 form to the appropriate borough office email. Include proof of payment or L2 waiver with the new COC request. L2 waivers processed in DOB NOW do not need to be uploaded. However, the job/permit number associated with the L2 waiver must be included in the description of the steps taken to correct the violating conditions and indicate that an L2 waiver has been granted.

# DOB NOW: *Safety* – CERTIFICATE OF CORRECTION RESUBMISSION



- A **Resubmission** can only be started after the initial COC Request is reviewed and **Disapproved**.
- There are **20 Disapproval reasons** that are eligible for Resubmission.
- Applicants must address the Disapproval reason(s) by **replacing required documents**.
- Resubmissions will have a suffix on the COC Request number of -R1, -R2, etc.
- QA Admins will only review documents that were initially disapproved.
- Respondents may Resubmit a **maximum of 5 times**.

## ▪ Disapproval reasons that allow Resubmission:

- AEUHAZ Due
- Boiler
- CAT1 Required
- CAT5 Required
- DOB Boiler Report Violations
- Facades
- FTC – Underlying not Certified
- Itemized List
- Licensed Professional Statement
- Parking Structures
- Partitions no Permit
- Permits/LAA
- Photographs Required
- Plans/Amendments
- Sign Off
- Sprinklers
- SWO/Vacate
- TCO/CO
- Wrong Information on Invoice
- WWP Civil Penalty Due

- A **Dispute** action can only be initiated after the initial COC Request is reviewed and **Disapproved**.
- All **Disapproval Reasons** are eligible for Dispute.
- Disputes will have a suffix on the COC Request number of -D1, -D2, etc.
- Respondents may submit a **maximum of 5** Disputes for a single COC Request.

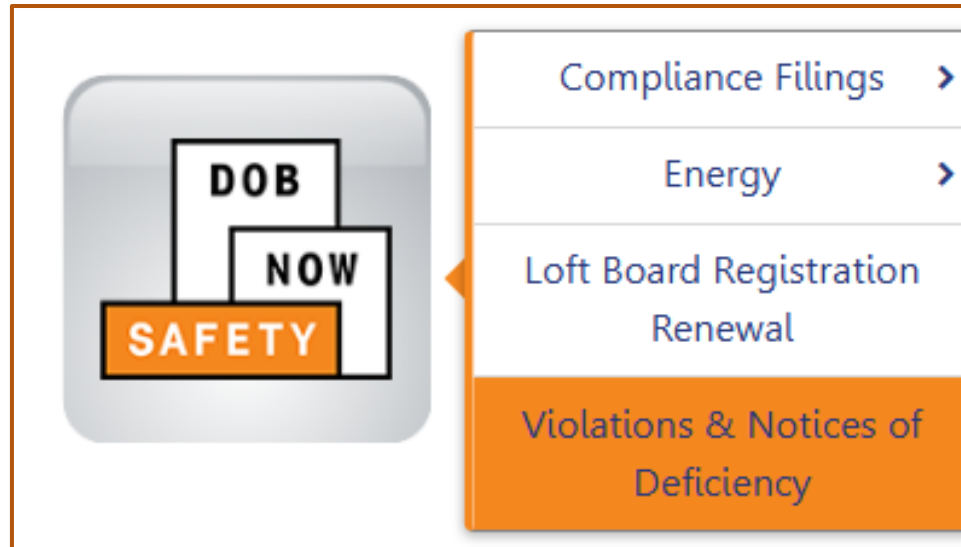


## CERTIFICATE OF CORRECTION PROCESS

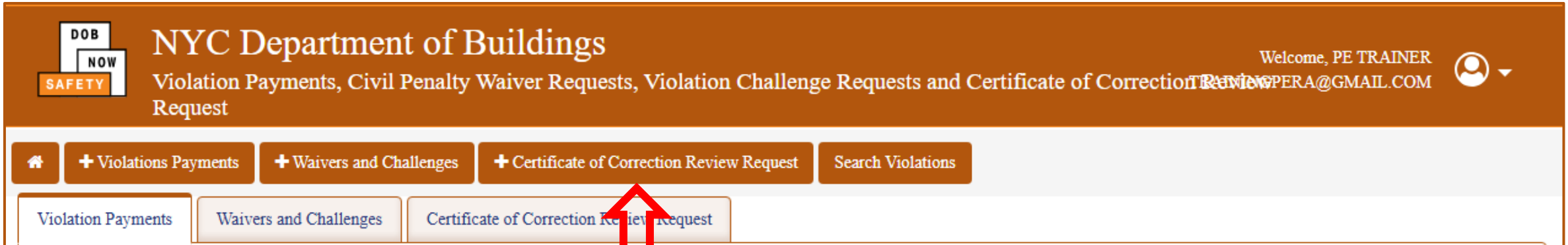
# DOB NOW: *Safety* – CERTIFICATE OF CORRECTION SUBMISSION



- From the DOB NOW landing page, hover over the **DOB NOW: *Safety*** icon and select **Violations & Notices of Deficiency**.



# DOB NOW: *Safety* – CERTIFICATE OF CORRECTION SUBMISSION



- On the main Violations dashboard, click the **+Certificate of Correction Review Request** button.

# DOB NOW: *Safety* – CERTIFICATE OF CORRECTION SUBMISSION



- You will be brought into the **Certificate of Correction Review Request**.
- Search for the relevant Violation by **Summons Number**.

DOB NOW SAFETY

NYC Department of Buildings

Certificate of Correction Review Request

Welcome, PE TRAINE  
TRAININGPERA@GMAIL.CO

Save

Complete all required sections including the Documents and Statements & Signature tabs. Once the Save button is selected, a Submit button will appear. This request will not be reviewed by DOB until the Submit button is selected and confirmation is given for it to be submitted. AEU2, AEU3321 and AEU20 forms and a video demonstrating the COC submission process are available at [www.nyc.gov/aeu-coc](http://www.nyc.gov/aeu-coc).

