

## **DOB NOW: *Licensing***

**WINTER 2026 RELEASE**

**FILING REPRESENTATIVE REGISTRATION**

**Industry Session**

# BEST PRACTICES FOR THE VIRTUAL CLASSROOM

DOB  
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Chat Feature



Mute Microphones



Ask Questions



Parking Lot



Feedback



Participate

- Overview of Filing Representative Registration
- Required Documents
- Statuses
- Licensing Fees
- License Process Flow
- How to Log Into DOB NOW: *Licensing*
- New Registration Application Process
- Responding to Objections and Requesting Reconsideration
- Getting the License
- Renew License
- Manage License
- Update Name and/or Address
- Important Notes

- There are two classes of Filing Representatives.
  - **Class 1 Filing Representatives** may present, submit, furnish or seek approval of applications or construction documents, and remove documents from the possession of the department.
  - **Class 2 Filing Representatives** (also referred to as “code and zoning representatives”) may perform all of the activities of a Class 1 and may also appear before and attend appointments with Plan Examiners and other department technical staff regarding construction document approvals, including, but not limited to, plan review, audit review, pre-determinations, and determinations.
- A Filing Representative Registration is valid for **3 years**.

# FILING REPRESENTATIVE REGISTRATION REQUIREMENTS – PROCESS OVERVIEW

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To become an **NYC-registered Filing Representative**, an applicant is required to:

- Meet the **registration criteria** (age, language, experience, etc.)
- Complete **required training course(s)**
- Begin the application in **DOB NOW: *Licensing***
- Upload all **required documentation**
- Pay any **required fees**
- **Submit** the registration application

To become an **NYC-Registered Filing Representative**, applicants are required to meet these qualifications:

- Be at least **18 years old**
- Be able to **read and write the English language**
- Be **fit to perform the work authorized by the registration**
- Have **good moral character**
- Have completed the **Department-approved integrity training**



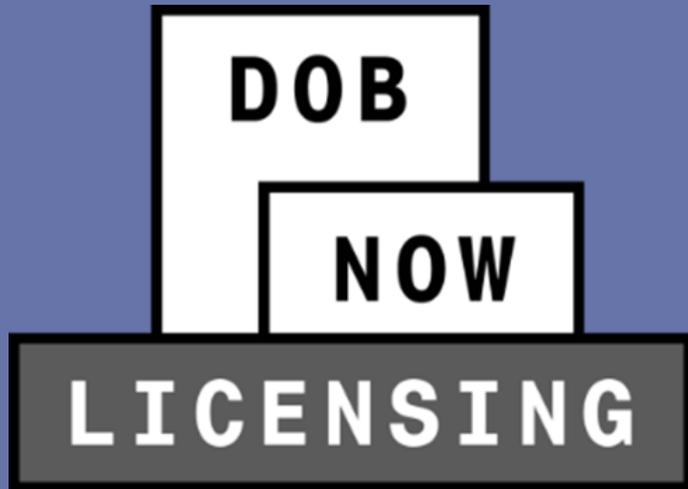
- **Class 1** Registration Applicants must have successfully completed the **16-hour Filing Representative training course**.
  - **Class 2** Registration Applicants must:
    - Have successfully completed the **36-hour Filing Representative training course**
    - In addition, they must either:
      - Have a **four (4) year degree in Architecture or Engineering** from an accredited college
- OR**
- Have a **four (4) year degree in another field** from an accredited college and have **two (2) years of experience filing 50 jobs** as an NYC registered filing representative within the four (4) years prior to application for registration.

# FILING REPRESENTATIVE REGISTRATIONS – RECEIVING YOUR CARD

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- Once DOB approves your application, you will need to come to the DOB office to receive your Registration card.
- Your Filing Representative Registration is valid for **three years**.



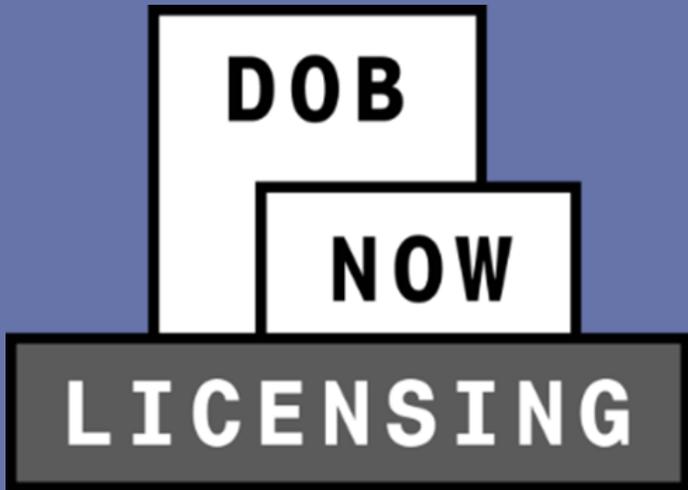


## DOCUMENTS

Documents for a New License

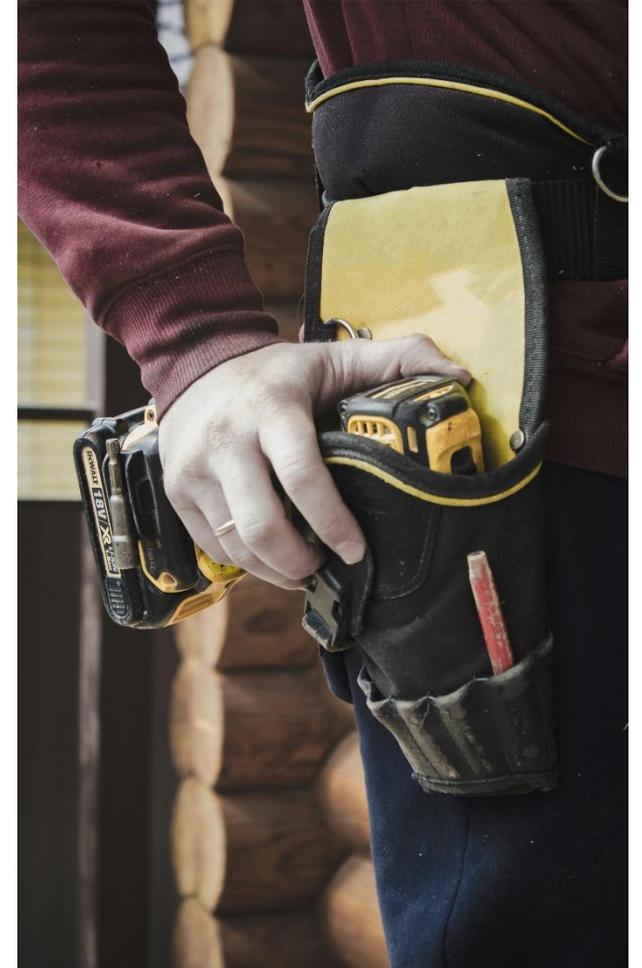
- An overview of what documents are required for New License Applications, Renewals, and Reissues can be found in the [Required Documents spreadsheet](#).

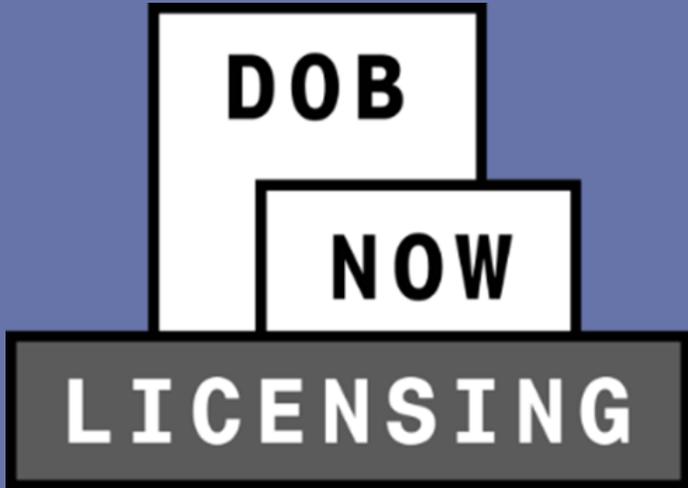




**STATUSES**

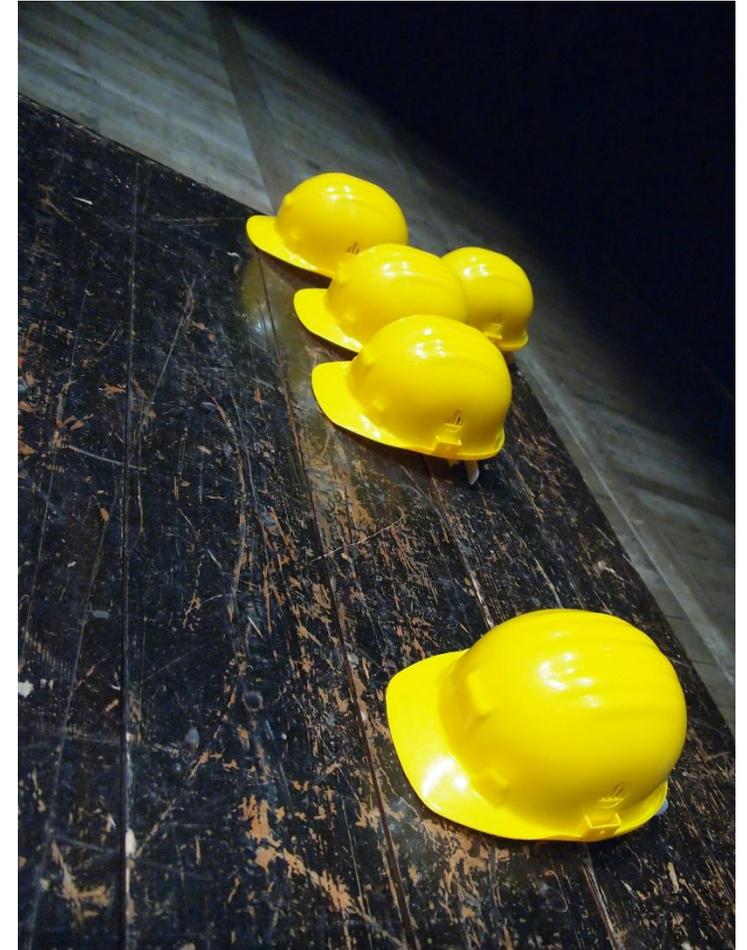
- All statuses that can apply to License Requests can be found in the [Licensing Statuses document](#).

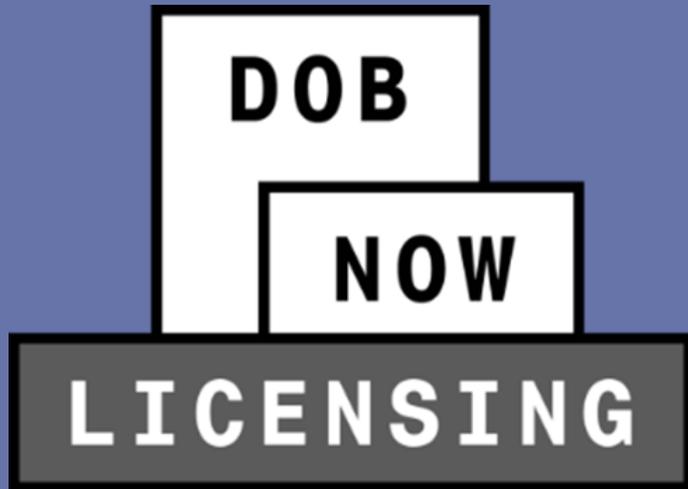




**FEES**

- All License Request fees can be found in the [Licensing Fees document](#).
- **Late Fees** for License Renewal apply if the Renewal Request is filed:
  - 30 days or fewer before the Expiration Date of the License
  - Up to one year after the Expiration Date of the License

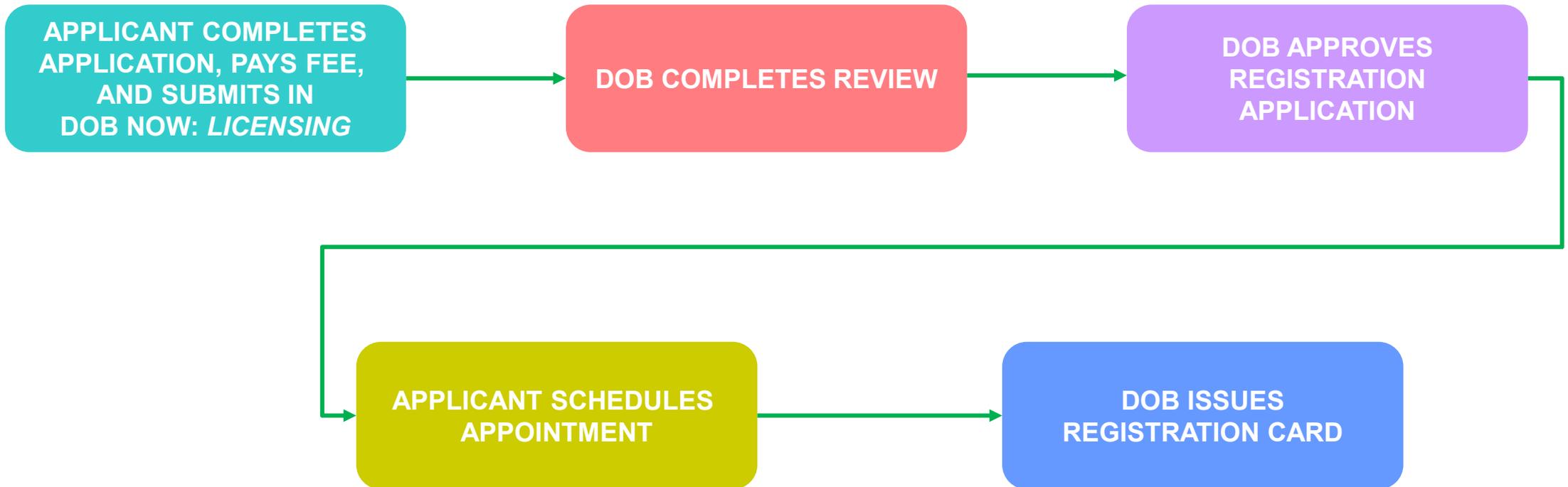


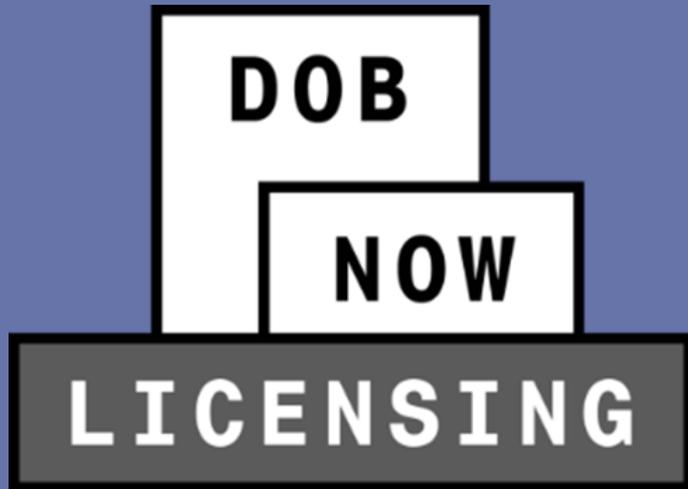


## STEPS TO GET A REGISTRATION

# STEPS TO GET A NEW REGISTRATION

- These are the steps for applying for a Filing Representative Registration.

