

STEP 1: Renewal Application Submission

Elevator Agency Directors and Co-Directors must submit their renewal applications online. Elevator Agency Directors and Co-Directors that do not currently have an eFiling account will need to [register for an eFiling account](#). If you already have an eFiling account, please proceed to **STEP 2**.

STEP 2: Upload Supporting Documentation

To complete the online renewal process, Elevator Agency Directors and Co-Directors must submit the following supporting documents, in **PDF format**, into the **BIS Options** section via the [DOB NOW Portal](#):

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

Supporting Documents

- Original, typewritten [LIC2: License Application](#)
 - Recent utility bill (electric, gas, water), bank statement lease of deed with the Licensee's name and address, if the home address has changed
- Completed, typewritten [LIC34: Licensing Supplemental Affidavit](#) (if applicable)
- Affidavit from the President/Owner of the company confirming you are still the Director/Co-Director for the company
- [LIC50](#) or [LIC51](#) application

*NOTE: Renewal applicants with a home address outside of New York City's five (5) boroughs **must** complete the [LIC50](#) Authorization for Service of Process by Agent. Renewal applicants may also fill out the [LIC51](#) Voluntary Authorization for Service of Process by Email even if they reside within the City of New York.*
- [LIC62: Physical Examination Form](#) **must** be completed by a physician within 90 days prior to license renewal
- Photo ID (Driver's License)
- Completed [Child Support Certification Form](#)
- Current Department-issued license card
- Renewal Fee – \$150.00 (paid at the time of renewal via the online portal)
- Late Renewal Fee – \$200.00 (includes \$150.00 renewal fee and \$50.00 late fee); paid at the time renewal via the online portal

*NOTE: To avoid a \$50.00 late fee, renewal applications **must** be submitted 30-60 days before the expiration date indicated on your license card.*