General Information

Violation Search\*

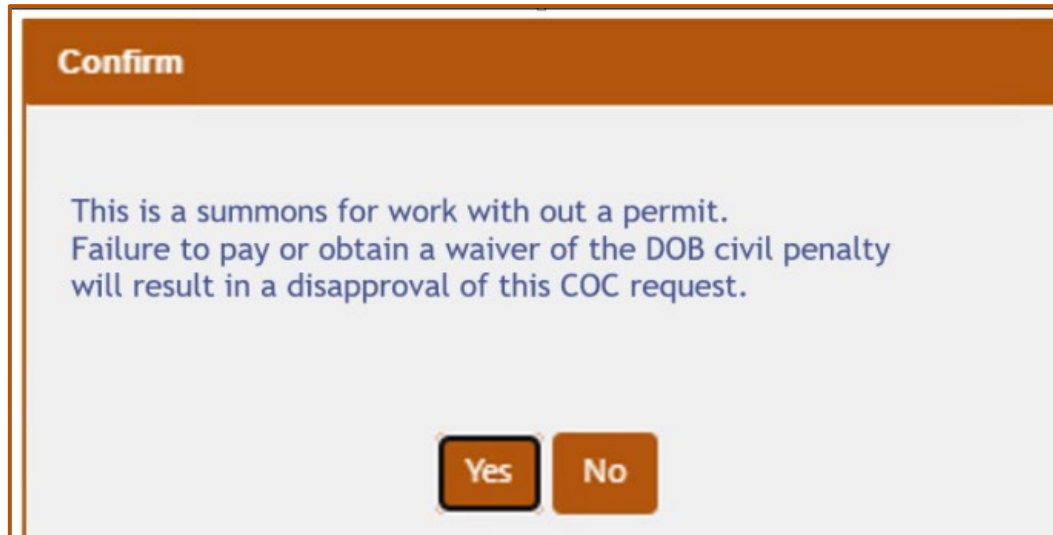
Search by\* ☒ Summon Number

Summon Number\*

Enter Violation Nu...



- If the summons is related to a **Work Without Permit** violation, a **Notification** will pop up stating that “This is a summons for work without a permit. Failure to pay the DOB civil penalty or obtain an approved waiver of the penalty will result in a disapproval of this Certificate of Correction request.”

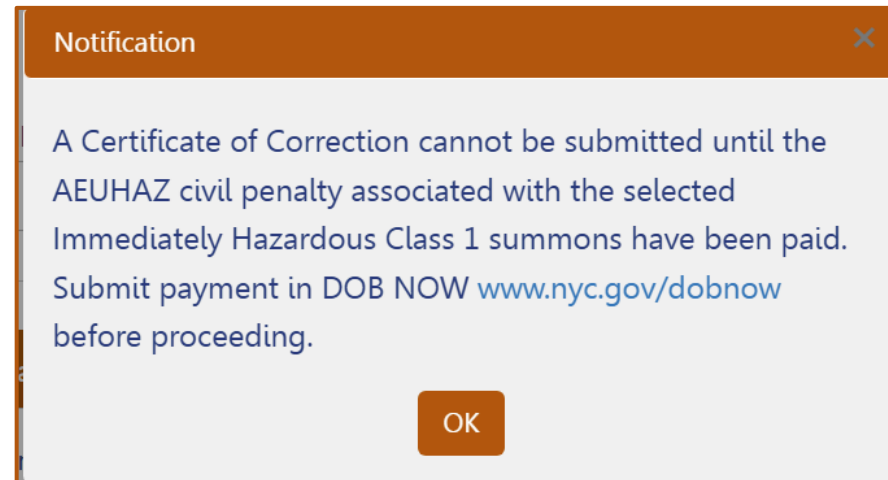
A confirmation dialog box with a brown header bar containing the word 'Confirm'. The main area has a light gray background and contains the following text: 'This is a summons for work with out a permit. Failure to pay or obtain a waiver of the DOB civil penalty will result in a disapproval of this COC request.' At the bottom, there are two buttons: 'Yes' and 'No', both with brown backgrounds and black text.

**Confirm**

This is a summons for work with out a permit.  
Failure to pay or obtain a waiver of the DOB civil penalty  
will result in a disapproval of this COC request.

Yes No

- If the COC is related to a Class 1 summons that has an active AEUHAZ associated to it, a notification will appear warning the Applicant that they must pay all Civil Penalties before submitting the COC.



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- The **Summons Information** pop-up will appear. Clicking on the **Detail** drop-down arrow gives more information. If this is the correct Summons, click the radio button and press **+Add**.

**Summons Information**

<input type="radio"/>	<b>Summons Number</b> 34744181L	<b>Violation Number</b> 030409LL1603U01	<b>Total Invoice Amount</b> \$0.00	<b>Date of Violation</b> 03/04/2009	<b>Detail</b> ^
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**Summons Details**

<b>Violation Date</b> 03/04/2009	<b>Served Date</b> 05/16/2025	<b>Violation Type</b> CONSTRUCTION
<b>Issuing Inspector ID</b> 0651	<b>Issued as Aggravated Level</b> NO	<b>DOB Violation Number</b> 030409LL1603U01
<b>Inspection Unit</b> LOCAL LAW 16		

**INTERIOR DEMOLITION**

Infraction Codes	Section of Law	Standard Description
234	27-391 & BC 3002.3	EMERGENCY SIGNS AT ELEVATOR CALL STATIONS MISSING, DEFECTIVE OR NON COMPLIANT WITH SECTION REQUIREMENTS
235	27-393, BC 1019.1.7 (2008 CODE) & BC 1022.8 (	STAIR AND/OR FLOOR IDENTIFICATION SIGNS MISSING AND/OR DEFECTIVE.

**Specific Violation Condition(s) and Remedy**

FAILURE TO PROVIDE ELEVATOR LANDING SIGN THAT SHALL READ:"IN CASE OF FIRE USE STAIRS,UNLESS OTHERWISE INSTRUCTED".AT THE ELEVATOR BANK ON FL2 TO 6.FAILURE TO PROVIDE 3IN MINIMUM HIGH ALPHABETICAL LETTER OF IDEN

**+ Add** **✕Cancel**

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**Violation Information\*** >

Are you submitting this COC for an OATH summons issued to a property owned by a New York City government agency?\* ☐ Yes ☒ No

Are you the named respondent certifying correction for an OATH summons issued at a New York City owned property?\* ☐ Yes ☒ No

Are you submitting this COC for an OATH summons that names a New York City agency as the respondent?\* ☐ Yes ☒ No

Are you the property owner?\* ☐ Yes ☒ No

Summons Number\*

34682593R

Place of Occurrence\*

250 characters remaining

- In the **Violation Information** section, answer the Yes/No questions. Depending on your answers, you may see different questions.
- Enter the **Place of Occurrence**.