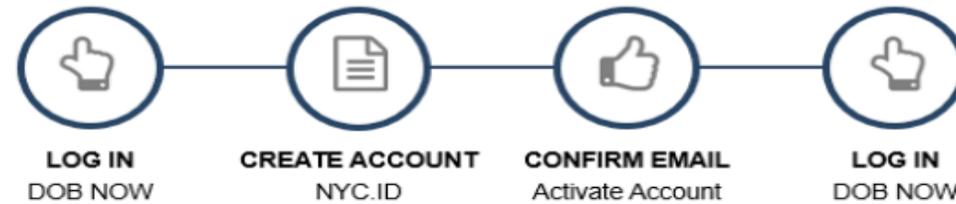




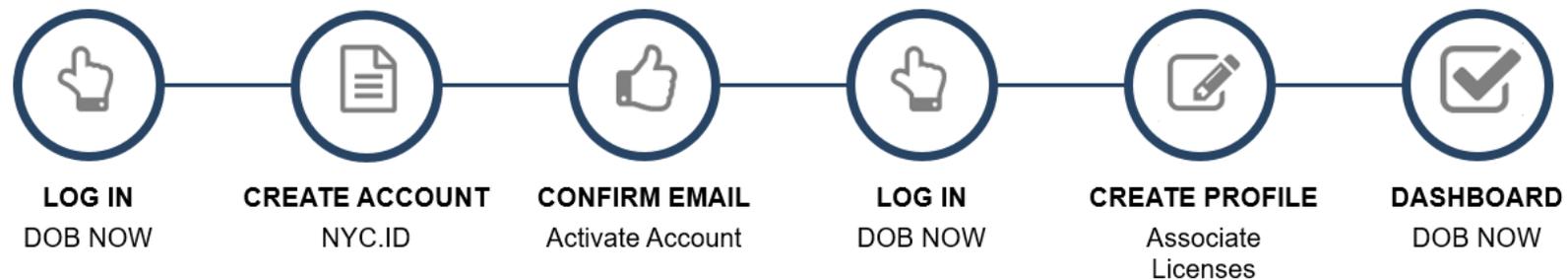
## HOW TO LOG INTO DOB NOW: LICENSING

# NYC.ID PROCESS OVERVIEW

- DOB NOW integrated with NYC.ID in June 2024, requiring all returning and new users to have a NYC.ID account to log into DOB NOW.
- One-time process for **Existing DOB NOW Users**:



- One-time process for **New Users**:

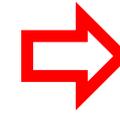


# DOB NOW – USE AN NYC.ID ACCOUNT TO LOGIN

DOB  
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## DOB NOW LOGIN

- If you have an **eFiling Account, DOB NOW profile, or NYC.ID**, enter the same email address associated with all your filings in DOB NOW. You will be redirected to the NYC.ID registration page.
- If you do not already have an NYC.ID you will be directed to create one. If you already have an NYC.ID you will be directed to enter the password associated with your NYC.ID.
- For step-by-step guides and videos, visit [nyc.gov/dobnowtips](https://nyc.gov/dobnowtips).



Log into DOB NOW to view, sign and submit jobs, filings, and applications.

Enter your NYC.ID email address:

Email

Login

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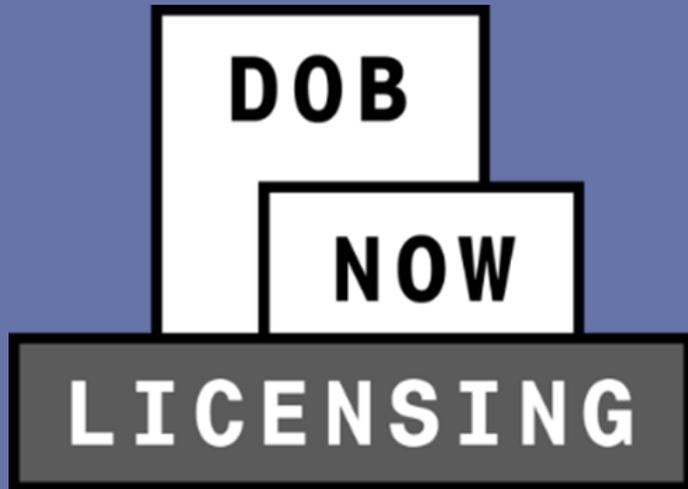
If you need an NYC.ID

Create Account

New login process as of June 3, 2024. Visit [www.nyc.gov/dobnowtips](https://www.nyc.gov/dobnowtips) for more information.

If you are a returning DOB NOW user who does not have a NYC.ID, select Create Account above and **use the same email address** as your eFiling account or DOB NOW profile to access your DOB NOW records.

Need more help? Contact us.

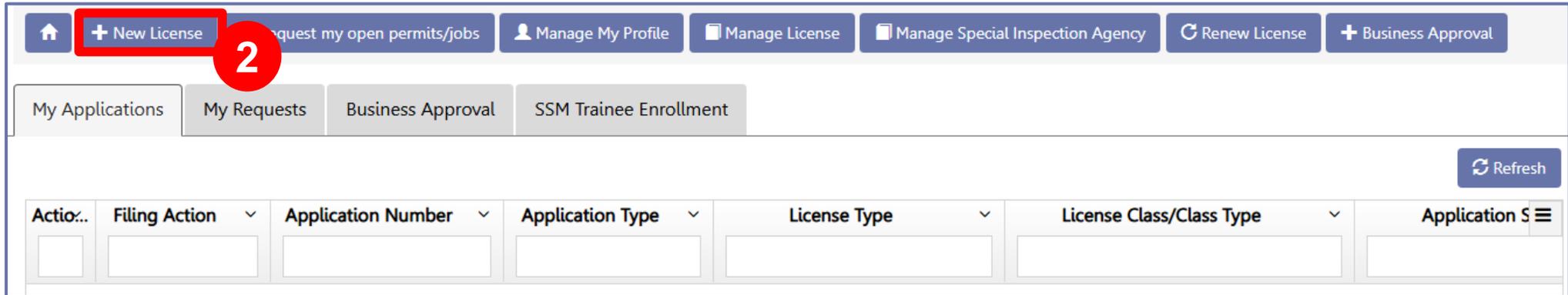
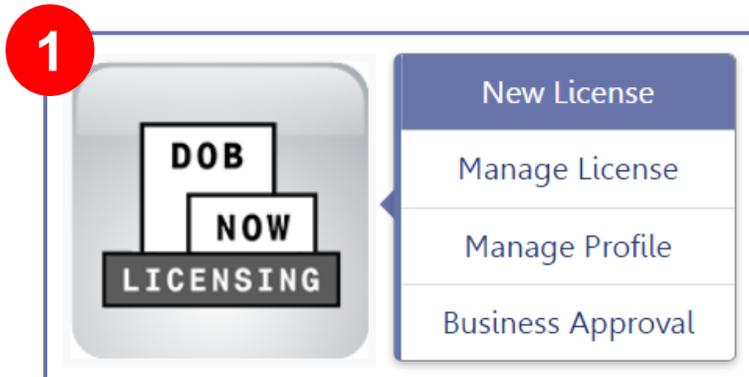


## HOW TO APPLY FOR A NEW REGISTRATION

License Qualification Application Process

# HOW TO APPLY FOR A NEW LICENSE

To apply for a new license or registration, log into DOB NOW, hover over the **DOB NOW: Licensing** module and select **New License**. From the dashboard click the **+ New License** button to begin the application process.



- Select the radio button next to the License Type and then click **Next**. Select a **License Class/Class Type** by selecting the radio button and clicking **Next**.

License Types

- Construction Superintendent
- Contractor
- Electrician
- Elevator Agency
- Filing Representative Registration
- Gas Work Qualification Only
- Hoisting Machine Operator
- Journeyman
- Lift Director
- Master Fire Suppression Contractor
- Master Plumber
- Site Safety
- Special Inspection Agency
- Welder

Next Cancel

# NEW LICENSE – SUPPLEMENTAL INVESTIGATION QUESTIONNAIRE



- Click the **appropriate answers** to all questions asked on the **Supplemental Investigation Questionnaire**.
- The questions differ depending on the License Type.
- Click **Submit** at the bottom of the pop-up window. Once the questionnaire is submitted, the information provided cannot be changed.

A screenshot of a web form titled "Supplemental Investigation Questionnaire". The form contains four questions, each followed by a dotted line and two radio button options: "Yes" and "No". The questions are: "Are you at least eighteen (18) years old?\*", "Are you able to read and write the English language?\*", "Are you of good moral character?\*", and "Are you fit to perform the work authorized by this license/qualification?\*". At the bottom right of the form, there are two buttons: "Submit" (highlighted with a red border) and "Cancel".

**Supplemental Investigation Questionnaire**

Are you at least eighteen (18) years old?\* .....  Yes  No

Are you able to read and write the English language?\* .....  Yes  No

Are you of good moral character?\* .....  Yes  No

Are you fit to perform the work authorized by this license/qualification?\* .....  Yes  No

# NEW LICENSE – GENERAL INFORMATION

DOB  
NOW

- Enter all the required fields on the General Information tab, including (if not auto populated):
  - Home Telephone Number
  - Borough
  - Personal Information
  - Filing Representative or Preparer information if appropriate
- Details on what information will be required varies depending on license type.

**General Information**

**Application Information**

Application Type\*  
New License

License Type\*  
Filing Representative Registration

License Class/Class Type\*  
Class 1

**Applicant**

First Name\*  
HMO

Middle Initial

Last Name\*  
License

Email\*  
HMOLICENSE01@GMAIL.COM

**Address**

House Number\*  
280

Street Name\*  
Broadway

Apartment/Building Number

City\*  
Borough\*  
State\*

**Personal Information**

Date of Birth\*  
12/31/1993

SSN/ITIN\*  
XXX-XX-5555

**Filing Representative Class I/Preparer**

Email  
Enter email/username...

Registration Number

First Name

Middle Initial

Last Name

Business Name

Business Telephone

Business Address

City

State

Zip Code

# NEW LICENSE – GENERAL INFORMATION (NO DOB LICENSE)



- If you do not have a DOB license, General Information is auto populated from your NYC.ID and DOB NOW Account.
- **To change your name or email address**, select Manage/Associate Licenses from the person icon in the top right corner. Then select the link in **update your NYC.ID account**.

**DOB NOW**  
NYC Department of Buildings self-service online for permits, appointments and applications

Welcome, ADAM JOE2  
AJOETEST2@GMAIL.COM

Account Details

To change your name or email address in Account Details: **update your NYC.ID account** after the change is made in NYC.ID, the new information will populate in DOB NOW the next time you log in. If you change your email address in NYC.ID, all your filings (new and existing) in DOB NOW will update with the new email address.

**ADAM JOE2**  
Email: ajoetest2@gmail.com

Address Information **Edit**

<b>Business Name</b> AJ2	<b>House Number</b> Not Available	<b>Street Name</b> Not Available
<b>City</b> NYC	<b>State</b> NY	<b>Zip Code</b> 10000
<b>Business Telephone</b> (201) 222-3333	<b>Mobile Phone</b> Not Available	

License Types Information

Manage/Associate Licenses  
Need Help?  
Sign Out

Main Dashboard  
Trace History

- **To change your address information**, select the **Edit** button.

## NEW LICENSE – GENERAL INFORMATION (EXISTING DOB LICENSE)

DOB  
NOW

- If you have an **existing DOB license**, the General Information section will be auto filled from that license information.
- To update licensee name or address information, follow the instructions in the [Manage Profile](#) section of this presentation.

# NEW LICENSE – COMPLETE & SAVE APPLICATION

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- Mark whether you are a **City Employee**.
- Click **Save**. A **Notification** will display which information cannot be changed after saving. To move forward, select **Save** again.
- Click **OK** to confirm the application has been saved.

**City Employee**

Are you a City Employee?\*  Yes  No

**Notification**

Please note that the below information cannot be changed after saving:

**Application Type:** New License  
**License Type:** Filing Representative Registration  
**License Class/Class Type:** Class 1  
**Email:** HMOLICENSE01@GMAIL.COM

**Save** **Cancel**

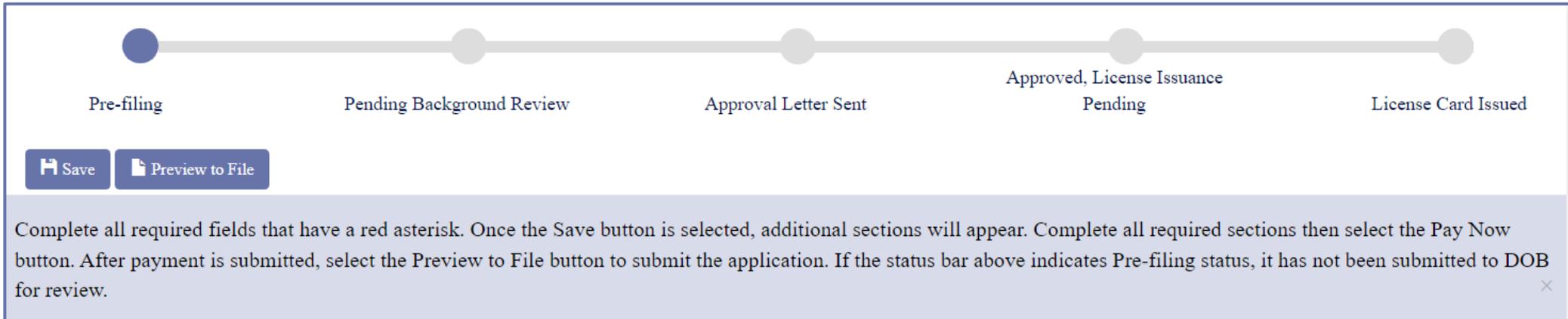
**Notification** [X]

Application has been saved.

