

## SERVICE UPDATE

### Electronic Registration Renewal: Class 2 Code and Zoning Representative

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Beginning March 04, 2019 Class 2 Code and Zoning Representatives will be able to renew their registrations electronically.

#### Registration Renewal

To renew your registration you **must**:

- Pay your renewal fees through the Department's secure online payment portal at [www.nyc.gov/licensepayment](http://www.nyc.gov/licensepayment).
- **Scan** your application and the required documents.  
*NOTE: Pictures of documents will not be accepted. Documents **must** be scanned separately (meaning there should be at least five (5) scanned documents per renewal submission).*
- Submit the Filing Representative Affidavit.
  - Renewal applicants will have up until August 31, 2020, or six (6) months after the course becomes available to submit proof of completion of the 16-hour refresher course.

For a full list of instructions and required documents please review the [Class 2 Code and Zoning Representative Registration Renewal](#) guide located on the [Licensing and Exams](#) page on the Department's website.