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Stakeholders\*

Submitter Information

What is your relationship to the summons?\*

Email\*

TRAININGPERA@GMAIL.COM

Last Name\*

TRAINER

Select:

Select:

Contractor

Filing Representative

Licensed Professional

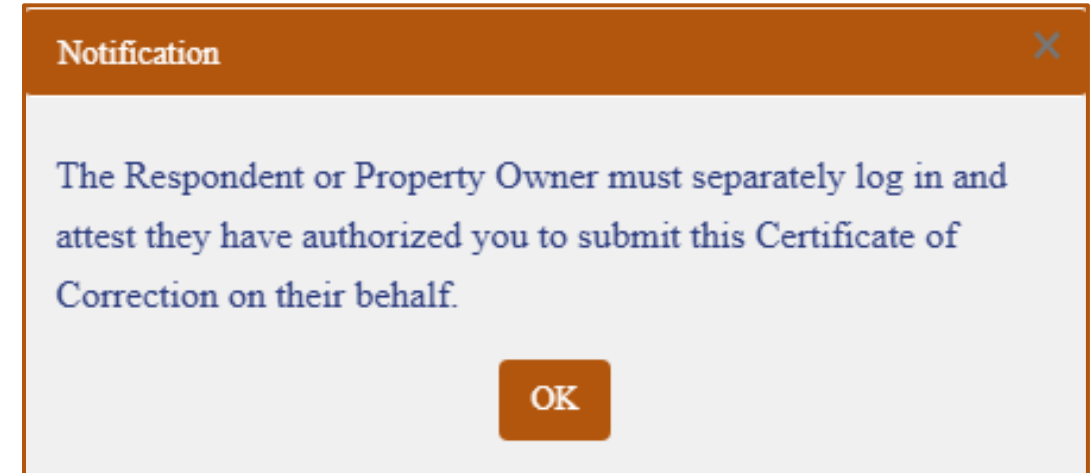
Preparer

Property Owner

Respondent


- In the **Stakeholders** section your information will be auto filled.
- Answer “What is your relationship to the summons?”
  - **Filing Representative**
  - **Preparer**
  - **Property Owner**
  - **Respondent**
  - **Contractor**
  - **Licensed Professional**

- If you indicate you are someone other than the Respondent or Property Owner, the system will alert you that the Respondent or Property Owner must separately log in and attest that they have authorized you to submit this COC on their behalf.



# DOB NOW: *Safety* – CERTIFICATE OF CORRECTION SUBMISSION

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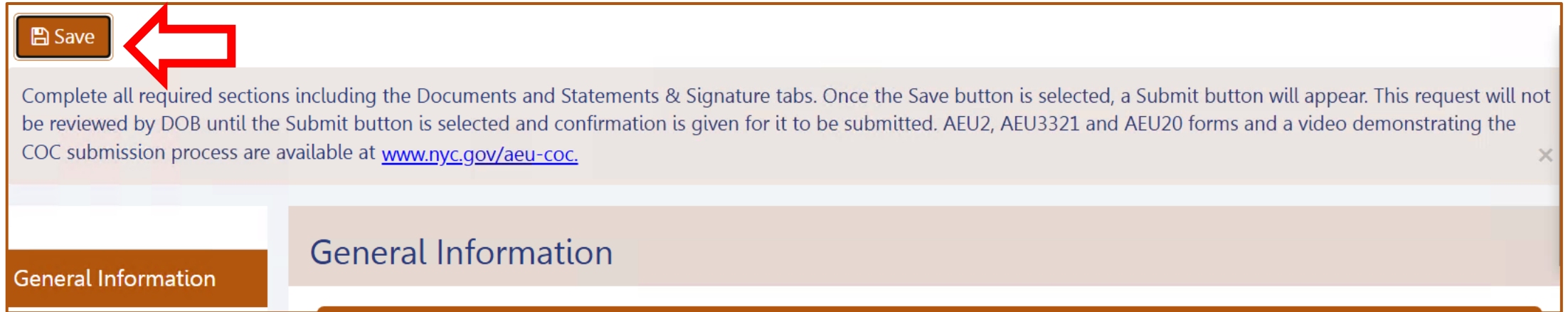
Certifier Information*		
Who is the person who has personal knowledge of how the violating condition(s) was corrected and will certify to that correction?	<div>Select: </div> <div>Select:</div> <div>Respondent</div> <div>Property Owner</div> <div>Licensed Professional/Applicant</div> <div>Filing Representative</div> <div>Contractor</div> <div>Other</div>	
Email*		Middle Initial
<input type="text"/>		<input type="text"/>
Last Name*		City
<input type="text"/>		<input type="text"/>
State	Zip Code	Phone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

- Also answer “Who is the person who has personal knowledge of how the violating condition(s) was corrected and will certify to that correction?”
- Enter the details of that **Certifier**.

# DOB NOW: *Safety* – CERTIFICATE OF CORRECTION SUBMISSION

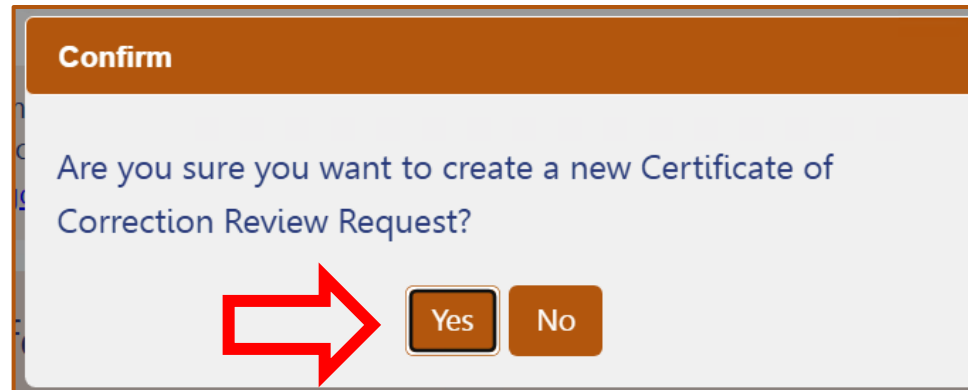
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- Click **Save**.