**OK**

# NEW LICENSE – STATUS BAR

DOB  
NOW



- After the Application is saved, a message will appear at the top of the page: “Complete all required fields that have a red asterisk. Once the Save button is selected, additional sections will appear. Complete all required sections then select the Pay Now button. After Payment is submitted, select the Preview to File button to submit the application. If the status bar above indicates Pre-filing status, it has not been submitted to DOB for review.”
- The **Status Bar** will also appear. The details of the status bar will differ depending on the license type.

**L00013220**

General Information

Background Investigation

Qualifications/Experience

Child Support Certification

Documents

Statements and Signature

- A License Application number will be assigned.
- Five more tabs will appear to be completed:
  - **Background Investigation**
  - **Qualifications/Experience**
  - **Child Support Certification**
  - **Documents**
  - **Statements & Signature**

- After the Application has been saved, a **Business Information** section will appear on the **General Information** tab. Click **+Add Business Information**.

Business Information\*

**+ Add Business Information**

Actions	Business Name	Business Email	Business Address
---------	---------------	----------------	------------------

# NEW LICENSE – LICENSE APPLICATION

DOB  
NOW

- A Business Information pop-up window will appear.
- Enter all information and then click **Save**.

### Business Information

Business Name*	House Number*	Street Name*
<input type="text"/>	<input type="text"/>	<input type="text"/>
City*	State*	Zip*
<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>
Business Email*	Business Phone*	Fed Tax ID #*
<input type="text" value="Enter email/username..."/>	<input type="text"/>	<input type="text"/>
Business's Trade or Doing-Business-As (DBA) Name	Are you Self-Employed?* <input type="radio"/> Yes <input type="radio"/> No	
<input type="text"/>		

# NEW LICENSE – BACKGROUND INVESTIGATION

DOB  
NOW

**L00013220**

General Information

**Background Investigation**

Qualifications/Experience

Child Support Certification

Documents

**License History\***

**+ Add History**

List all licenses, certifications, or registrations issued to you, by any City or State.

Name	Type	License/Certification/Reg...
------	------	------------------------------

- Go to the **Background Investigation** tab and then click the **+ Add History** button to enter details of any license, certification, or registration issued to the Applicant by any city or state.
- At least one License, Certification, or Registration is required in this section.

# NEW LICENSE – BACKGROUND INVESTIGATION

DOB  
NOW

- For each license, **enter**:
  - Name
  - Type
  - License/Certification/Registration Number
  - Current Status
  - Expiration Date
  - Then click **Save**.

License History

Name*	Type*	License/Certification/Registration Number*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Current Status*	Expiration Date*	
<input type="text" value="Select"/>	<input type="text"/> 	

# NEW LICENSE – BACKGROUND INVESTIGATION

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Do you currently have a valid Driver's License? \*  Yes  No

State where Issued\*  Driver's License Number\*

Have any license application(s) ever been denied to you by the Department of Buildings or any other Government entity?\*  Yes  No

Have any licenses or privileges granted to you or your associated business(es) by the Department of Buildings or any other government entity ever been rescinded, revoked, surrendered, suspended or have you or your related business(es) ever been disqualified from performing inspections? If Yes please indicate the type of license/certification/registration with the reason for the suspension, restriction, surrender, revocation, or disciplinary action in the Comments. \*  Yes  No

- If the applicant has a **Driver's License**, enter the state and number of the license.
- If any licenses or government-granted privileges have ever been denied, rescinded, revoked, surrendered, suspended or disqualified, explain the details in the **Comments**.
- Depending on the License Type, additional questions may appear. Answer all questions.

- In the **Education** section, click **+Add Education**.

**Education\***

**+ Add Education**

Actions	Education Type
---------	----------------

**Education Type\***  
Degree

**Degree**

**Institution/College Name\*** **Address\*** **City\***

**State\*** **Zip Code\*** **Country\***  
Select

**Degree\***  BA  BS **Major\***

**Save** **Cancel**

- Fill out the pop-up window.
- Click **Save**.

- In the **Personal Information** section, answer if you have ever been known by any other names. If yes, click the **+ Add History** button to enter any prior names.
- Click **Save** when done.

**Personal Information\***

**+ Add History**

**List of other names you are known by:**

Last Name	First Name

Personal Information

Last Name\*

First Name\*

Middle Name

Social Security Number\*

**Save** **Cancel**

Have you ever been employed by a city, state or federal govt agency?\*  Yes  No

Are you related to any DOB employee(s) including through marriage?\*  Yes  No

If you answer YES to any of the questions in this section, you must provide complete details, specifying the date, agency, reason, disposition, etc. in the Comments box.

Comments\*

500 characters remaining

- Answer the **Yes/No questions** about whether the Applicant has worked for a city, state or federal government agency and whether they are related to any DOB employee(s).
- Any **Yes** answers, either here or above, require an explanation in the **Comments** field.

# NEW LICENSE – BACKGROUND INVESTIGATION

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- Enter the full address of all residences where the Applicant has lived for 3 or more months in the past 10 years (or since they left high school, whichever is less).
  - Click the **+ Add Residence** button.
  - Enter the most recent address information and click **Save**.
  - Click **OK** to complete the process.
- Repeat as many times as necessary.

**Residence\***

Starting with your present address and working back, list the full address of every place you have resided for more than a three (3) month period. List only your residences over the past ten (10) years or since you left high school, whichever is less.

**+ Add Residence** **1**

From	To	Street Address

Residence

From\*

To\*

This is my current address

Street Address\*

City\*

State\*

Zip Code\*

**2**

Notification

Residence has been added.

**3**

- Click on the **Qualifications/Experience** tab.
- Answer the Yes/No questions about **Convictions and Fines**. The questions asked depend on the License Type being requested.
- If there are any **Yes** answers, a new tab will appear when the application is saved: **Supplemental Affidavit**. Explain the Yes answers in that new tab.

The screenshot shows a web application interface for a license renewal. On the left is a vertical navigation menu with the following items: 'L00024615', 'General Information', 'Background Investigation', 'Qualifications/Experience' (highlighted with a red box), 'Child Support Certification', 'Documents', and 'Statements and Signatures'. The main content area is titled 'Convictions and Fines\*' and contains four questions, each with 'Yes' and 'No' radio button options:

- Have you ever been convicted of a crime (for renewals, convicted since your last renewal)?\*  Yes  No
- Do you as licensee or the master electrician business have outstanding notices of violation owed to the Department?\*
- Does any company associated with your Department-issued Electrician's license currently have any unpaid firm account (permit and/ or application) fees?\*
- Have any licenses or privileges granted to you or your associated business(es) by the Department of Buildings or any other government entity ever been rescinded, revoked, surrendered, suspended, otherwise disciplined, or have you or your related business(es) ever been disqualified from performing inspections?\*

# NEW LICENSE – QUALIFICATIONS & EXPERIENCE

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- Enter employment history for each job the applicant is using as **Qualifying Experience**.
- Click the **+ Add Employment History** button and enter work history, starting with the current job and then going in *reverse chronological order*.



Provide a valid **Supervisor(s) Telephone Number** for experience verification.

Employment History\*

**+ Add Employment History**

Start with your current job and list the employment history for each job you intend to use as a Qualifying Experience. You must provide a valid Supervisor(s) Telephone Number for experience verification.

Actions	Company Name	Street Address	Date of Employment Began ▾

# NEW LICENSE – QUALIFICATIONS & EXPERIENCE

DOB  
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- Enter all required information on the **Employment Information** tab.

Employment History Information

**Employment Information** Wages Detail

Date Employed From\*  

Date Employed To\*  

This is my current job

Company Name\*

Street Address\*

City\*

State\*  

Zip Code\*

Country\*

Ownership Interest (%)\*

Is the company still in business?

Supervisor(s) Name\*

Supervisor(s) Title\*

Supervisor(s) License Type\*

Supervisor(s) License Number\*

Supervisor(s) Telephone Number\*

Supervisor(s) Email Address\*

Reason for leaving\*

250 characters remaining

# NEW LICENSE – QUALIFICATIONS & EXPERIENCE

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Employment History Information

Employment Information **Wages Detail**

Applicant Title\*  Time Period\*  Wages Per Hour\*

Hours Per Week\*

Describe Type of Work Performed\*

250 characters remaining

**Add**

Applicants Name	Time Period	Hours Per Week	Wages Per Hour ...	Actions

**Save** **Cancel**

- On the **Wages Detail** tab, enter Title, Time Period, Wages per Hour, Hours per Week, and Description of Type of Work Performed.
  - Click **Add**.
  - Repeat for other titles held at that company.
  - Click **Save** to complete entry.
- \*Additional Experience Verification may be required depending on the License Type.

- The **Supplemental Investigation Questionnaire** displays the answers selected when initiating the application.
- This section is read-only and cannot be edited.

Supplemental Investigation Questionnaire\*

Are you at least eighteen (18) years old?\*

Are you fit to perform the work authorized by this license/qualification?\*

Are you able to read and write the English language?\*

Are you of good moral character?\*

Yes  No

Yes  No

Yes  No

Yes  No

Child Support\*

Are you under a court or administrative order to pay child support?\*  Yes  No

Child support account number(s)\*

Do you owe arrears equal to 4 months or more of child support payments\*  Yes  No

Select the statement that applies to you\*

(A) I am making payments by income execution or by court agreed payment/repayment plan or by a plan agreed to by the parties.

(B) My child support obligation is the subject of a pending court proceeding.

(C) I am currently in receipt of Public Assistance or Supplemental Security Income.

(D) None of the above statements apply to me. Please upload Verification Letter in the documents section.

- On the **Child Support Certification** tab, answer the Yes/No question(s).
- Any **YES** answers will open additional questions to answer.

# NEW LICENSE – SUPPLEMENTAL AFFIDAVIT

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- The **Supplemental Affidavit** tab appears only if **Yes** is answered to questions about **Convictions** or **Penalties and Fines** on the **Qualifications/Experience** tab.
- Enter details as appropriate.

The screenshot displays the 'Supplemental Affidavit' tab for license L00030481. The left sidebar lists navigation options: General Information, Background Investigation, Qualifications/Experience, Child Support Certification, Supplemental Affidavit (selected), Documents, and Statements and Signatures. The main content area is divided into two sections: 'Convictions\*' and 'Penalties and Fines\*'. Each section contains a '+Add' button, which is highlighted by a red arrow. Below the 'Convictions\*' section, there is an 'Actions' dropdown menu and a scrollable list area.

Conviction Details

Date of Conviction\*

Charge or Offense\*

250 characters remaining

Name of Court\*

Location of Court\*

Sentence or Disposition\*

500 characters remaining

- Enter data into the **Conviction Details** pop-up:
  - Date of Conviction
  - Charge or Offense
  - Name of Court
  - Location of Court
  - Sentence or Disposition

- Enter details on the **Penalty and Fine Details** pop-up:
  - Debtor (Self or Company)
  - Company
  - Amount Owed
  - New York City Agency/Authority (Sanitation, Fire Department, DEP, NYPD, Buildings or Other)

Penalty and Fine Details

Debtor\*

Select

Company

Amount Owed\*

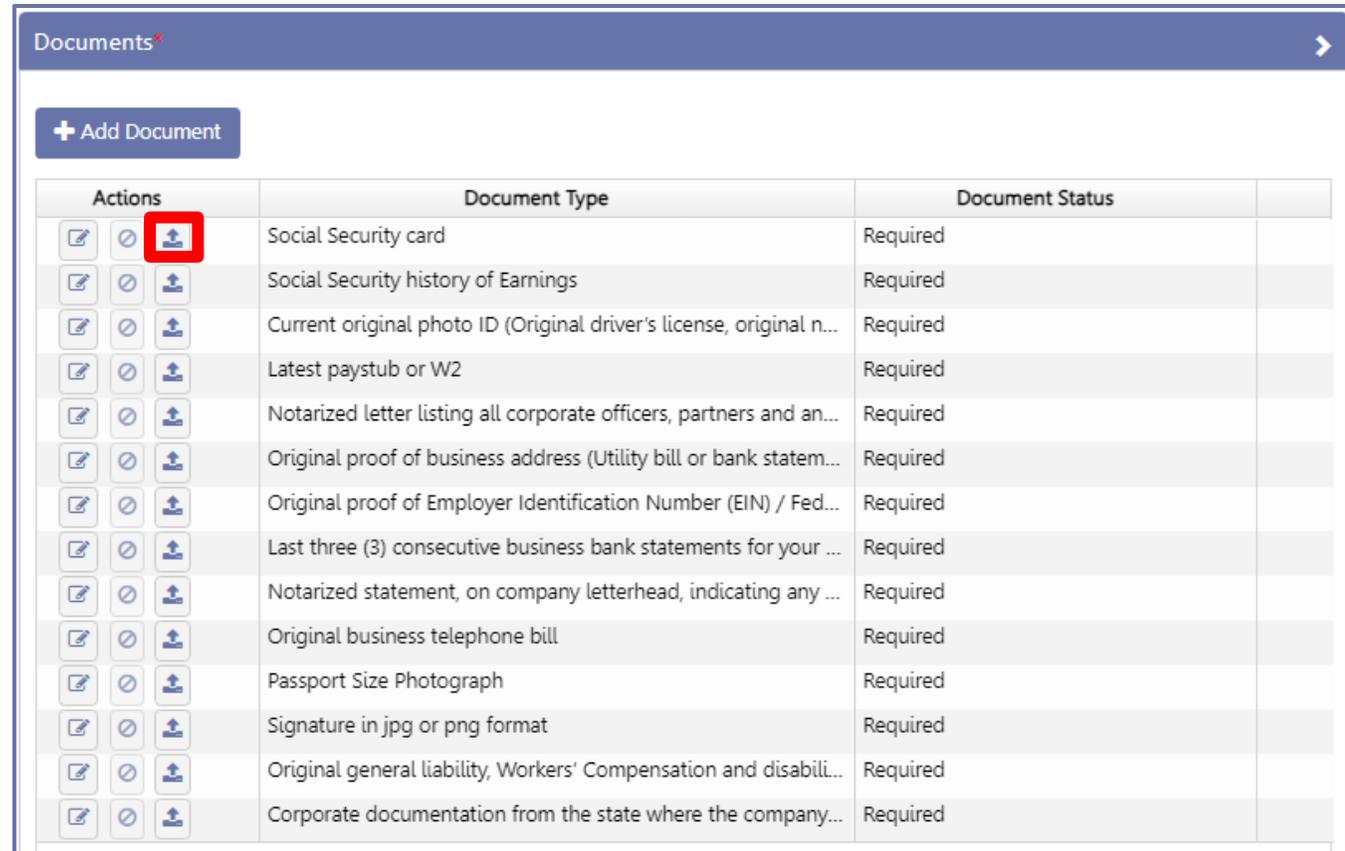
\$

New York City Agency/Authority\*

Select

Save Cancel

- All required documents will be listed on the **Documents** tab.
- Click the **Upload** button to add a document.



