

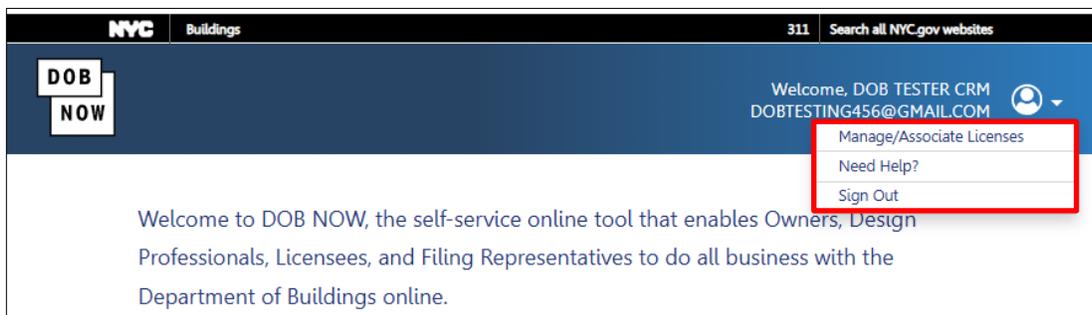
SERVICE NOTICE

Filing Representatives to Update Mailing Address in DOB NOW

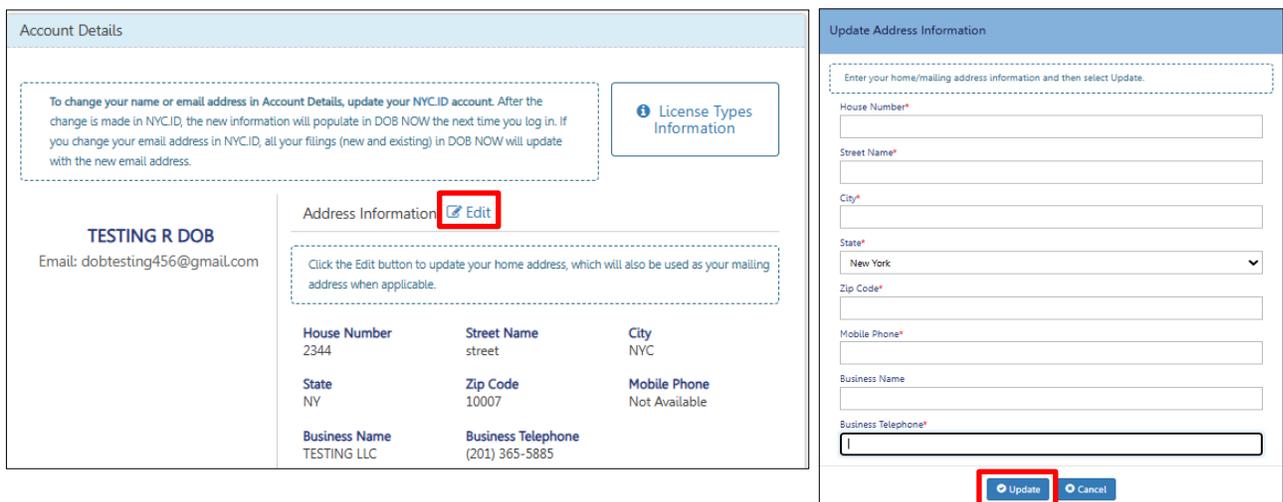
Filing Representatives are required to review and update the mailing address listed in their DOB NOW account no later than April 17, 2026.

How to Update Your Mailing Address in DOB NOW

1. **Login to DOB NOW.** Go to nyc.gov/dobnow and login using your NYC.ID email address. Select **Login** to access your DOB NOW dashboard.
2. **Open Your Account Details.** Do not select a DOB NOW module. From the main dashboard, hover over the dropdown arrow next to your login name in the upper-right corner and select **Manage/Associate Licenses**.



3. **Review and Update Your Mailing Address.** In the **Address Information** section, select **Edit**. When the Update Address Information pop up appears, enter the mailing address to which the Department of Buildings should send your DOB-issued Filing Representative registration card. Complete all required fields and select **Update** to save your changes.



For additional assistance with DOB NOW, submit an inquiry at nyc.gov/dobhelp.