

STEP 1: RENEWAL APPLICATION SUBMISSION

Filing Representatives must renew their registrations through **DOB NOW: Licensing**. A NYC.ID account is required to use DOB NOW: *Licensing*. To create a NYC.ID account, visit nyc.gov/dobnowtips for more information. If you already have an NYC.ID account, please proceed to STEP 2.

STEP 2: SUBMIT APPLICATION & SUPPORTING DOCUMENTATION

To complete the online renewal process, Class 1 Filing Representatives **must** submit the following documents in **PDF format** via the **DOB NOW Portal**:

NOTE: See the [Licensing Renewal Application User Guide](#) for step-by-step directions.

Supporting Documents

- Signed **Code of Conduct** receipt (**must** have your *Filing Representative ID#* printed on the receipt)

Renewal Fees

- **\$150.00** – renewal fee (*paid via the online portal*)

Late Fees

- **\$200.00** (*this includes \$150.00 renewal fee and \$50.00 late fee*) – paid at the time of renewal via the online portal

STEP 3: OBTAINING YOUR REGISTRATION CARD

You will receive your registration card by mail within 30 days of your approval. If you have not received it within 30 days, please contact licensingdob@buildings.nyc.gov for an update on your card status.