Actions	Document Type	Document Status
  	Social Security card	Required
  	Social Security history of Earnings	Required
  	Current original photo ID (Original driver's license, original n...	Required
  	Latest paystub or W2	Required
  	Notarized letter listing all corporate officers, partners and an...	Required
  	Original proof of business address (Utility bill or bank statem...	Required
  	Original proof of Employer Identification Number (EIN) / Fed...	Required
  	Last three (3) consecutive business bank statements for your ...	Required
  	Notarized statement, on company letterhead, indicating any ...	Required
  	Original business telephone bill	Required
  	Passport Size Photograph	Required
  	Signature in jpg or png format	Required
  	Original general liability, Workers' Compensation and disabili...	Required
  	Corporate documentation from the state where the company...	Required

See the **Licensing Required Documents** for an overview of what documents are required for **New License Applications**.

Upload a Document

Document Type\*

Experience Verification Forms

Document

Choose File No file chosen

Upload Cancel

Required Documents

+ Add Document

Actions	Document Type
  	Social Security card

- Click **Choose File** to navigate to the document on your computer.
- Click **Upload** to complete the upload process for the document.
- The **+Add Document** button may be used to add **Additional Supporting Documents**.

Documents Removed By User\*

Actions	Document Type	Document Status
	Additional Supporting Document 1	Removed By User

1 - 1 of 1 items

- If an Additional Supporting Document is removed while the license application is in **Objections** or **QA Failed** status, the removed document will appear in the **Documents Removed By User** section.

<b>L00024332</b>	<b>Licensee - Statements &amp; Signatures</b>
General Information	
Background Investigation	
Qualifications/Experience	
Child Support Certification	
Supplemental Affidavit	
	<b>License Application*</b>
	<input type="checkbox"/> As a condition of being granted a license, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees conduct their specific trade. I understand it is unlawful to make a false statement to the Department, or to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license. In the event of an accident that involves my actions undertaken in connection with my license, I understand that the Administrative Code requires that I cooperate with any investigation and that failure to do so may result in immediate suspension, revocation or other disciplinary action.

- On the **Statements & Signature** tab, the Applicant clicks the checkbox to **Sign** the application.

- Additional attestations display for:
  - **Background Investigation Questionnaire**
  - **Voluntary Authorization for Service of Process by Email**
  - **Supplemental Investigation Questionnaire**
  - **Child Support**
- Answer all attestations appropriately.

# NEW LICENSE – PAY FEE

DOB  
NOW

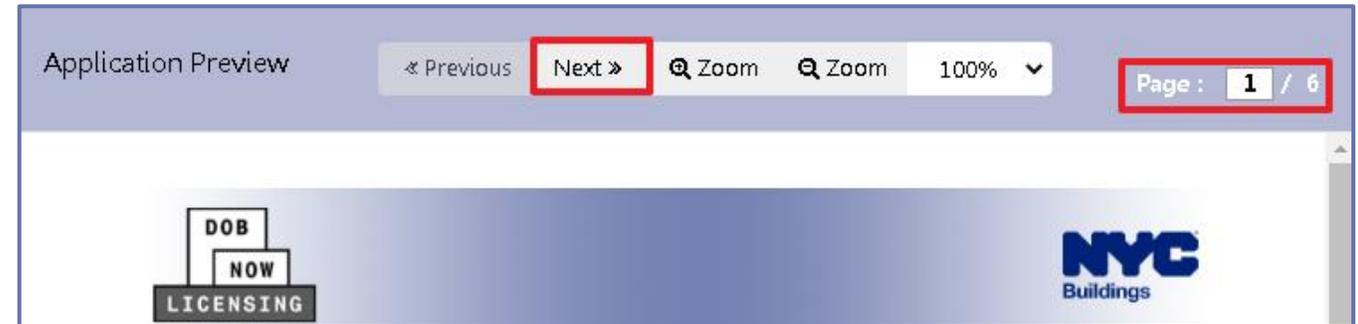
- Click the **Pay Now** button at the bottom of the toolbar on the right to pay the fee.
- Pay the amount **in full**. Partial payment is not an option.

The screenshot displays a web interface for a license application. At the top, a progress bar shows six stages: Pre-filing, Pending Background Review, Qualification Approved-Business Address Verification Pending, Approval Letter Sent, Approved License Issuance Pending, and License Card Issued. Below the progress bar are 'Save' and 'Preview to File' buttons. A text box provides instructions: 'Complete all required fields that have a red asterisk. Once the Save button is selected, additional sections will appear. Complete all required sections then select the Pay Now button. After payment is submitted, select the Preview to File button to submit the application. If the status bar above indicates Pre-filing status, it has not been submitted to DOB for review.' On the left, a sidebar lists application sections: L00024332, General Information, Background Investigation, Qualifications/Experience, Child Support Certification, Supplemental Affidavit, and Documents. The main content area is titled 'Licensee - Statements & Signatures' and contains a 'License Application\*' section with a checkbox and a paragraph of text: 'As a condition of being granted a license, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees conduct their specific trade. I understand it is unlawful to make a false statement to the Department, or to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license. In the event of an accident that involves my actions undertaken in connection with my license, I understand that the Administrative Code requires that I cooperate with any investigation and that failure to do so may result in immediate suspension, revocation or other disciplinary action.' On the right, a vertical toolbar contains icons for Dashboard, Application Highlights, View Filing, Trace History, Payment History, and a red-bordered button labeled '\$630.00 Pay Now'.

# NEW LICENSE – FILE APPLICATION

DOB  
NOW

- Click on the **Preview to File** button to submit your License Application.

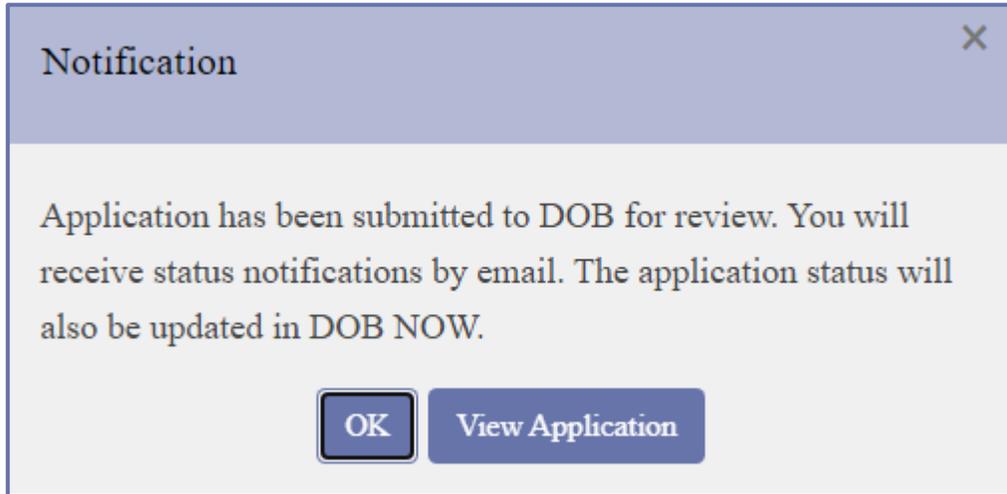


- After the **Application Preview** window opens, review the entire application and page through the preview by clicking the **Next** button.
- Click the checkbox to sign the filing, and then click **File**.

I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.

Name  Date   
(Electronically Signed)

**File**



- Click **OK** on the Notification pop-up.

- The Status Bar will update to the next status (e.g. **Pending Background Review**).



# NEW LICENSE – APPLICATION FILED

DOB  
NOW

License Application# L00024615 - Pending Background Review Inbox x  

**DOBNOW donotreply** <crmbuildnycdev@buildings.nyc.gov> Mon, Feb 24, 3:55 PM (4 days ago)    

to me ▾

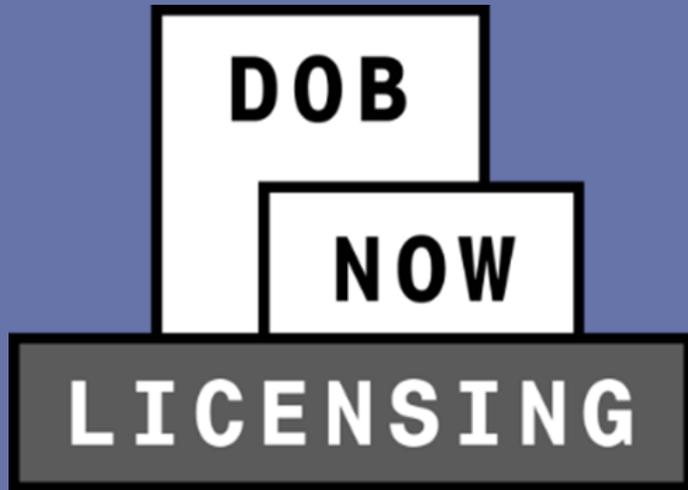
Your Electrician licensing application# L00024615 has been approved by the Quality Assurance (QA) team in [DOB NOW: Licensing](#). The application is now awaiting background review by a DOB Investigations staff member. You will receive another email with the status of this review.

This is an automated message. Please do not reply. If you have any questions, submit an inquiry at [www.nyc.gov/dobnowhelp](http://www.nyc.gov/dobnowhelp).

DOB NOW Support  
NYC Department of Buildings



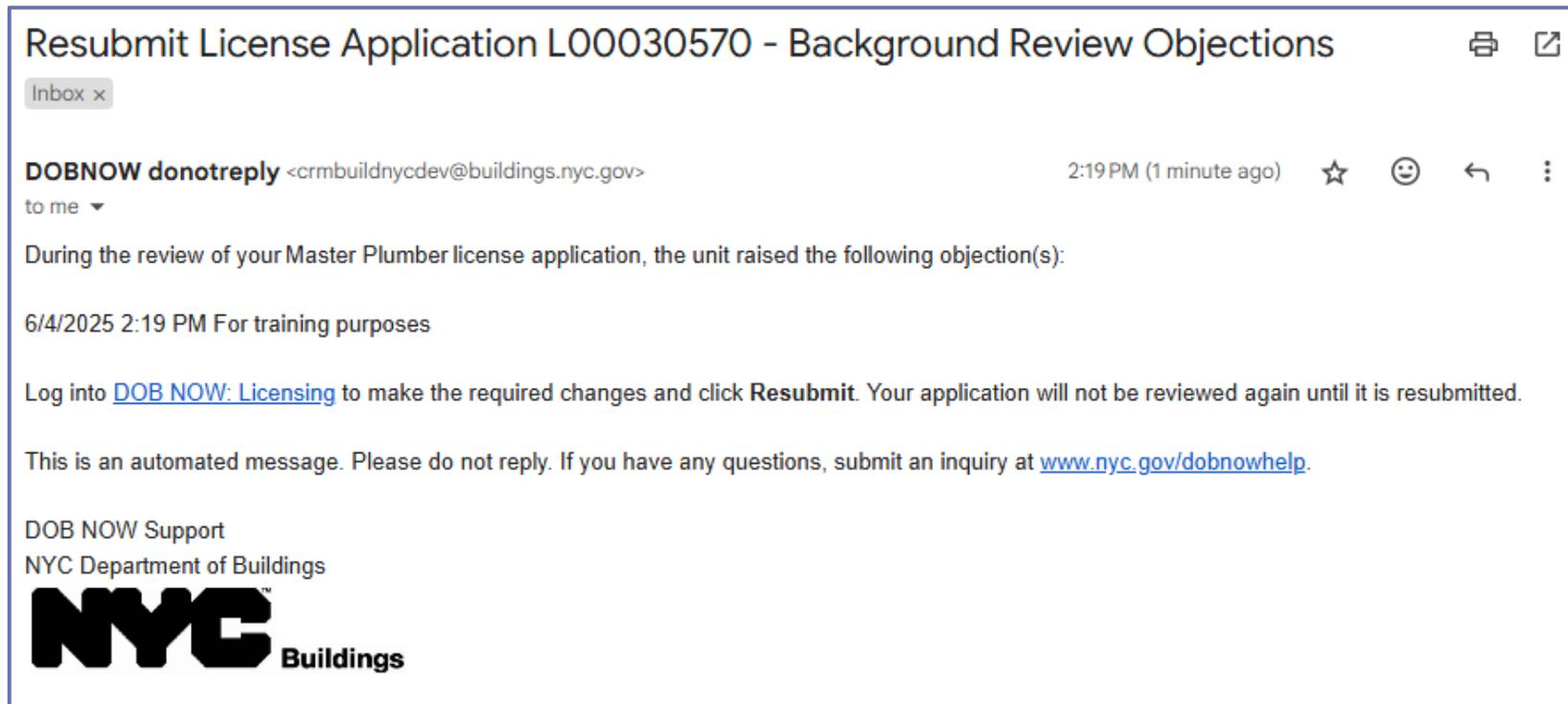
- You will receive an email that your license application has been submitted and is awaiting review.