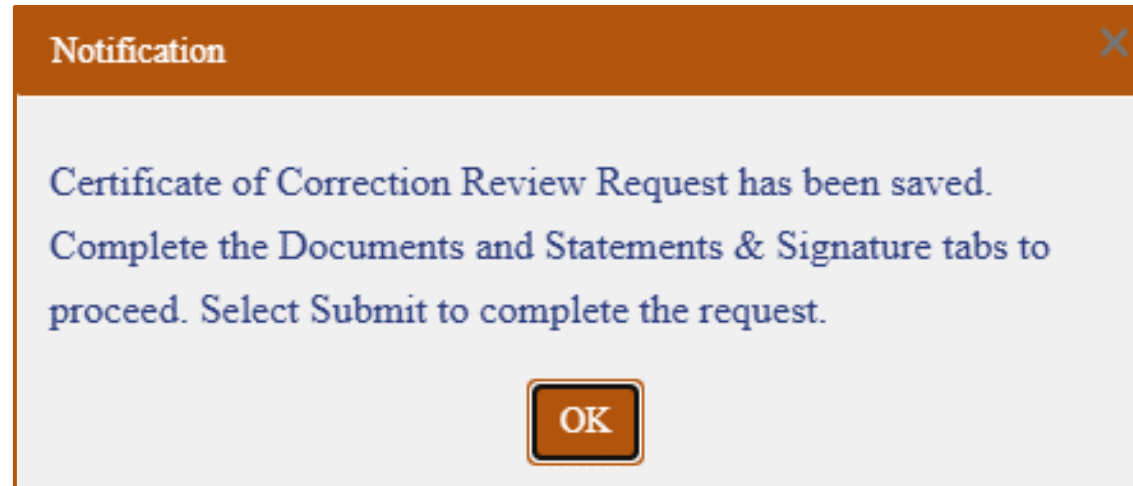
The screenshot shows a web interface with a 'Save' button in the top left corner, highlighted by a red arrow. Below the button is a light gray informational box with text explaining the submission process and a link to [www.nyc.gov/aeu-coc](http://www.nyc.gov/aeu-coc). At the bottom, there is a tab labeled 'General Information'.

- Click **Yes** on the **Confirm** pop-up.



The screenshot shows a 'Confirm' pop-up dialog box. It contains the text: 'Are you sure you want to create a new Certificate of Correction Review Request?'. At the bottom, there are two buttons: 'Yes' and 'No'. A red arrow points to the 'Yes' button.





- Press **OK** on the **Notification** pop-up.
- Based on the infraction code(s), either the **Corrector** tab or the **Site Safety Training** tab will appear once you click Save, along with the **Documents** tab and **Statements & Signature** tab.

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- If you see the **Corrector Information** tab, answer “Who performed the work to correct the violating condition(s)?”

<b>COC0004298</b>	<b>Corrections Information</b>
General Information	
<b>Corrections Information</b>	<b>Corrector Information*</b>
Documents	Who performed the work to correct the violating condition(s)?*
Statements & Signature	<div><div>Select Type: ▼</div><div>Select Type:</div><div>Contractor</div><div>Licensed Professional</div><div>Other</div></div>

# DOB NOW: *Safety* – CERTIFICATE OF CORRECTION SUBMISSION

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- Enter the information for the Corrector.  
The section will be labeled either **Contractor, Licensed Professional/Applicant** or **Other**, depending on what answer you chose to the previous question.

**Corrector Information\***

Who performed the work to correct the violating condition(s)?\*

Contractor

**Contractor**


Email*	License Type*	License Number
First Name	Middle Initial	Last Name
Business Name	Business Telephone	Business Address*
City	State	Zip Code
Phone Number		

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- Enter the **date** when the violating condition(s) were corrected.
- Answer if **Permits** were obtained to correct the violating condition(s)
- If **Yes**, enter the **Permit Number**.

When were the violating condition(s) corrected?\*



Were permits obtained to correct the violating condition(s)?\* ☒ Yes ☐ No

Permit Number\*

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Describe the work performed to correct the violating condition(s)\*

1000 characters remaining

- In the text box, describe the work that was performed to correct the violating condition(s).

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## Penalty Waivers & Reductions\*



Certain violations may be eligible for a penalty waiver (CURE) or reduction (STIPULATION) if you admit to the violation and submit an acceptable Certificate of Correction by the cure date found on the face of the summons or the stipulation compliance due date found in the stipulation offer. Refer to the DOB Penalty Schedule found in Title 1 of Rules of the City of New York, Section 102-01 to determine if your summons is eligible for a cure or stipulation.

**Cure (waiver):** This summons is eligible for a Cure. If you admit to the violating condition(s) and submit an acceptable Certificate of Correction by the Cure Date listed on the OATH summons, no OATH penalty will be imposed and no OATH hearing will be held. If the Certificate of Correction is not approved by the Cure Date, you must attend the OATH hearing or admit to the violation by paying the penalty before the scheduled hearing date.


☐ CURES: Are you admitting to the violating condition(s) and requesting a cure?

**Stipulation (reduction):** This summons is eligible for a Stipulation. If you entered into a pre-hearing Stipulation offered by the Department, admit to the violating condition(s), and submit an acceptable Certificate of Correction by the Stipulation Date, a reduced penalty of one-half the standard penalty will be imposed and no OATH hearing will be held. If an acceptable Certificate of Correction is not submitted by the Stipulation Date, the standard OATH penalty will be imposed.


☐ STIPULATIONS: Are you admitting to the violating condition(s) and submitting this Certificate of Correction to comply with a stipulation agreement?

