

STEP 1: RENEWAL APPLICATION SUBMISSION

Filing Representatives must renew their registrations through [DOB NOW: Licensing](#). An NYC.ID account is required to use DOB NOW: *Licensing*. To create an 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: UPLOAD SUPPORTING DOCUMENTATION

To complete the online renewal process, Class 2 Code & Zoning 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)
- Copy of your **Certificate of Completion** for the Department-approved **16-hour Code and Zoning Representative** course, if not already submitted
- Applicants will be required to submit the **Class 1/Class 2 Filing Representative Future Completion of Training Courses Affidavit** in lieu of the Certificate of Completion until the 16-hour course is available.

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

*NOTE: To avoid a \$50.00 late fee, renewal applications **must** be submitted 30-90 days before the expiration date indicated on the registration card.*

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.