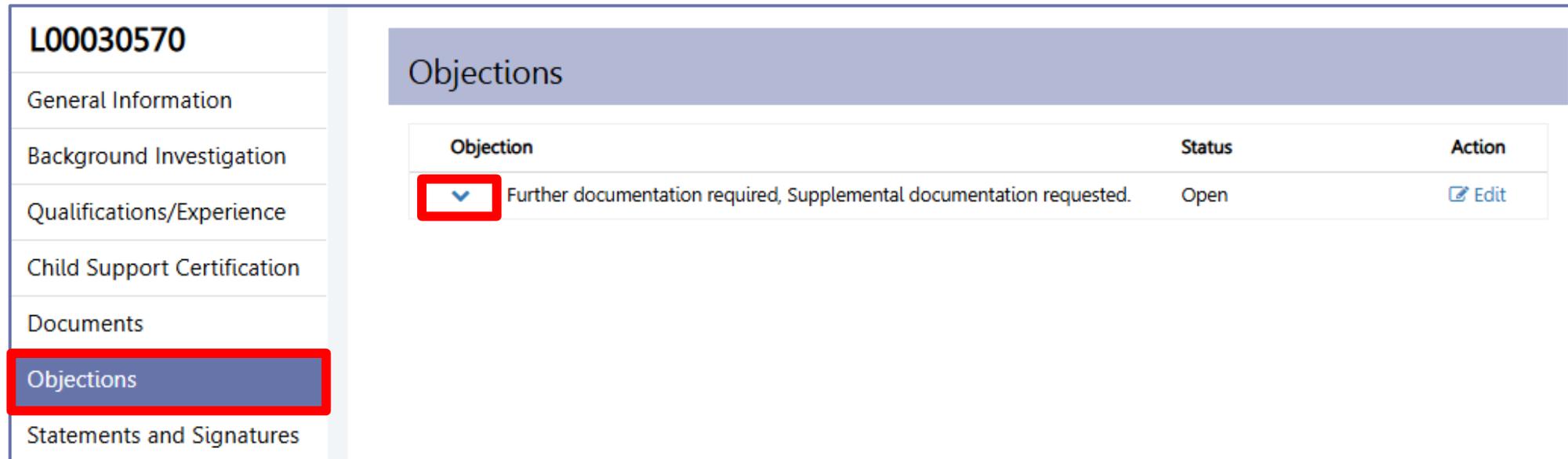
**RESPONDING TO OBJECTIONS OR  
REQUESTING RECONSIDERATION**

- The Background Unit has three options for responses to License Applications:
  - **Approved:** The background investigation is complete, and the License Application can move forward for review by the Licensing Unit.
  - **Objections:** There is an issue with the License Application that must be addressed by the Applicant before the background investigation can be completed.
  - **Denied:** The License Application cannot be approved with the information given. The Applicant can request to Reconsider the denial.

- If there is an **Objection** raised on a License Application, the Applicant will receive a **notification email**.



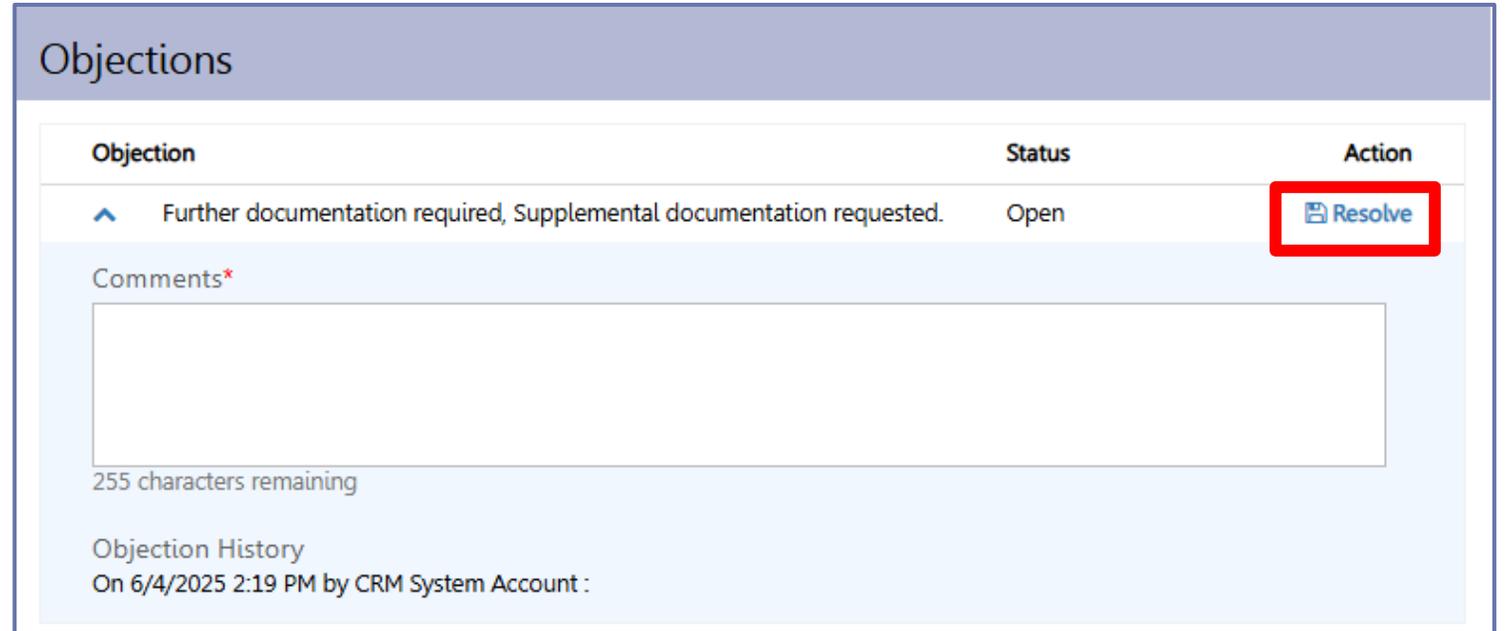
- Log into DOB NOW: *Licensing*, and from the My Applications tab on your dashboard, open the application that is in Objections status. A new **Objections** tab will display the Objection(s). Click the drop-down arrow to see comments.



The screenshot shows the application interface for application ID L00030570. On the left is a navigation menu with the following items: General Information, Background Investigation, Qualifications/Experience, Child Support Certification, Documents, **Objections** (highlighted with a red box), and Statements and Signatures. The main content area is titled "Objections" and contains a table with the following data:

Objection	Status	Action
 Further documentation required, Supplemental documentation requested.	Open	<a href="#">Edit</a>

- Add any additional **Comments** in the Comments box.
- Click **Resolve**.
- Add documents or otherwise update the License Application as needed.
- Complete **Attestations** on the Statements and Signatures tab.
- **Resubmit** updated License Application. The application will not be reviewed again until it is resubmitted.



The screenshot displays the 'Objections' section of a software interface. It features a table with three columns: 'Objection', 'Status', and 'Action'. The first row contains the text 'Further documentation required, Supplemental documentation requested.', the status 'Open', and a 'Resolve' button with a document icon, which is highlighted with a red rectangular border. Below the table is a 'Comments\*' text area with a '255 characters remaining' indicator. At the bottom, there is an 'Objection History' section with the text 'On 6/4/2025 2:19 PM by CRM System Account :'. The entire interface is set against a light blue background.

Objection	Status	Action
Further documentation required, Supplemental documentation requested.	Open	

Comments\*

255 characters remaining

Objection History  
On 6/4/2025 2:19 PM by CRM System Account :

# REQUESTING RECONSIDERATION

DOB  
NOW

- If a License Application has been denied by the Background Unit, the Applicant has **60 days** to request that the Application be **Reconsidered**.



# REQUESTING RECONSIDERATION

- Reconsideration can only be requested **once**. If the reconsideration is denied, a new Application must be submitted.
- From the My Applications tab on the dashboard, choose **Reconsider** from the **Select Action** drop-down on a **Denied** License Application.

Actio..	Filing Action	Application Number	Application Type	License Type	License Class/Class Type	Application Status
	Select Action: ▾	L00034927	New License	Electrician	Special	Denied
	Select Action:	L00034923	New License	Master Plumber	Full License	Qualification Approved - Bus
	Reconsider	L00034820	New License	Contractor	General Contractor Registration	Qualification Approved - Bus

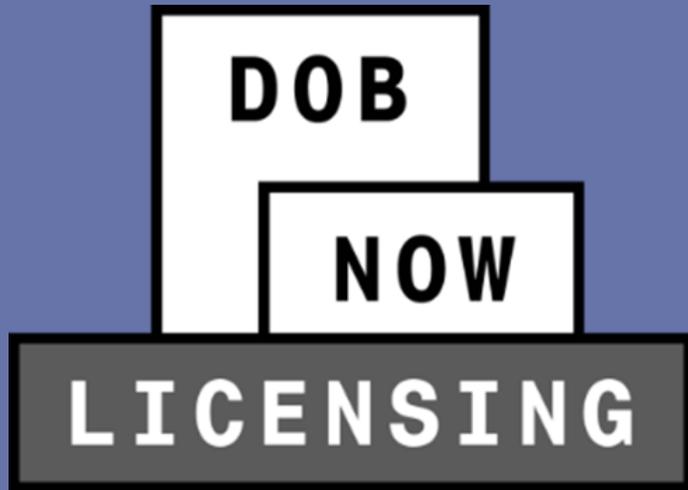
# REQUESTING RECONSIDERATION

DOB  
NOW

- Select **Save** on the Reconsider application. Then on the Documents tab, **upload a Reconsideration Statement/Affidavit** explaining the Reconsideration request.
- There is **no fee** for submitting a Reconsideration request. The request is not submitted until **Preview to File** is selected.

The screenshot shows the application interface for a Reconsideration request. At the top, there are buttons for 'Save' (highlighted with a red box) and 'Preview to File'. A notification banner reads: 'Reconsider in Progress, Select Preview to File to submit the License Application.' The left sidebar shows navigation options: 'L00016312', 'General Information', 'Background Investigation', 'Qualifications/Experience', 'Child Support Certification', 'Documents' (selected), and 'Statements and Signature'. The main content area is titled 'Documents' and contains a '+ Add Document' button and a table of required documents.

Actions	Document Type	
	40-hour Site Safety Course certificate	Required
	CHST designation card or Certified Safety Professional (CSP)and ...	Required
	Current NYS PE or RA Card / Certificate	Required
	EVF for Site Safety Coordinator	Required
	Most recent pay stub or latest W-2 Statement	Required
	Original proof of certification as a NYS Licensed	Required
	Photo ID (DL, Learner's Permit, StateID, GC or PP)	Required
	Physical Examination - (LIC62)	Required
	Reconsideration statement/Affidavit	Required



## GETTING THE LICENSE

- Once the License Application is **Approved**, the Applicant will receive an email notification to schedule an appointment.

Your application for a NYC DOB Electrician license has been Approved. To obtain your license, you are required to schedule an appointment. Log in to [DOB NOW: Licensing](#), open the license application and click on the **Appointments** tab.

This is an automated message. Please do not reply. If you have any questions, submit an inquiry at [www.nyc.gov/dobnowhelp](http://www.nyc.gov/dobnowhelp).

DOB NOW Support  
NYC Department of Buildings



# GETTING THE LICENSE

+ New License   Manage My Profile   Manage License   Manage Special Inspection Agency   Renew License   + Business Approval						
Applications   My Requests   Business Approval   SSM Trainee Enrollment						
Filing Action	Application Number	Application Type	License Type	License Class/Class Type	Application Status	
Select Action: ▼	L00024615	New License	Electrician	Master	Approval Letter Sent	
Select Action: ▼	L00023246	New License	Gas Work Qualification Only	Full Gas Work Qualification	License Card Issued	

Application Information

Application Number: L00024615  
Application Type: New License  
License Type: Electrician

OK   Cancel

- Log into DOB NOW: *Licensing* and on the My Application tab, the Application Status will be **Approval Letter Sent**.
- Double-click on the application to open it. Click **OK** on the popup.

- From the Statements and Signature tab, scroll down to sign the **Executive Order Attestation**. Then select **Save**.

**Executive Order Attestation**

**Executive Order Memo 1**  
I understand that I am responsible for reading & understanding the NYC Building Code and all safety related provisions of applicable NYC Department of Buildings' rules and regulations, this includes all RCNY Chapter 3300 Safeguards during Construction or Demolition.

Name:   
(Electronically Signed)

Date:

**Executive Order Memo 2**  
I understand that offering a bribe or gratuity for any benefit(s) and/or action(s) to be taken by a DOB employee is a crime and that I may face criminal and/or disciplinary action for violation the provisions of the New York State penal Law.  
I have received, read and understand the DOB Executive Order #5/09 and understand that I may face disciplinary action for inducing a DOB employee to violate the provision of the Executive Order (see Executive Order #5/09)

Name:   
(Electronically Signed)

Date:

- Schedule an appointment by clicking on the **Appointments** tab and then clicking the **+Schedule Appointment** button.

The screenshot displays a user interface for license L00024615. On the left is a vertical navigation menu with the following items: General Information, Background Investigation, Qualifications/Experience, Child Support Certification, Documents, Appointments (highlighted in blue), Statements and Signatures, and Business Approval Request. The main content area is titled 'Appointments' and contains a red-bordered button labeled '+ Schedule Appointment'. Below the button is a table with the following headers: Subject, Time, Status, and Action.

# GETTING THE LICENSE

DOB  
NOW

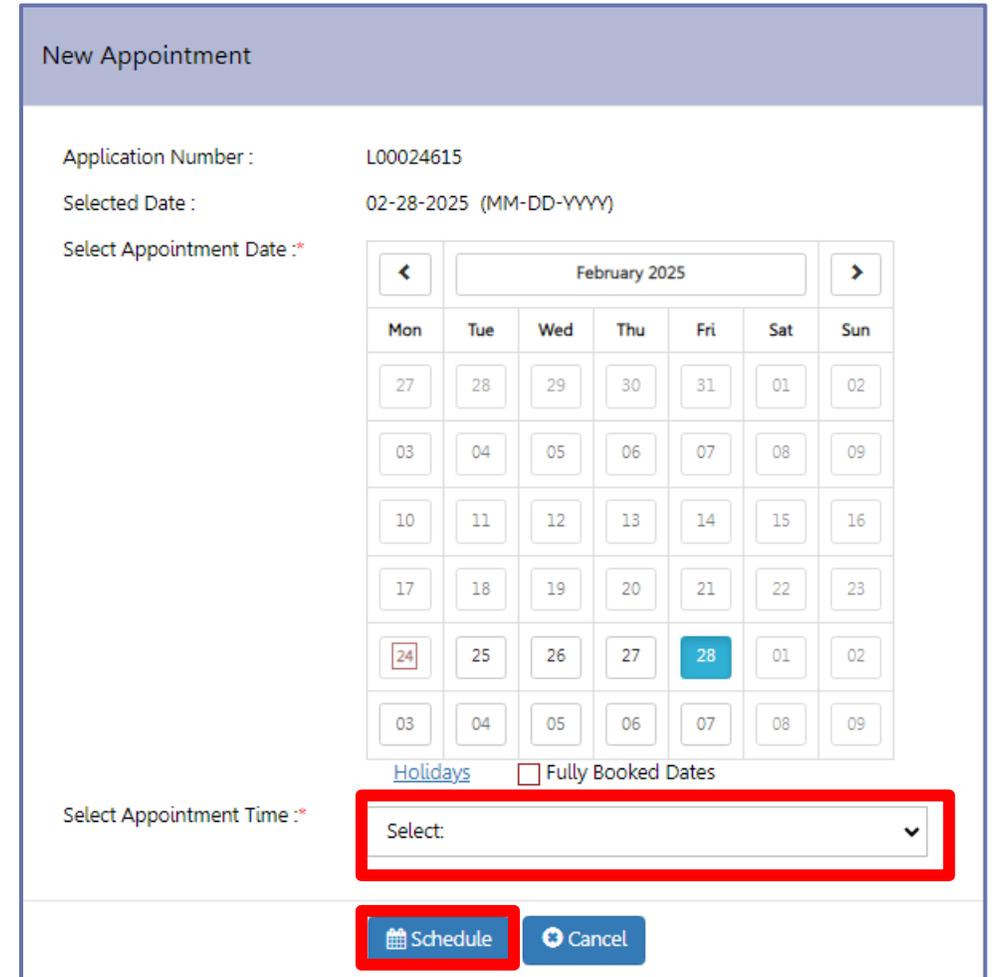
- The **New Appointment** window will open.
- Select an **Appointment Date** from the calendar and then select an **Appointment Time** from the drop-down menu.
- Click **Schedule**.
- Click **Yes** to Confirm.



