

ADDING ENDORSEMENTS

In order to add endorsements to your Hoist Machine Operator (HMO) license you **must** submit the following:

- [LIC2 License Application](#) with the updated information
- Current NCCCO card
- Current department issued license card
- \$50.00 change fee

NOTE: If you owe any monies to the City of New York or have violations you will not be allowed to make changes to the license.

Only the following endorsements are acceptable by the Department for endorsement additions to HMO license cards:

- Mobile cranes, large telescopic boom cranes (swing cab) (TLL)
- Mobile cranes, small telescopic boom cranes (fixed cab) (TSS)
- Lattice boom truck crane (LBT)
- Lattice boom crawler crane (LBC)
- Tower crane (TWR)
- Overhead crane (OVR)

UPGRADING TO A HIGHER CLASS

In order to upgrade the class of your Hoist Machine Operator license you must follow the process for new applicants. To find out more information about the requirements for Class A, B, and C Hoist Machine Operator licenses please view the [NCCCO & CIC Requirements](#) page. Information on how to apply for these licenses can be found on the [Hoisting Machine Operators Main page](#).

CHANGING EMAIL ADDRESSES, HOME ADDRESSES, TELEPHONE NUMBERS

In order to change the email address, home address or telephone numbers that is associated with your Hoist Machine Operators license you must submit the following:

- [LIC2 License Application](#) with the updated information;
- Updated proof of residence (utility bill, bank statement, or lease/deed) for home address changes
- \$50.00 fee (home address changes ONLY)

LOST OR STOLEN REGISTRATION CARD

If your Hoist Machine Operator license card has become lost or stolen you must submit the following documents:

- [LIC2 License Application](#)
- Police Report for the missing card
- [Lost or Stolen License Affidavit](#)
- \$50.00 fee

SUBMITTING DOCUMENTS

All documentation **must** be submitted either by **mail** (priority mail, FedEx, UPS or another trusted delivery service), or **drop-off** to:

NYC Department of Buildings
ATTN: Licensing & Exams Unit
280 Broadway, 1st Floor
New York, NY 10007

Document drop-off and office hours are Monday through Friday, except holidays, between 9:00 am and 1:30 pm.