- If the Violation is eligible for a **penalty waiver (CURE)** or **reduction (STIPULATION)**, the **Penalty Waivers & Reductions** section of the Correction Information tab will have checkboxes to allow Respondents to request those actions.

- Selecting the **CURES** checkbox will open the **Cure Date** field.

☒ CURES: Are you admitting to the violating condition(s) and requesting a cure?  
Cure Date  



- Selecting the **STIPULATIONS** checkbox will open the **Stipulation Compliance Due Date** field.

☒ STIPULATIONS: Are you admitting to the violating condition(s) and submitting this Certificate of Correction to comply with a stipulation agreement?  
Stipulation Compliance Due Date  


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- If you see the **Site Safety Training** tab, answer the Yes/No question about **Related Summonses**.
- If **Yes**, enter the details of the **Related Summonses**.

**Related Summonses** ☒ 

Ensure the named worker is the same across all selected summonses. The named worker can be found in the Violation Detail(s). Selecting an unrelated summons will result in a disapproval of this COC.

Do you want to certify correction on behalf of the other respondent(s) on OATH summonses issued on the same day to the same BIN for the same untrained worker? ☐ Yes ☐ No



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Worker Information\*

Was the worker who did not receive training named on the OATH summons?\*

☐ Yes ☐ No

After the summons was issued, did the untrained worker remain employed for the duration of the project?\*

☐ Yes ☐ No

Has the untrained worker received construction site safety training as outlined by Section 3321 of the Building Code and 1 RCNY 3321-01?\*

☐ Yes ☐ No

Did the workers receive the training at no cost to them?\*

☐ Yes ☐ No

Worker Information\*

First Name

Last Name

Job Title



- Enter **Worker Information** about the worker trained.

# DOB NOW: *Safety* – CERTIFICATE OF CORRECTION SUBMISSION



- Fill in the **Course Information** about the training course provided in answer to the Summons.

**Course Information\***

Course Provider ID*	Course Provider Name	Course Provider Address
<input type="text"/>	<input type="text"/>	<input type="text"/>
Course Provider Phone Number	Course Provider Email	Date of Training*
<input type="text"/>	<input type="text"/>	<input type="text"/> 
Type of SST card*		
<div>Select Type: </div>		
Training Course		
<input type="checkbox"/> OSHA 10-Hour	<input type="checkbox"/> OSHA 30-Hour	<input type="checkbox"/> 100-Hour Course
<input type="checkbox"/> Site Safety Training		

# DOB NOW: *Safety* – CERTIFICATE OF CORRECTION SUBMISSION

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- On the **Documents** tab, upload all required documents.
- See [slides 6 and 7](#) for details of when each document is required.

Upload Document

Document Type\*

Select

Select

CAT1 Inspection

CAT5 Inspection

Certificate of Occupancy, TCO or ICO

COC Approval for Underlying Class 1

Copy of Deed

Façade Inspection Report

Inspection Results

Invoice

Invoice or L2 Waiver

Job Sign Off

OP49 or Inspection Report

Other

Photographs

Proof of Mortgage

Proof of Ownership

SST Training Card

Stop Work Order Lifted (enter Complaint Number)

Vacate Order Rescinded (enter Complaint Number)

# DOB NOW: *Safety* – CERTIFICATE OF CORRECTION SUBMISSION

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## Upload Document

Document Type\*

Façade Inspection Report

Control Number\*

Document

Choose File No file chosen

## Upload Document

Document Type\*

Photographs

Location Photograph Taken\*

Date Photograph Taken\*

- **NOTE:** Some Document types will ask for additional information in the Upload Document box.
- For **Façade Inspection Report** uploads, the **Control Number** is needed.
- To upload **Photographs**, the following fields are required:
  - **Location Photograph Taken**
  - **Date Photograph Taken**

# DOB NOW: *Safety* – CERTIFICATE OF CORRECTION SUBMISSION

DOB  
NOW

- The Respondent must click the checkbox on the **Statements & Signature** tab to Attest.

**Owner/Respondent's Statements & Signature\***

I understand that false certification is a criminal misdemeanor under sections 28-203.1.1 of the NYC Administrative Code, punishable by up to one (1) year imprisonment and/or a fine with penalties up to \$25,000. I further understand that false statements in any of the attached documents are also punishable with a civil penalty of up to \$25,000 as a per se Class 1 violation under Administrative Code sections 28-211.1, 28-204.1, 28-201.2(2) and 28-202.1 by the issuance of a summons returnable at OATH where I must appear.

☐ I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with the Certification terms above. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.

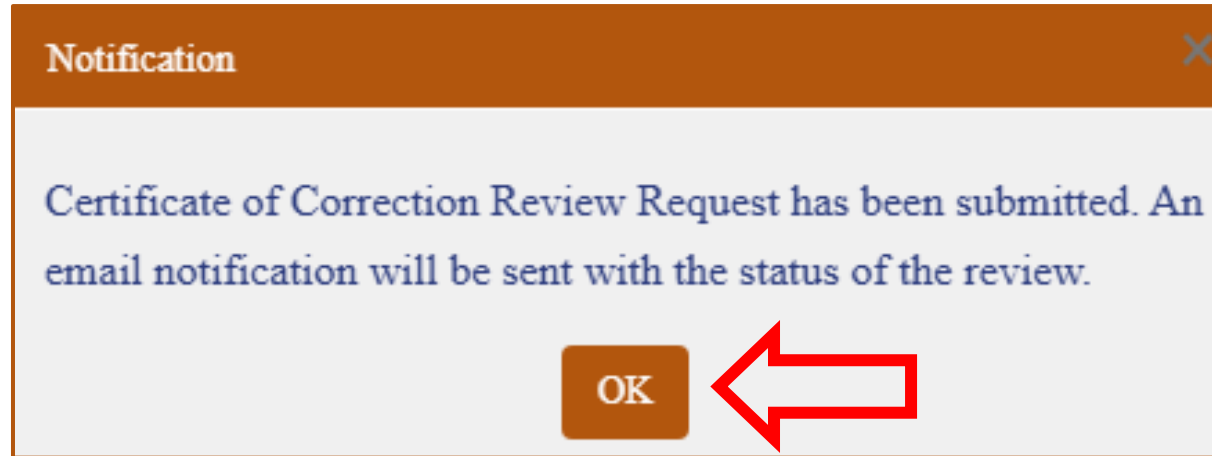
Name	Date
<input type="text"/>	<input type="text"/>

- Click **Submit**.



