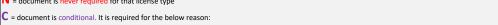
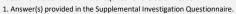
REQUIRED DOCUMENTS FOR DOB NOW: LICENSING APPLICATIONS (updated February 2025)

Y = document is always required for that license type







- $2. \ \ Selection \ in \ the \ Child \ Support \ section \ that \ the \ applicant \ owes \ child \ support.$
- 3. Request type is Renewal plus HMO B Rating.
- 4. Request type is Name Change.
- ${\bf 5.}\ {\bf Request\ type\ is\ Address\ Change\ or\ Business\ Information\ Change.}$
- 6. Answer(s) provided in the Qualifications $\ensuremath{\mathsf{Experience}}$ section.





| NEW LICENSE APPLICATIONS | | | | |
|---|----------------|----------------|--------------------------------|--|
| Site Safety Professionals | | | | |
| Document | Manager | Coordinator | Construction Superintendent | |
| 18 months Training Program (Monthly Summaries) | C¹ | N | N | |
| 40-hour Site Safety Course certificate | Υ | Υ | Υ | |
| Apprentice Course documentation (Certificate of Completion, Apprenticeship Completing Card, and Course Approval Letter from the Department) | C ¹ | N | N | |
| Certified Safety Professional (CSP)/(BCSP) card (if applicable) | C ¹ | C¹ | N | |
| Child Support: HRA Letter | C ² | C ² | C ² | |
| Construction Health and Safety Technician (CHST) designation card or Certified Safety Professionals (CSP) and Board of Certified Safety Professionals (BCSP) certificate | N | N | C ¹ | |
| Construction Health and Safety Technician Certificate and Wallet Card | C¹ | C ¹ | C¹ | |
| Current NYS Professional Engineer or Registered Architect License Card or Certificate (required only if applying as NYS PE or RA) | C¹ | C ¹ | C ¹ | |
| Educational Transcripts or Course Curriculum indicating full-time credits | N | N | C¹ | |
| Examination Score Report Form | Υ | N | N | |
| Experience Verification Form | Υ | Υ | Υ | |
| LIC4 – Work History for Registration Application | N | N | C ¹ | |
| Most recent pay stub or latest W-2 Statement | Υ | Υ | N | |
| Original proof of certification as an NYS Licensed Professional | N | Υ | N | |
| Photo ID (Current Driver's License, Learner's Permit, State ID, Green Card, or Passport) | Υ | Υ | Υ | |
| Physical Examination-LIC 62 | Υ | Y | Υ | |
| Site Safety Management Certificate | Υ | N | N | |
| Site Safety Training (SST) Supervisor Card | N | Y | Υ | |
| Social Security Card/ITIN Card | Υ | Υ | Υ | |
| Social Security History of Earnings | γ | Y | Y | |

| Hoisting Machine Operator | | |
|--|----------|--|
| Document | Required | |
| Birth Certificate/Passport/Green Card | Υ | |
| Certificate of Completion for the 40-hour HMO Department Approved Course | Υ | |
| Child Support: HRA Letter | C² | |
| Current Driver's Abstract | Υ | |
| Current Driver's License | Υ | |
| Experience Verification Form | Υ | |
| LIC61 Physical Examination Form | Y | |
| Most recent pay stub or latest W-2 Statement | Y | |
| National Certification Practical Exam Results | Y | |
| NCCCO Certification Card | Y | |
| Social Security Card/ITIN Card | Y | |
| Social Security History of Earnings | Y | |

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| HMO Limited Licenses (Articulating Boom Crane, Mini Crane, Telehandler): | | | |
|--|------------------------------------|--------------------------------------|---|
| DATE | EXPERIENCE VERIFICATION FORM | DOCUMENT: Experience Affidavit | DOCUMENT: Experience Verification Forms |
| Prior to November 7, 2024 | OPTIONAL | REQUIRED | N/A |
| November 7, 2024 - November 6, 2027 | OPTIONAL | OPTIONAL | REQUIRED |
| On or After November 7, 2027 | REQUIRED | N/A | REQUIRED |

| Lift Director | |
|--|----------------|
| Document | Required |
| 32-hour Lift Director Training Course Certificate | Υ |
| 32 Hours Rigging Supervisor Course Certificate | C ¹ |
| Child Support: HRA Letter | C ² |
| Experience Verification Form | Υ |
| LIC61 Physical Examination Form | Υ |
| Master Rigger Foreman card | C ¹ |
| Most recent pay stub or latest W-2 Statement | Υ |
| NCCCO Certification Card | C ¹ |
| Current Government-Issued Photo ID (Driver's License, Learner's Permit, State ID, Green Card, or Passport) | Υ |
| Social Security Card/ITIN Card | Υ |
| Social Security History of Earnings | Υ |
| Substance Abuse Lab Consent Form (Notarized Letter) | Υ |

| Elevator Agency | | | | | | |
|--|----------------|----------------|-----------|------------|--------------------------|--------|
| Document | Director | Co-Director | Inspector | Technician | Restricted Technician | Helper |
| Affidavit from Elevator Agency President | Υ | N | N | N | N | N |
| Elevator Agency Helper Director's Attestation Form | N | Y | Υ | Υ | Υ | Y |
| Examination Score Report Form | Υ | Y | Υ | N | N | N |
| Experience Verification Form | Υ | Y | Υ | N | N | N |
| Physical Examination LIC 62 | Y | Υ | Υ | N | N | N |
| NYS Elevator Mechanic License | N | N | N | Υ | Υ | N |
| NYS PE/RA License | C ¹ | C ¹ | N | N | N | N |
| Current Government-Issued Photo ID (Driver's License, Learner's Permit, State ID, Green Card, or Passport) | Υ | Y | Υ | Υ | Υ | Υ |
| Proof of Residence with a utility bill, bank statement, lease or deed, or a typed notarized letter and bill from the person you are residing with (Note-Cell phone bills not accepted) | N | N | N | N | N | N |
| Social Security Card/ITIN Card | Υ | Y | Υ | Υ | Υ | Υ |
| Social Security History of Earnings | Υ | Υ | Υ | N | N | N |

| Gas Work Qualification/Journeyman | | |
|---|----------------|----------------|
| Document | Journeyman | GWQO |
| Apprenticeship Program Certification | C _e | N |
| Apprenticeship Program Registration | N | C _e |
| Birth Certificate, Current Passport, Green Card | Y | Υ |
| Child Support: HRA Letter | C ² | C² |

