

LIC 50 & 51 – Form Instructions for Authorization for Service of Process by Agent/ Voluntary Authorization for Service of Process by Email

Purpose of form:

Pursuant to Title 1 of the Rules of the City of New York (RCNY) §104-01 (h-3, i, and k-3), original applicants for licensure as well as renewal applicants are required provide proof of New York State address or the name and address of an Acceptable Agent for the acceptance of service or process.

LIC 50 Authorization for Service of Process by Agent

This form must be completed and notarized by the applicant or licensee when they apply for a license or registration and their home address is outside of New York City 5 boroughs (ex. Long Island, New Jersey, Pennsylvania). Licensees or registrants who are required to have a New York City place of business do **not** have to fill out this form.

Licensees or Registrants who must fill out this form:

- Construction Superintendents
- Concrete Safety Managers
- General Contractors
- Hoist Machine Operators
- Safety Registration Numbers
- Site Safety Coordinators/Managers
- Stationary Engineers
- Welders

The “Licensee Information” section should be completely filled out by the licensee/applicant.

- For sections four (4) and five (5), if you do not have a department issued license/registration leave these sections **blank**
- For sections six (6) and seven (7), fill this out if you have a business associated with your license or registration
- **All** applicants will need to provide an Email Address for section eight (8)

“Named Agent” Information will be filled out in the event that the applicant/licensee will designate another party to act as an agent for the acceptance of service of Notices of Violation (NOV)/Summonses issued by the New York City Department of Buildings (DOB).

- The Named Agent section should be completely filled out
- The street address must be a New York City address for sections four (4) through eight (8)
- The agent **must** provide an Email Address for section nine (9)

All applicants/licensees must check the first box indicating that are “authorized to make decisions on behalf of the above named corporation, partnership, or other corporate entity.”

If the applicant/licensee is designating an agent, they must check the box indicating that they agree that “the above Named Agent* may accept service of Notices of Violation (NOV)/Summonses issued by the New York City Department of Buildings (DOB).”

If the applicant/licensee does not wish to designate an agent to accept service of Notices of Violations (NOV)/Summonses issued by the department then they would check the box acknowledging 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.” The Named Agent Information should be left **blank**.

LIC 51 Voluntary Authorization for Service of Process by Email

This form can be submitted by any applicant or licensee that wishes to accept service of Notices of Violation (NOV)/Summonses issued by the New York City Department of Buildings (DOB) by email.

Licensee Information should be filled out completely by the applicant/licensee

- For sections four (4) and five (5), if you do not have a department issued license/registration leave these sections **blank**
- For sections six (6) and seven (7), fill this out if you have a business associated with your license or registration
- **All** applicants will need to provide an Email Address for section eight (8)