Confirm

Confirm selected appointment time and date: 02/28/2025  
09:30 AM

**Yes** No



New Appointment

Application Number : L00024615

Selected Date : 02-28-2025 (MM-DD-YYYY)

Select Appointment Date :\*

February 2025						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	31	01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	01	02
03	04	05	06	07	08	09

[Holidays](#)  Fully Booked Dates

Select Appointment Time :\*

Select: ▼

**Schedule** Cancel

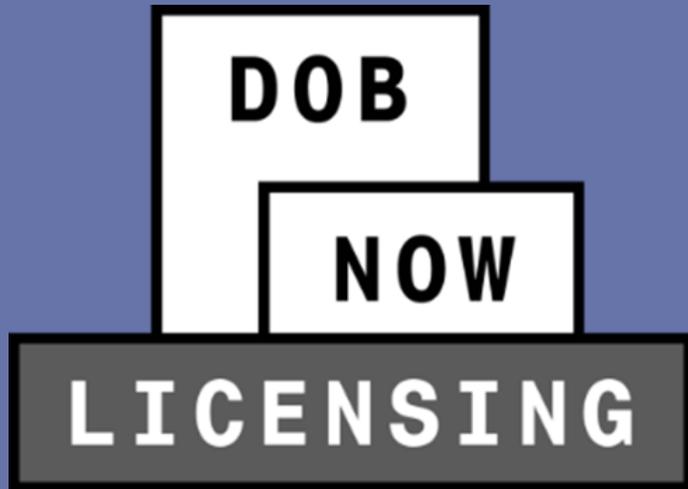
The screenshot shows a web interface titled "Appointments". At the top left, there is a button labeled "+ Schedule Appointment". Below this is a table with the following columns: Subject, Time, Status, and Action. A single row is visible, representing an appointment for subject L00024615, scheduled for 2/28/2025 at 9:30:00 AM, with a status of "Scheduled". An expandable view of the appointment details is shown below the table row, containing fields for Start Time (2/28/2025 9:30:00 AM), End Time (2/28/2025 10:00:00 AM), and Duration (30 Minutes). A "Cancel" button with a trash icon is located in the Action column of the table row. A red rectangular box highlights the entire row and its expanded details.

Subject	Time	Status	Action
L00024615	2/28/2025 9:30:00 AM	Scheduled	Cancel

Start Time	End Time	Duration
2/28/2025 9:30:00 AM	2/28/2025 10:00:00 AM	30 Minutes

- The appointment details will be listed on the tab. If there is a need to cancel the appointment, it can be done from here.
- An email notification is sent confirming the appointment. The Licensing Unit is located at **280 Broadway, 1st Floor in Manhattan**. The Applicant is required to attend the appointment; a representative cannot obtain the License Card.
- The License Card will be issued at the appointment scheduled with DOB. If a picture is necessary, it will be taken during that appointment.



**RENEW REGISTRATION**

# RENEW REGISTRATION

- Registrations can be renewed starting **90 days before the Expiration Date** and up to one year after the Expiration Date
- To initiate a renewal, click the **Renew License** button on the dashboard.

The screenshot shows the DOB NOW dashboard interface. At the top, there is a header with the DOB NOW logo and the text "Submit Filings, Payments, and Requests to the NYC Department of Buildings". Below the header is a navigation bar with several buttons: "Home", "+ New License", "Manage My Profile", "Manage License", "Manage Special Inspection Agency", "Renew License" (highlighted with a red border), and "+ Business Approval". Below the navigation bar are four tabs: "My Applications", "My Requests", "Business Approval", and "SSM Trainee Enrollment". The "My Applications" tab is active, displaying a table with columns for "Action", "Filing Action", "Application Number", "Application Type", "License Type", and "License Class/Class Type". The table contains one row with the following data: "Select Action:" (with a dropdown arrow), "L00024615", "New License", "Electrician", and "Master".

Action	Filing Action	Application Number	Application Type	License Type	License Class/Class Type
	Select Action: ▾	L00024615	New License	Electrician	Master

Renew License

Select	License Number	License Type	License Class/Class Type	Expiration Date	Status
<input checked="" type="radio"/>	A-015807	Electrician	Master	02/24/2025	Active
<input type="radio"/>	GWQO-000071	Gas Work Qualification Only	Full Gas Work Qualification	Not Available	Active
<input type="radio"/>	H-015444	Hoisting Machine Operator	Class B	07/30/2024	Active
<input type="radio"/>	LD-001225	Lift Director	Not Available	09/12/2024	Active

- Select the radio button for the license to be renewed and press **Proceed**.

Renewal

Renewal with Change?\*  Yes  No

Renewal with:\*

Change Business Information

Next Cancel

- Answer if it will be a **Renewal with Change**.
- If yes, identify what information will be changing. The options available depend on the license or registration being renewed.
- Click **Next**.

- The renewal form will be auto filled with the existing data from the license.
- Click **Save**. Click **Save** again on the Notification pop-up. Click **OK** on the confirmation pop-up.

The screenshot shows a web form for renewing a registration. The form has a sidebar with 'General Information' and a main section for 'Application Information'. The 'Application Type' dropdown is set to 'Renewal'. A 'Save' button is highlighted with a red box in the top left corner. Two notification pop-ups are overlaid on the form. The first pop-up, titled 'Notification', contains the text 'Application has been saved.' and has an 'OK' button highlighted with a red box. The second pop-up, also titled 'Notification', contains the text 'Please note that the below information cannot be changed after saving:' followed by 'Application Type: Renewal', 'Occupation Type: Electrician', 'Occupation Class/Class Type: Master', and 'Email: HMOLICENSE01@GMAIL.COM'. This pop-up has 'Save' and 'Cancel' buttons at the bottom, with the 'Save' button highlighted with a red box.

Documents\*

+ Add Document

Actions	Document Type	Document Status
  	LIC 62 Physical Examination Form	Required
  	Current Photo ID	Required
  	Department-approved Course of at least eight (8) hours	Required

- Update all information that has changed. Even in a **Renewal without Change**, some information may be updated.
- Upload required **documents**. (See Documents Spreadsheet for details)

- Click the checkboxes for the **Attestations** on the **Statements & Signatures** tab.
- Pay the **Renewal Fee**. Click **Preview to File** to submit your Renewal request.

Pre-filing      Pending QA Review      Pending Background Review      Renewal Approved      Renewed License Card Issued

Save      Preview to File

L00024652

General Information

Background Investigation

Qualifications/Experience

Child Support Certification

Documents

Statements and Signatures

### Licensee - Statements & Signatures

**License Application\***

As a condition of being granted a license, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees conduct their specific trade. I understand it is unlawful to make a false statement to the Department, or to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license. In the event of an accident that involves my actions undertaken in connection with my license, I understand that the Administrative Code requires that I cooperate with any investigation and that failure to do so may result in immediate suspension, revocation or other disciplinary action.

Name

Date

Dashboard

Request Highlights

View Filing

Trace History

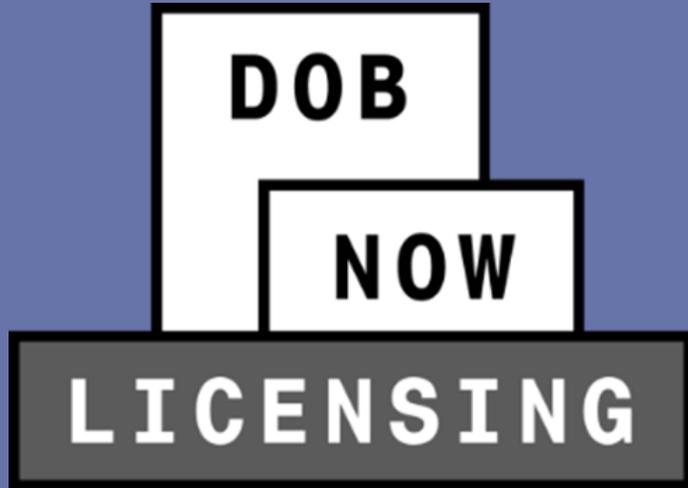
Payment History

\$400.00 Pay Now

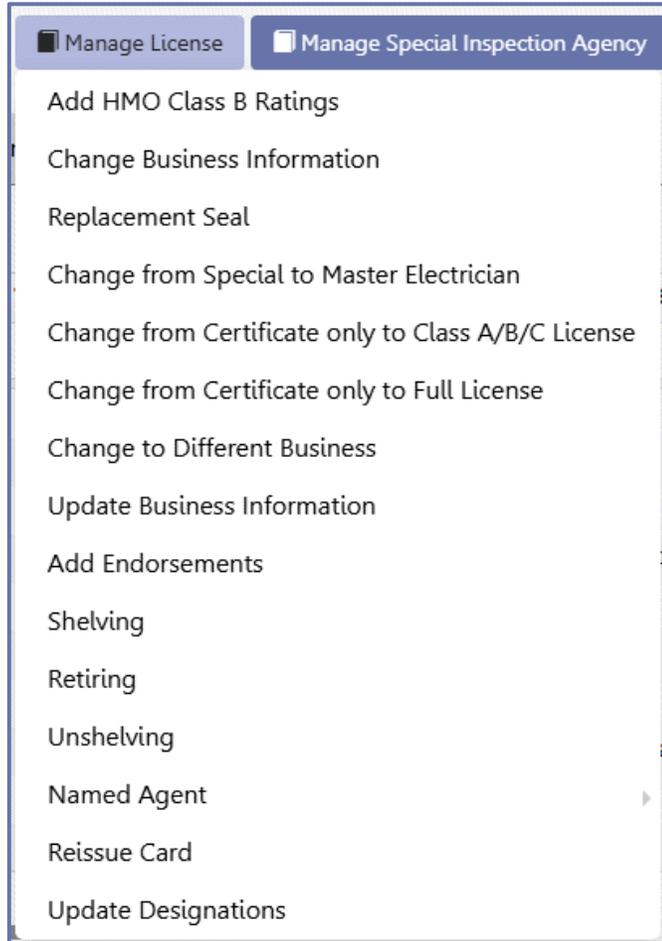
- Renewal requests will go through **QA review**.
- You can follow the progress of the renewal request on the **My Applications** tab on the DOB NOW: *Licensing* dashboard.

The screenshot shows the DOB NOW Licensing dashboard. At the top, there is a navigation bar with buttons for Home, New License, Manage My Profile, Manage License, Manage Special Inspection Agency, Renew License, and Business Approval. Below this is a tabbed interface with 'My Applications', 'My Requests', 'Business Approval', and 'SSM Trainee Enrollment'. The 'My Applications' tab is active, displaying a table with the following columns: Action, Filing Action, Application Number, Application Type, License Type, License Class/Class Type, and Application Status. Two rows of data are visible. The first row, for application L00024652, is highlighted with a red box and shows a 'Pre-filing' status. The second row, for application L00024615, shows a 'Seal Issued' status.

Action	Filing Action	Application Number	Application Type	License Type	License Class/Class Type	Application Status
	Select Action: ▼	L00024652	Renewal	Electrician	Master	Pre-filing
	Select Action: ▼	L00024615	New License	Electrician	Master	Seal Issued

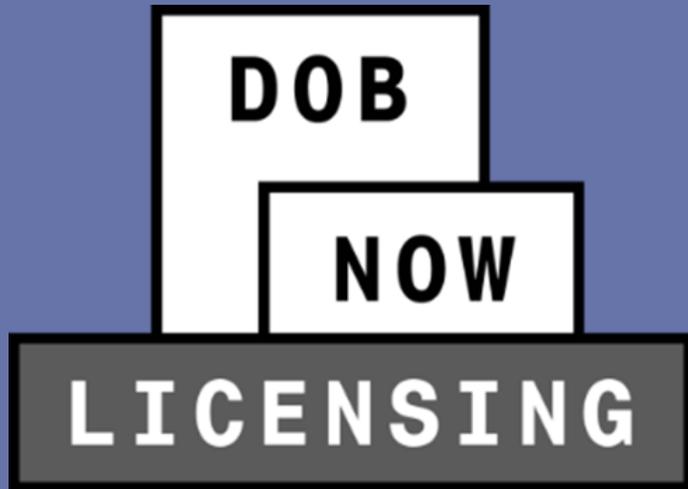


**MANAGE LICENSE**



The contents of this drop-down will vary depending on licenses held.

