

Step 1: Renewal Application Submission

High Pressure Boiler Operating Engineers must submit their renewal applications online. High Pressure Boiler Operating Engineers that do not currently have an eFiling account will need to create an account by completing the [registration form](#). If you already have an eFiling account, please proceed to **Step 2**.

Step 2: Upload Supporting Documentation

To complete the online renewal process, High Pressure Boiler Operating Engineers must submit the following documents in **PDF format** via the [DOB NOW Portal](#) in the **BIS Options section**:

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

Supporting documents include

- 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)
- [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 within 90 days
- One 2x2 current photograph (passport size)
- Updated boiler inspection certificates (if responsible for boilers)

*NOTE: Certificates **must** be within one year of the renewal*
- Current notarized affidavit detailing the responsibility of boilers from your employer on company letterhead (if responsible for boilers)
- Notarized affidavit stating you are not responsible for any boilers (if you are not operating any high-pressure boilers)
- If you are working on behalf of a company, this affidavit **must** be written by your employer
- [Child Support Certification Form](#)
- Copy of confirmation email for online payments
- \$45.00 fee – paid via the online portal at the time of renewal
- \$95.00 late renewal fee (includes \$45.00 renewal fee and \$50.00 late fee) – paid via the online portal at the time of renewal

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

Step 3: Obtaining the License Card

Receive license card by mail.