- Click **Yes** on the **Confirm** pop-up.





- Press **OK** on the **Notification** to complete the submission process.








## **CERTIFICATE OF CORRECTION UPDATE**



# DOB NOW: *Safety* – CERTIFICATE OF CORRECTION UPDATE

DOB  
NOW

- COC requests can be modified after submission but before they have been assigned to a QA Admin.
- If the submission is in **Pending QA Admin Assignment** status, Respondents may still make changes by selecting **Update** from the **Filing Action** drop-down in the dashboard.

View ...	Filing Action	Request #	Request Type	Request Status	Requestor Name	Summons Number
	Select Action: ▾	COC0004292	New	Pre-filing	ADAM JOE2	35420614N
	Select Action: ▾	COC0004291	New	Pre-filing	ADAM JOE2	34694623R
	Select Action: ▾	COC0004287	New	Pre-filing	ADAM JOE2	32060088R
	Select Action: ▾	COC0004286	New	Pending QA Admin Assignment	ADAM JOE2	
	Select Action: ▾	COC0004285	New	Pre-filing	ADAM JOE2	35420614N
	Update	COC0004284	New	Pre-filing	ADAM JOE2	35431955P
	Withdraw	COC0004283	New	Pre-filing	ADAM JOE2	35431957Z

# DOB NOW: *Safety* – CERTIFICATE OF CORRECTION CORRECTION



- The Request will be reverted to **Pre-Filing** status.
- Respondents may make any changes required and then re-submit the Request.



## **CERTIFICATE OF CORRECTIONS RESUBMISSION**

# DOB NOW: *Safety* – CERTIFICATE OF CORRECTION RESUBMISSION


DOB  
NOW

- If your COC request has been disapproved, you may be able to **Resubmit** the request. See [Slide 19](#) for details.
- Open the COC request by double clicking along the line or by pressing the **View** button.

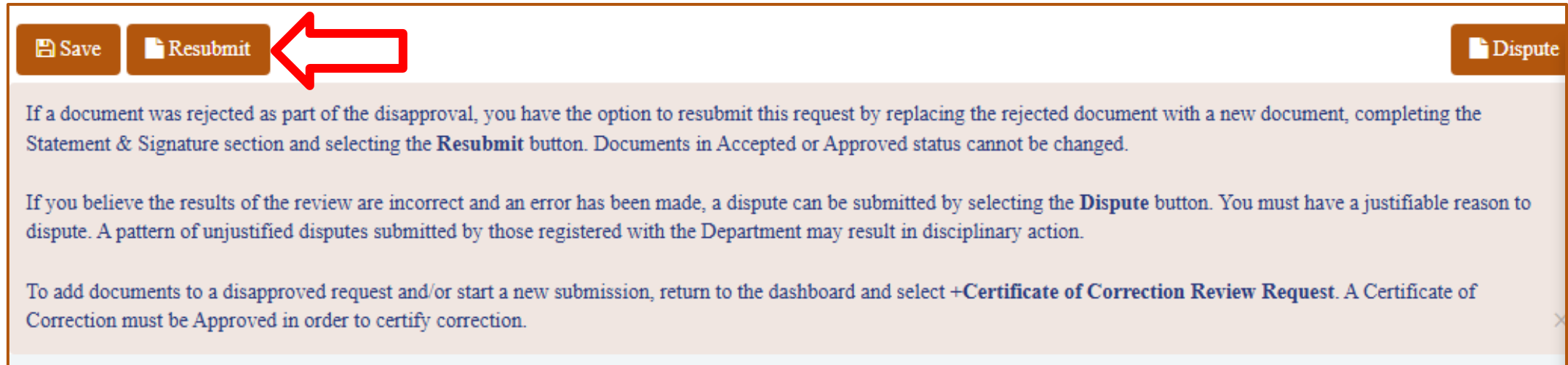
[Home](#) [+ Violations Payments](#) [+ Waivers and Challenges](#) [+ Certificate of Correction Review Request](#) [Search Violations](#)

[Violation Payments](#) [Waivers and Challenges](#) [Certificate of Correction Review Request](#)

[Refresh](#)

View ...	Filing Action	Request #	Request Type	Request Status	Requestor Name	Summons Num
	Select Action: ▼	COC0001396	New	Pre-filing	PE TRAINER	34682593R
	Select Action: ▼	COC0001332	New	Disapproved	PE TRAINER	34744181L

- The Request will open with a message on the top notifying you of your options.



The screenshot shows a message box with a light beige background and a thin orange border. At the top left are two orange buttons: 'Save' with a floppy disk icon and 'Resubmit' with a document icon. A red arrow points from the 'Resubmit' button towards the center of the message box. At the top right is an orange button labeled 'Dispute' with a document icon. The message box contains three paragraphs of text in a blue font. The first paragraph explains the resubmission process. The second paragraph explains the dispute process. The third paragraph provides instructions on how to start a new submission or add documents to a disapproved request.

**Save** **Resubmit** **Dispute**

If a document was rejected as part of the disapproval, you have the option to resubmit this request by replacing the rejected document with a new document, completing the Statement & Signature section and selecting the **Resubmit** button. Documents in Accepted or Approved status cannot be changed.

If you believe the results of the review are incorrect and an error has been made, a dispute can be submitted by selecting the **Dispute** button. You must have a justifiable reason to dispute. A pattern of unjustified disputes submitted by those registered with the Department may result in disciplinary action.

To add documents to a disapproved request and/or start a new submission, return to the dashboard and select **+Certificate of Correction Review Request**. A Certificate of Correction must be Approved in order to certify correction.

- Resubmission involves replacing any rejected documents and selecting the **Resubmit** button.