- **Change Business Information** – Update business information for Filing Representative Registrations
- **Change from Class 1 to Class 2** – Users holding a Class 1 Filing Representative license may change their license to a Class 2 using this option
- **Reissue Card** – A License Card can be reissued if the card was stolen, lost, or never received in the mail

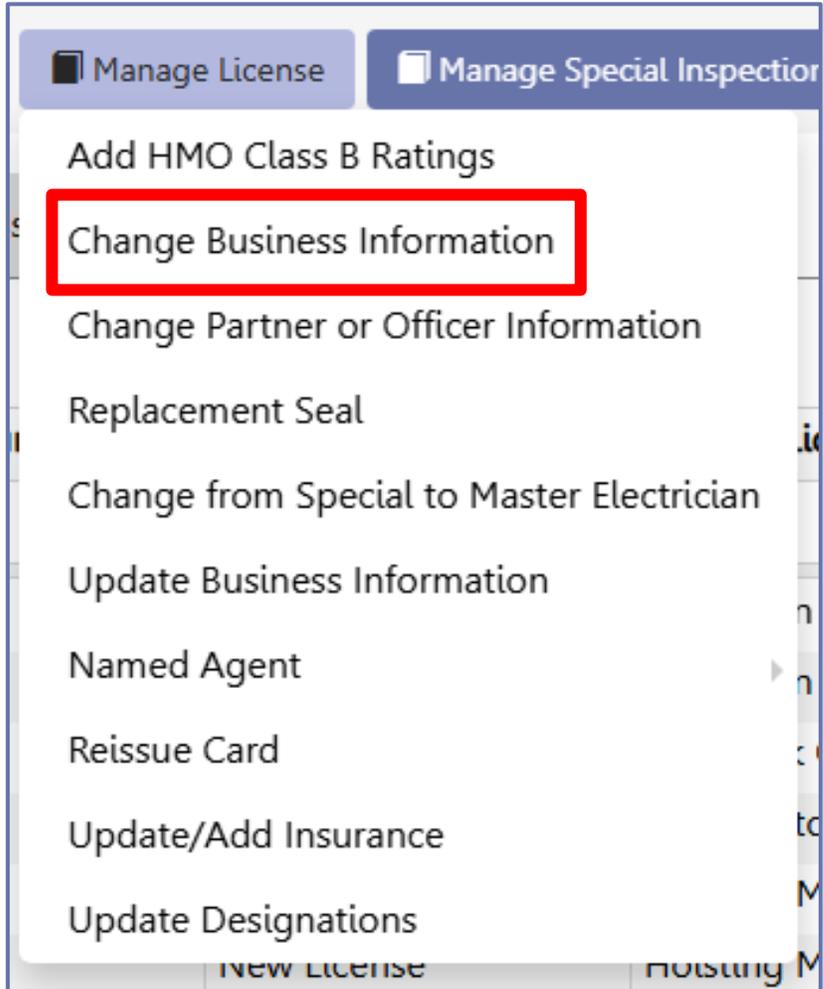


## MANAGE LICENSES

Change Business Information

# CHANGE BUSINESS INFORMATION

DOB  
NOW



- Select **Change Business Information** from the **Manage License** drop-down menu.

# CHANGE BUSINESS INFORMATION

DOB  
NOW

- Click the **radio button** for the license associated with the business you are updating.
- Press **Proceed**.

Change Business Information

Select	License Number	License Type	License Class/Class Type	Expiration Date	Status
<input type="radio"/>	X-006526	Filing Representative Registration	Class 1	04/23/2028	Active

**Proceed** **Cancel**

# CHANGE BUSINESS INFORMATION

DOB  
NOW

Save

General Information

**Request Information**

Request Type\*  
Change Business Information

License Type\*  
Filing Representative Registrat...

License Class/Class Type\*  
Class 1

License Number\*  
X - 006526

- After the request opens, click **Save**.
- Press **OK** on the notification.

Notification

Change Request has been saved.

OK

# CHANGE BUSINESS INFORMATION

DOB  
NOW

- If there is an existing Business, it will be listed under **Business Information**. Click the **Edit** button to update that information or the **Delete** button to remove it.
- A new Business can be added after deleting the prior Business by clicking **+Add Business Information**.

### Business Information

[+ Add Business Information](#)

Actions	Business Name	Business Email	
<a href="#">✎</a> <a href="#">🗑</a>	Business Name	doblicensewave2@gmail.com	280 B

# CHANGE BUSINESS INFORMATION: NEW BUSINESS

DOB  
NOW

Business Information

Address Type* Primary ▼	Business Type* Select Business Type ▼	Business Name* <input type="text"/>
House Number* <input type="text"/>	Street Name* <input type="text"/>	City* <input type="text"/>
State* Select ▼	Zip* <input type="text"/>	Business Email* <i>Enter email/username...</i>
Business Phone* <input type="text"/>		

- Enter all new business information and click **Save**.

# CHANGE BUSINESS INFORMATION: EXISTING BUSINESS

DOB  
NOW

- If you are updating an existing business, the information will be auto filled. Edit the relevant fields and click **Update**.

### Business Information

**Existing Business Information**  
Business Name  
280 Broadway, New York, NY-10012  
Business Phone : 2125555555

Business Name*	House Number*	Street Name*
<input type="text" value="Business Name"/>	<input type="text" value="280"/>	<input type="text" value="Broadway"/>
City*	State*	Zip*
<input type="text" value="New York"/>	<input style="border-bottom: 1px solid black;" type="text" value="New York"/>	<input type="text" value="10012"/>
Business Email*	Business Phone*	Fed Tax ID #*
<input type="text" value="doblicensewave2@gmail.com"/>	<input type="text" value="(212) 555-5555"/>	<input type="text" value="123789"/>

Are you Self-Employed?\*  Yes  
 No

- Upload all required documents on the **Documents** tab.
- Click the checkbox to attest on the **Statements & Signatures** tab.
- There is no fee to change business information.
- Click **Save** and follow the steps to submit the Request.

## Licensee - Statements & Signatures

As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade.

I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification.

In the event of an accident that involves my actions undertaken in connection with my license/registration and/or qualification, I understand that the Administrative Code requires that I cooperate with any investigation and that failure to do so may result in immediate suspension, revocation or other disciplinary action.

I acknowledge that failure to designate an agent in New York City (NYC) or maintain a NYC address for receipt of service, constitutes a waiver of any challenges to service of process.

understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.\*

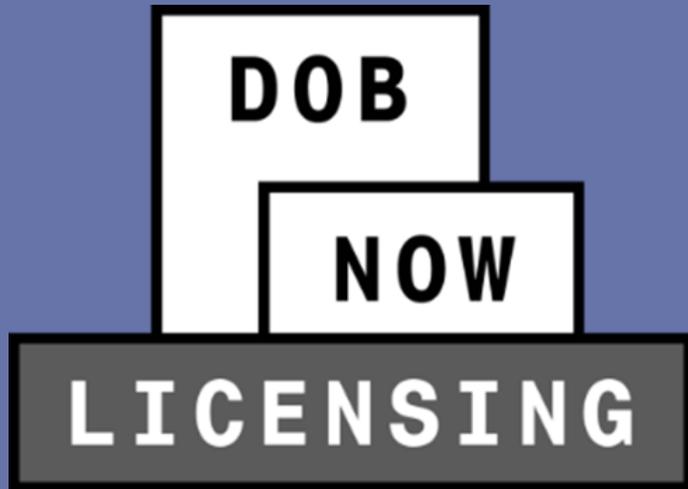
Name

Date

# CHANGE BUSINESS INFORMATION

- Manage License requests will appear on the **My Requests** tab of the DOB NOW: *Licensing* dashboard.

Actions	Request Number	Request Type	Request Status	Created Date
	CR00002958	Change Business Information	Pre-filing	04/23/2025

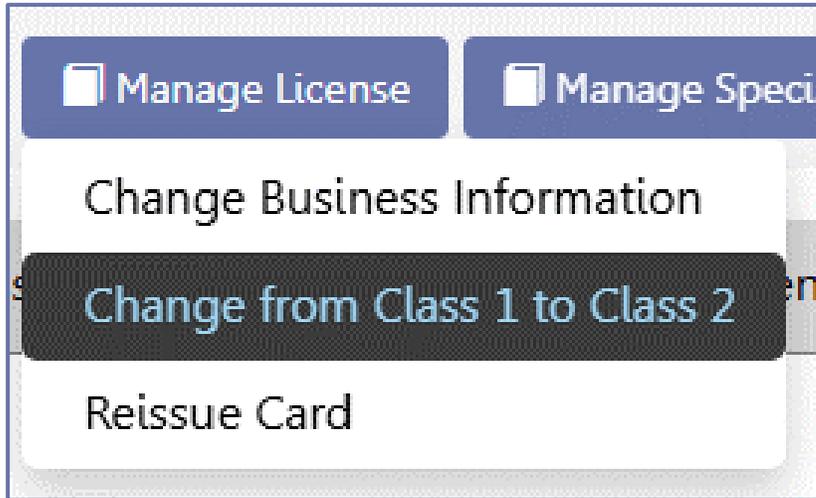


## MANAGE LICENSES

Change from Class 1 to Class 2

# CHANGE LICENSE/REGISTRATION TYPE

DOB  
NOW



- This option will only appear for users holding **Filing Representative Class 1** Registrations.
- Select the appropriate option from the **Manage License** drop-down menu.

# CHANGE LICENSE/REGISTRATION TYPE

DOB  
NOW

- Click the **radio button** for the license associated with the registration you are updating.
- Press **Proceed**.

Select	License Number	License Type	License Class/Class Type	Expiration Date	Status
<input type="radio"/>	X-006526	Filing Representative Registration	Class 1	04/23/2028	Active

**Proceed** **Cancel**

Change

Change with:

Change Class 1 to Class 2

**Next** Cancel

- Confirm your choice by pressing **Next** on the **Change** pop-up window.

# CHANGE LICENSE/REGISTRATION TYPE

DOB  
NOW

**Save**

**General Information**

**Application Information**

Application Type\*  
Change

License Type\*  
Filing Representative Registr:

License Class/Class Type\*  
Class 2

License Number\*  
006526

Change with:  
 Change Class 1 to Class 2

- The **General Information** tab will be auto filled from the existing License/Registration information.
- Click **Save**.

# CHANGE LICENSE/REGISTRATION TYPE

DOB  
NOW

- Existing information will be auto filled into the **Background Investigation**, **Qualifications/Experience** and **Child Support Certification** tabs.
- The system will grey out any sections that cannot be updated. **Update all tabs as required.**
- Upload all documents and sign the Application.**

 Save  Preview to File

**L00027477**

- General Information
- Background Investigation**
- Qualifications/Experience
- Child Support Certification
- Documents
- Statements and Signatures

**License History\***

 Add History

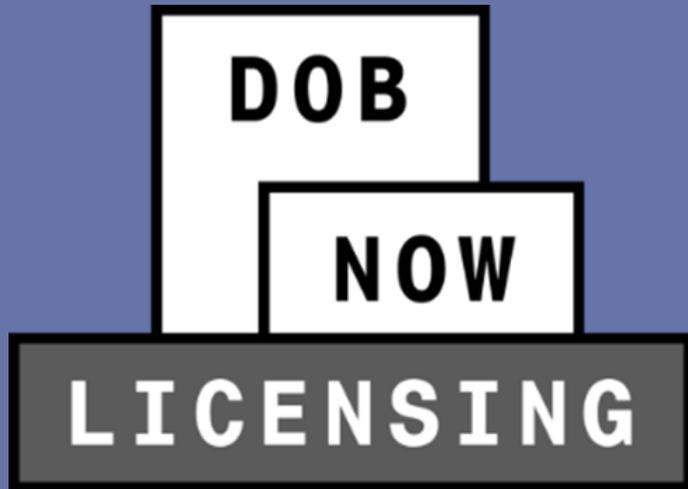
List all licenses, certifications, or registrations issued to you, by any City or State.

Actions	Name	Type
 	License Wave	Other

# CHANGE LICENSE/REGISTRATION TYPE

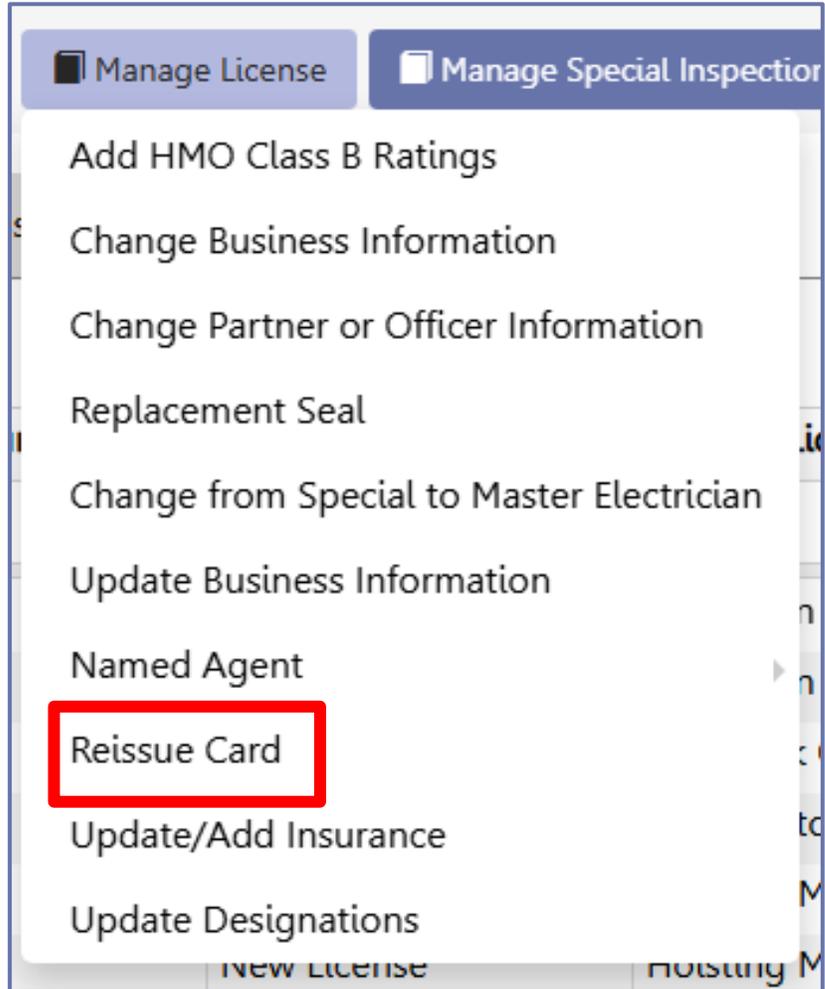
- The fee for these changes can be found in the **Licensing Fees Document**.
- Pay the fee before submitting your request.
- The approval process for this request will follow the same path as the initial Application.
- These change requests will appear on the **My Applications** tab of the DOB NOW: *Licensing* dashboard.