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| C ⁶ | C ⁶ |
|----------------|----------------------|
| C _e | C _e |
| Y | Υ |
| N | C _e |
| C _e | N |
| Y | Υ |
| Y | Y |
| Y | Y |
| | Y N C ⁶ Y |

| Welder | | | |
|--|----------------|--|--|
| Document | Required | | |
| AWS or NYSDOT Certification Card | Υ | | |
| Birth Certificate, Current Passport, Green Card | Υ | | |
| Child Support: HRA Letter | C ² | | |
| DPL1 Form | Υ | | |
| Physical Examination LIC 62 | Υ | | |
| Current Government-Issued Photo ID (Driver's License, Learner's Permit, State ID, Green Card, or Passport) | Υ | | |
| Social Security Card/ITIN Card | Υ | | |
| Visual Acuity Test Form | Y | | |

| LICENSE RENEWAL APPLICATIONS | | | | |
|---|----------------|----------------|--------------------------------|--|
| Site Safety Professionals | | | | |
| Document | Manager | Coordinator | Construction Superintendent | |
| 8-hour Site Safety Course Certificate | Y | Y | Y | |
| Physical Examination LIC 62 | Υ | Υ | Υ | |
| Proof of name change (Birth Certificate/Passport/Green Card) for Renewal with Change only | C ⁴ | C ⁴ | C⁴ | |
| Proof of residence (utility bill) for Renewal with Change only | C ⁵ | C ⁵ | C ⁵ | |
| Supporting Document: Child Support (HRA Letter) | C ² | C ² | C ² | |
| Updated Insurance Guidelines, Certifications | C ² | C ² | C ² | |

| Hoisting Machine Operator | |
|---|----------------|
| Document | Required |
| 8-hour HMO Refresher Course Certificate of Completion | Y |
| Crane HMO B Rating Exam Results (Certificates and the Crane HMO B Exam form) for Renewal plus Crane B Rating only | C ³ |
| National Certification Practical Exam Results | Y |
| NCCCO Certification Card | Y |
| Notarized Letter | C⁵ |
| LIC61 Physical Examination Form | Y |
| Proof of name change (Birth Certificate/Passport/Green Card) for Renewal with Change only | C ⁴ |
| Proof of residence (utility bill) for Renewal with Change only | C ⁵ |
| Supporting Document: Child Support (HRA Letter) | C ² |

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| Lift Director | |
|---|----------------|
| Document | LD |
| 8-hour Lift Director Refresher Course Certificate | Υ |
| Physical Examination LIC 61 | Υ |
| Proof of name change (Birth Certificate/Passport/Green Card) for Renewal with Change only | C ⁴ |
| Proof of residence (utility bill) for Renewal with Change only | C ⁵ |
| Supporting Document: Child Support (HRA Letter) | C ² |
| Updated Insurance Guidelines, Certifications | C ² |

| Elevator Agency | | | | | | |
|-----------------------------|----------|-------------|-----------|------------|--------------------------|--------|
| Document | Director | Co-Director | Inspector | Technician | Restricted Technician | Helper |
| Physical Examination LIC 62 | Y | Y | Υ | Y | N | N |

| Welder | |
|--|----------------|
| Document | Required |
| AWS or NYSDOT Certification Card | Y |
| Birth Certificate, Current Passport, Green Card | Υ |
| Current Government-Issued Photo ID (Driver's License, Learner's Permit, State ID, Green Card, or Passport) | Υ |
| DPL1 Form | Υ |
| Physical Examination LIC 61 | Υ |
| Proof of name change (Birth Certificate/Passport/Green Card) for Renewal with Change only | C ⁴ |
| Proof of residence (utility bill) for Renewal with Change only | C ⁵ |
| Social Security Card/ITIN Card | Υ |
| Supporting Document: Child Support (HRA Letter) | C ² |
| Updated Insurance Guidelines, Certifications | C ² |
| Visual Acuity Test Form | Υ |

| BUSINESS CHANGE APPLICATIONS |
|--|
| Documents for all Licenses |
| Proof of Name Change |
| Notarized Letter |
| Proof of residence (utility bill for address change) |

| HMO LICENSES TO UPDATE DESIGNATIONS APPLICATIONS |
|--|
| Documents |
| National Certification Practical Exam Results |
| NCCCO Certification Card |

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LICENSE REISSUE APPLICATIONS

Documents for All Licenses

Lost/Stolen – Affidavit

State Issued ID – State/Federal-issued photo ID (Driver's License, State ID, passport, or green card)

Police Report for Missing Card (if card reported as missing)

CHANGE NAME AND/OR ADDRESS REQUESTS

Documents for All Licenses

Proof of Name Change (Birth Certificate/Passport/Green Card) (for Name Change only)

Proof of Residence (Utility Bill) (for Address Change only)

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