# DOB NOW: *Safety* – CERTIFICATE OF CORRECTION RESUBMISSION

DOB  
NOW

COC0001332	Disapproval Reasons			
General Information				
Correction Information				
Documents				
Disapproval Reasons				
Statements & Signature				

Created on	Disapproval Reason	Detail Reason	Comments
05/01/2025	Wrong Information on Invoice	The receipt provided to substantiate proof of the DOB civil penalty payment cannot be accepted because it does not contain the necessary information. Payment receipt for a DOB civil penalty for working without a permit must contain the summons number. Payment receipt for an Immediately Hazardous Class 1 DOB civil penalty (AEUHAZ) must contain the AEUHAZ number.	

- A new **Disapproval Reasons** tab will appear showing all the reason(s) your Request was not approved.

# DOB NOW: *Safety* – CERTIFICATE OF CORRECTION RESUBMISSION



- On the Documents tab, you will see both Documents that were **Rejected** and any documents that the reviewer marked as **Required**. Make sure that both types of document are uploaded.
- No additional documents may be added.

Required Documents				
<div>+ Add Document</div>				
Actions	Document Type	Document Status	Uploaded On	
<div><div></div><div></div><div></div></div>	Inspection Results	Rejected	04/30/2025	
<div><div></div><div></div><div></div></div>	Invoice or L2 Waiver	Required	05/01/2025	

- Once you click **Resubmit**, a Confirm pop-up will appear. Click **Yes** to resubmit the Request.

**Confirm**

For Resubmissions, only documents submitted to replace previously rejected documents will be considered. New documents not previously submitted will not be considered. Are you sure you want to proceed?





**CERTIFICATE OF CORRECTIONS DISPUTE**

# DOB NOW: *Safety* – CERTIFICATE OF CORRECTION DISPUTE

DOB  
NOW

- Respondents may Dispute COC Review Requests that are disapproved.
- Select **Dispute** from the **Filing Action** drop-down of a Disapproved Request.

Violation Payments

Waivers and Challenges

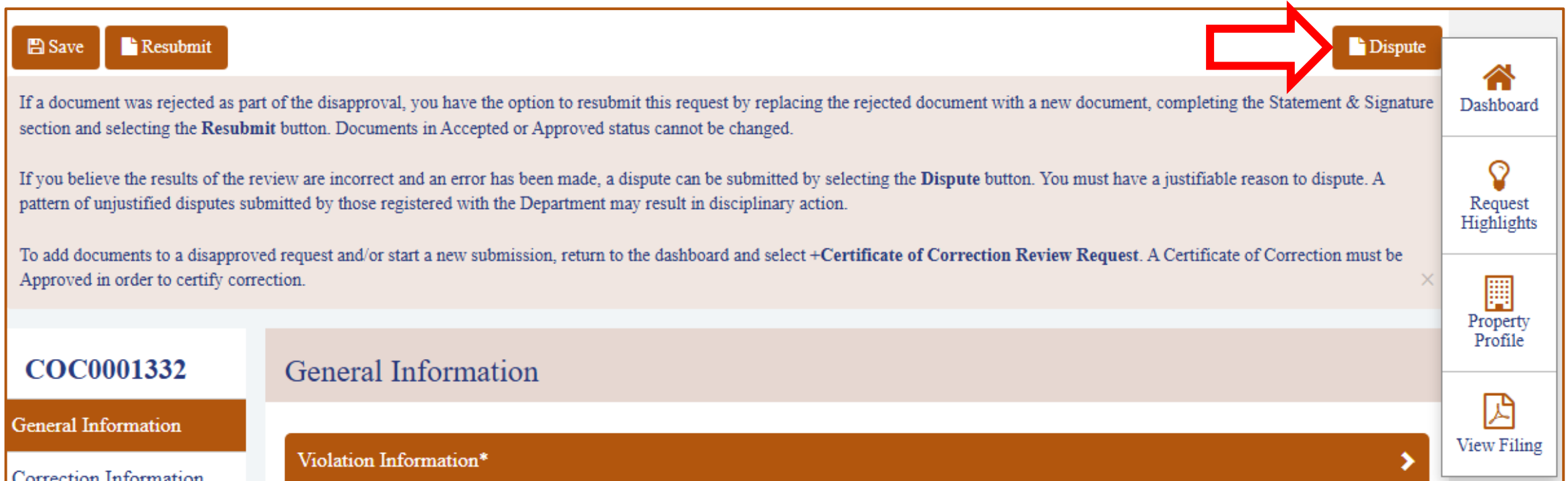
Certificate of Correction Review Request

Refresh

View ...	Filing Action	Request #	Request Type	Request Status	Requestor Name	Summons Number
	Select Action: ▼	COC0001396	New	Pre-filing	PE TRAINER	34682593R
	Select Action: ▼	COC0001332	New	Disapproved	PE TRAINER	34744181L
	Select Action: Dispute					

# DOB NOW: *Safety* – CERTIFICATE OF CORRECTION DISPUTE

DOB  
NOW



The screenshot displays the DOB NOW interface for a Certificate of Correction (COC) request. At the top, there are buttons for 'Save' and 'Resubmit'. A red arrow points to the 'Dispute' button. Below these buttons, there is a text area with instructions: 'If a document was rejected as part of the disapproval, you have the option to resubmit this request by replacing the rejected document with a new document, completing the Statement & Signature section and selecting the **Resubmit** button. Documents in Accepted or Approved status cannot be changed.' Another paragraph states: 'If you believe the results of the review are incorrect and an error has been made, a dispute can be submitted by selecting the **Dispute** button. You must have a justifiable reason to dispute. A pattern of unjustified disputes submitted by those registered with the Department may result in disciplinary action.' A third paragraph says: 'To add documents to a disapproved request and/or start a new submission, return to the dashboard and select **+Certificate of Correction Review Request**. A Certificate of Correction must be Approved in order to certify correction.' On the right side, there is a sidebar with links: 'Dashboard', 'Request Highlights', 'Property Profile', and 'View Filing'. The main content area shows a 'General Information' tab selected, with a 'Violation Information\*' section below it. The COC number 'COC0001332' is visible in the top left corner.