My Applications   My Requests   Business Approval   SSM Trainee Enrollment					
Action	Filing Action	Application Number	Application Type	License Type	License Class/Class Type
	Select Action: ▾	L00027477	Change	Filing Representative Registration	Class 2
	Select Action: ▾	L00027466	New License	Filing Representative Registration	Class 1



## MANAGE LICENSES

Reissue Card



- Select **Reissue Card** from the **Manage License** drop-down menu.
- Click the radio button for the relevant license.

# REISSUE LICENSE – REASON FOR REISSUE

- The General Information tab will appear with the information auto populated from the original license request.
- Under the Application Information section, select a **Reason for Reissue**. The options are:
  - **Stolen ID Card**
  - **Lost ID Card**
  - **Never received ID Card** (only appears if Applicant is requesting a second Reissue)

The screenshot shows a web form titled "Application Information". It contains several fields: "Application Type\*" (dropdown with "Reissue" selected), "License Type\*" (dropdown with "Electrician" selected), "License Class/Class Type\*" (dropdown with "Master" selected), "License Number\*" (text input with "015807"), "Reason for Reissue\*" (dropdown menu with "Select" selected and a list of options: "Stolen ID Card", "Lost ID Card"), "License Use\*" (dropdown with "On Behalf of a Corporation" selected), "Applicant First Name\*", and "Applicant Last Name\*". A red rectangular box highlights the "Reason for Reissue\*" dropdown menu.

# REISSUE LICENSE – COMPLETE REQUEST

DOB  
NOW

**L00013674**

General Information

Background Investigation

Qualifications/Experience

Child Support Certification

Documents

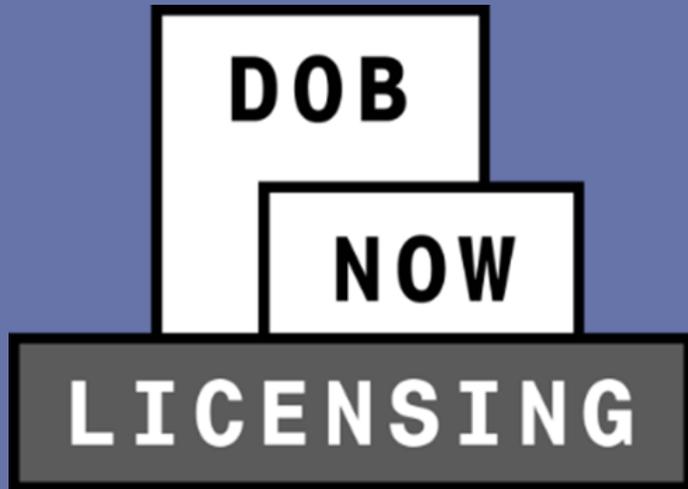
Statements and Signature

- Once the information on the General Information tab is saved, an **Application Number** will be generated.
- The process to complete the Reissue is the same as the steps in the Renewal process:
  - Fill in all new or updated information, upload any required documents and complete the attestation on the Statements and Signature tab.
  - There is a **\$50 fee** for Reissuing a license.
  - Once the request is filled out and the fee has been paid, the applicant clicks **Save** and then **Preview to File** to submit the application.



- The reissue application is then reviewed by the Licensing Unit. The Application Status is **Pending QA Review**.
- Once the Licensing Unit has **Approved** the request, the applicant will receive an email notification and the new License Card in the mail within 30 days.
- Applicants will see the Reissue Request on the My Applications tab of **DOB NOW: Licensing**.

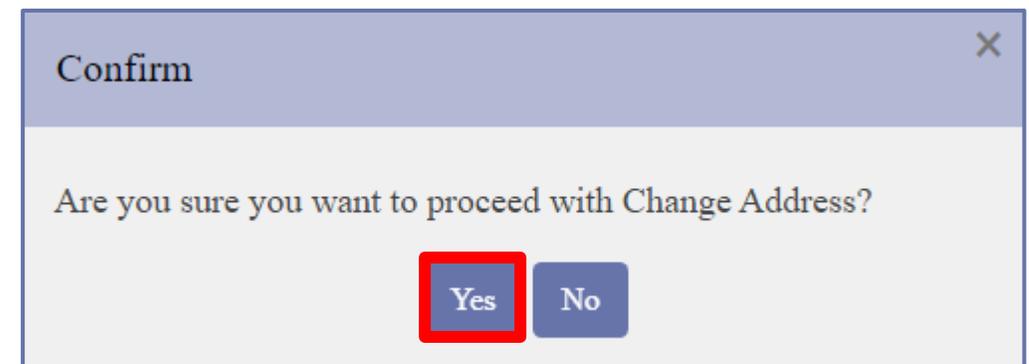
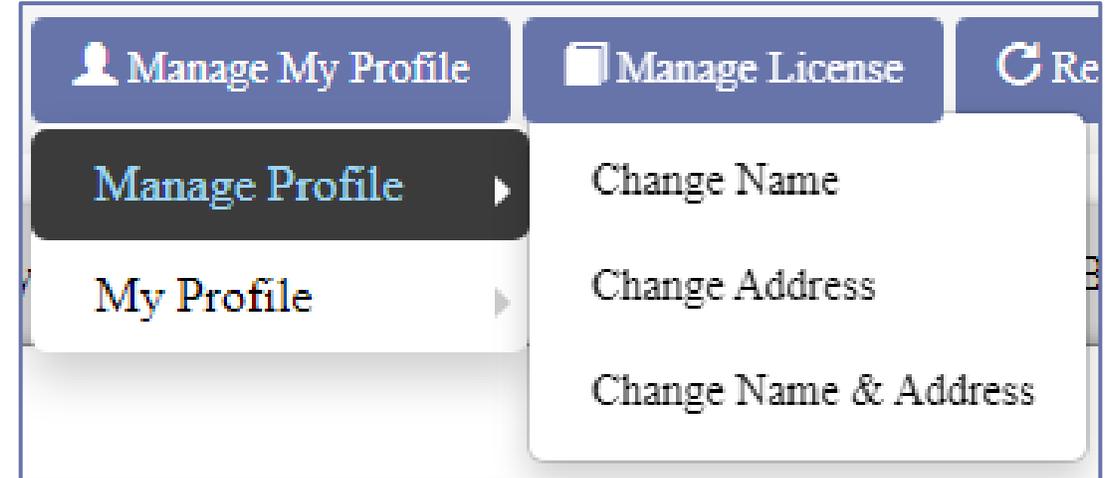
My Applications   My Requests   Business Approval   SSM Trainee Enrollment					
Action	Filing Action	Application Number	Application Type	License Type	License Class/Class Type
	Select Action: ▾	L00027550	Reissue	Electrician	Master
	Select Action: ▾	L00024615	New License	Electrician	Master



## MANAGE PROFILE

Update License Holder Name or Address

- To update the Licensee's **name** and/or **address**, hover over the **Manage My Profile** button on the dashboard and select **Manage Profile**.
- From there, make a selection:
  - **Change Name**
  - **Change Address**
  - **Change Name & Address**
- A notification will appear to confirm the change. Click **Yes**.



# UPDATE LICENSE HOLDER INFORMATION – NAME OR ADDRESS

DOB  
NOW

- The Applicant will be brought into a new window where they will see the existing information as well as blank boxes to **enter new information**.
- Once all information has been updated, click **Save** to generate a **Request Number**.

Save Preview to File

**CR00000241**

General Information

**Licensee Existing Name**  
Elevator License12

**Licensee Existing Address**  
280 BROADWAY, GOTHAM CITY  
MANHATTAN New York, 10007

Licensee New Name/Address

First Name\* Middle Initial Last Name\*

Email\*  
elevatorlicense12@gmail.com

House Number\* Street Name\* Apartment/Building Number\*

City\* Borough\* State\*

Zip Code\* Home Telephone\* Mobile Telephone\*

# UPDATE LICENSE HOLDER INFORMATION – REQUIRED DOCUMENTS

DOB  
NOW

Documents\*

+ Add Document

Actions	Document Type
  	Proof of Name Change (current photo ID: driver's license, learner's...
  	Proof of Residence (utility bill, bank statement, or lease/deed)

- In the **Documents Tab**, the Applicant must upload **Proof of Name Change** (current photo ID: driver's license, learner's permit, state ID, green card, or passport) and/or **Proof of Residence** (utility bill, bank statement, or lease/deed).

- The License holder then **attests** to the update request by clicking the checkbox.

## Statements & Signature

As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade.

I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification.

In the event of an accident that involves my actions undertaken in connection with my license/registration and/or qualification, I understand that the Administrative Code requires that I cooperate with any investigation and that failure to do so may result in immediate suspension, revocation or other disciplinary action.

understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.\*

Name

Date

# UPDATE LICENSE HOLDER INFORMATION – PAY FEE

DOB  
NOW

Save Preview to File

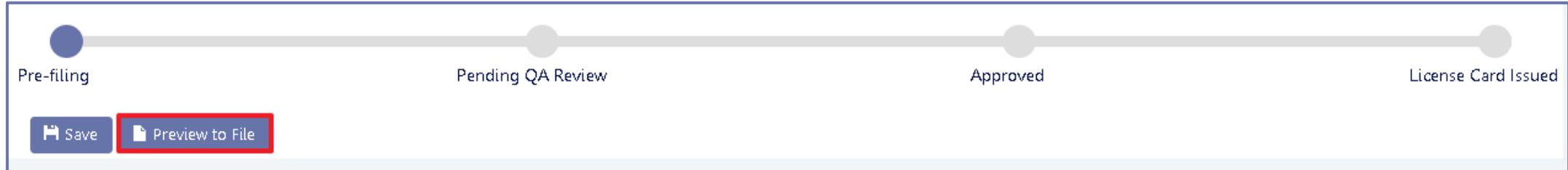
**CR00000241**

- **Save** the request.
- The request cannot be submitted until the fee of **\$50 per license** is paid.
- Click on the **Pay Now** button on the bottom of the right menu bar to make the payment.

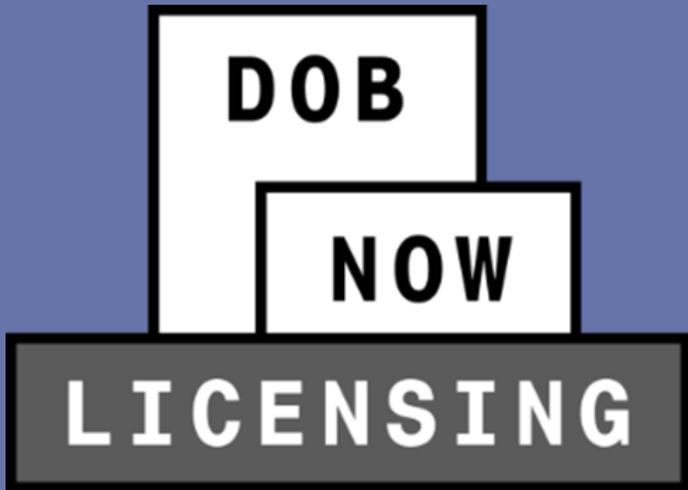
- Dashboard
- Request Highlights
- View Filing
- Trace History
- Payment History
- \$50.00 Pay Now**

# UPDATE LICENSE HOLDER INFORMATION

DOB  
NOW



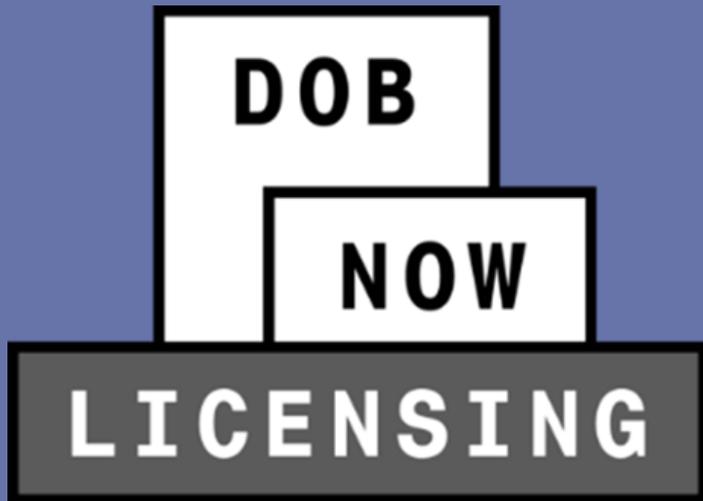
- Click **Preview to File** to submit the Request.
- If acceptable, **check the box** to attest on the final page.
- Click **File** to submit the request.
- Once the Licensing Unit has **Approved** the request, the applicant will receive an email notification and the new License Card in the mail within 30 days.



## IMPORTANT NOTES

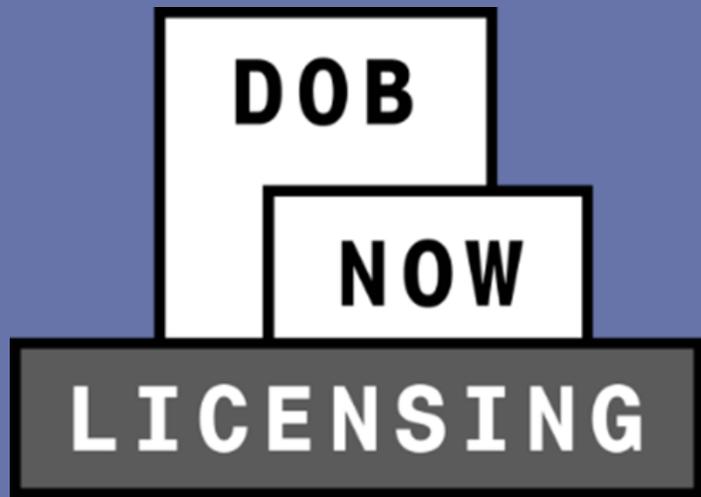
- The information in an approved DOB NOW: *Licensing* application **creates a DOB NOW profile**. When the email address associated with a DOB NOW profile is entered into a filing in DOB NOW: *Build*, DOB NOW: *Safety* or DOB NOW: *BIS Options*, it will auto-populate with the information provided.
- Licenses issued in DOB NOW: *Licensing* are automatically reflected in your DOB NOW profile and no longer require authentication. An NYC.ID account is required to access DOB NOW. An eFiling account is no longer needed, and updates made in eFiling will not sync with your DOB NOW profile. Any changes to these licenses are made directly in DOB NOW: *Licensing*.





**THANK YOU!**

**NO PAPER. NO LINES.**



NO PAPER. NO LINES.

# QUESTIONS?