Save Resubmit Dispute

If a document was rejected as part of the disapproval, you have the option to resubmit this request by replacing the rejected document with a new document, completing the Statement & Signature section and selecting the **Resubmit** button. Documents in Accepted or Approved status cannot be changed.

If you believe the results of the review are incorrect and an error has been made, a dispute can be submitted by selecting the **Dispute** button. You must have a justifiable reason to dispute. A pattern of unjustified disputes submitted by those registered with the Department may result in disciplinary action.

To add documents to a disapproved request and/or start a new submission, return to the dashboard and select **+Certificate of Correction Review Request**. A Certificate of Correction must be Approved in order to certify correction.

COC0001332

General Information

General Information

Violation Information\*

Dashboard

Request Highlights

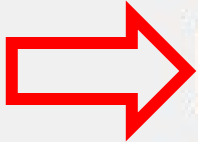
Property Profile

View Filing

- Respondents may also click the **Dispute** button from inside the Request.

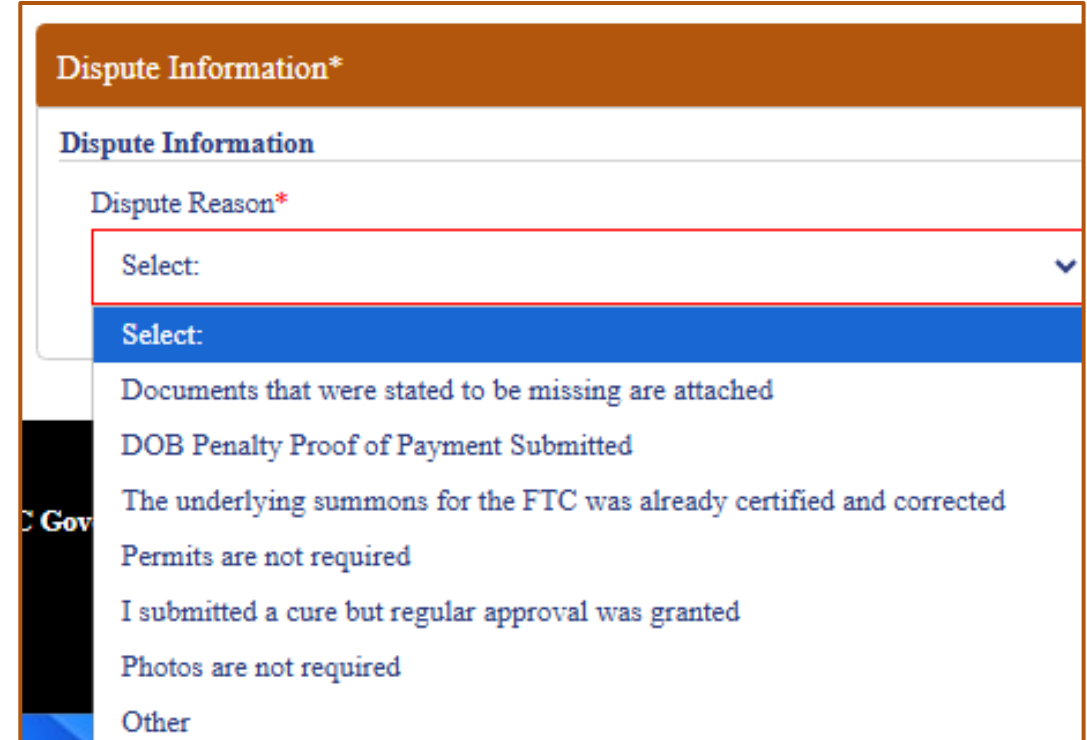
**Confirm**

Disputed reviews will be based on the originally submitted certificate of correction. New documents cannot be added to the request for review. Are you sure you want to proceed?



- A pop-up will notify Respondents that Disputed reviews will be based off the originally submitted COC. New documents cannot be added.
- Click **Yes** to proceed.

- Select your **Dispute Reason**:
  - Documents that were stated to be missing are attached.
  - DOB Penalty Proof of Payment Submitted
  - The underlying summons for the FTC was already certified and corrected
  - Permits are not required
  - I submitted a Cure but regular approval was granted.
  - Photos are not required
  - Other



The screenshot shows a web form titled "Dispute Information\*" with a sub-header "Dispute Information". Below this is a field labeled "Dispute Reason\*" which is a dropdown menu. The dropdown is open, showing a list of options: "Select:", "Documents that were stated to be missing are attached", "DOB Penalty Proof of Payment Submitted", "The underlying summons for the FTC was already certified and corrected", "Permits are not required", "I submitted a cure but regular approval was granted", "Photos are not required", and "Other". The "Select:" option is currently highlighted in blue. On the left side of the form, there is a vertical navigation bar with the text "C Gov" visible.

# DOB NOW: *Safety* – CERTIFICATE OF CORRECTION DISPUTE

DOB  
NOW

- Click **Save**.
- Press Yes on the **Confirm** pop-up

The screenshot shows a web form for creating a Dispute Certificate of Correction. On the left is a sidebar with a 'Save' button (document icon) and a 'General Information' tab. The main form area has a 'General Information' header and a 'Violation Information\*' section. A 'Confirm' pop-up is displayed over the form, asking 'Are you sure you want to create a Dispute Certificate of Correction Review Request?' with 'Yes' and 'No' buttons. Red arrows point to the 'Save' button and the 'Yes' button. The 'Violation Information\*' section contains a question about OATH summonses with radio button options for 'Yes' and 'No'.

**Save**

**General Information**

**General Information**

**Violation Information\***

Are you submitting this COC for an OATH summons issued to a property owned by a New York City government agency?\*

☒ Yes ☐ No

**Confirm**

Are you sure you want to create a Dispute Certificate of Correction Review Request?

**Yes** **No**

- Click the checkbox to **Attest** on the **Statements & Signature** tab.
- Press **Submit** to complete the process.



The screenshot shows a web interface with two buttons at the top: 'Save' and 'Submit'. Below these buttons, the text 'COC0001332-D2' is displayed. A red arrow points to the 'Submit' button.



# THANK YOU!

NO PAPER. NO LINES.





**NO PAPER. NO LINES.**

# QUESTIONS?