

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



**Y** = document is **always required** for that license type

**N** = document is **never required** for that license type

**C** = document is **conditional**. It is required for the below reason:

1. Answer(s) provided in the Supplemental Investigation Questionnaire.
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.
5. Request type is Address Change or Business Information Change.
6. Answer(s) provided in the Qualifications\Experience section.

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

Hoisting Machine Operator	
Document	Required
Birth Certificate/Passport/Green Card	Y
Certificate of Completion for the 40-hour HMO Department Approved Course	Y
Child Support: HRA Letter	C <sup>2</sup>
Current Driver’s Abstract	Y
Current Driver’s License	Y
<a href="#">Experience Verification Form</a>	Y
<a href="#">LIC61 Physical Examination Form</a>	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
<a href="#">Social Security History of Earnings</a>	Y

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	Y
32 Hours Rigging Supervisor Course Certificate	C <sup>1</sup>
Child Support: HRA Letter	C <sup>2</sup>
<a href="#">Experience Verification Form</a>	Y
<a href="#">LIC61 Physical Examination Form</a>	Y
Master Rigger Foreman card	C <sup>1</sup>
Most recent pay stub or latest W-2 Statement	Y
NCCCO Certification Card	C <sup>1</sup>
Current Government-Issued Photo ID (Driver's License, Learner's Permit, State ID, Green Card, or Passport)	Y
Social Security Card/ITIN Card	Y
<a href="#">Social Security History of Earnings</a>	Y
Substance Abuse Lab Consent Form (Notarized Letter)	Y

Elevator Agency						
Document	Director	Co-Director	Inspector	Technician	Restricted Technician	Helper
Affidavit from Elevator Agency President	Y	N	N	N	N	N
Elevator Agency Helper Director's Attestation Form	N	Y	Y	Y	Y	Y
Examination Score Report Form	Y	Y	Y	N	N	N
Experience Verification Form	Y	Y	Y	N	N	N
<a href="#">Physical Examination LIC 62</a>	Y	Y	Y	N	N	N
NYS Elevator Mechanic License	N	N	N	Y	Y	N
NYS PE/RA License	C <sup>1</sup>	C <sup>1</sup>	N	N	N	N
Current Government-Issued Photo ID (Driver's License, Learner's Permit, State ID, Green Card, or Passport)	Y	Y	Y	Y	Y	Y
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	Y	Y	Y	Y	Y	Y
<a href="#">Social Security History of Earnings</a>	Y	Y	Y	N	N	N

Gas Work Qualification/Journeyman		
Document	Journeyman	GWQO
Apprenticeship Program Certification	C <sup>6</sup>	N
Apprenticeship Program Registration	N	C <sup>6</sup>
Birth Certificate, Current Passport, Green Card	Y	Y
Child Support: HRA Letter	C <sup>2</sup>	C <sup>2</sup>

Completion of 16-hour training program for limited gas	C <sup>6</sup>	C <sup>6</sup>
Demonstrated an understanding of an proficiency and competency with Gas Work	C <sup>6</sup>	C <sup>6</sup>
DPL1 Form	Y	Y
Experience Verification Affidavit	N	C <sup>6</sup>
Experience Verification Letter	C <sup>6</sup>	N
Current Government-Issued Photo ID (Driver's License, Learner's Permit, State ID, Green Card, or Passport)	Y	Y
Social Security Card/ITIN Card	Y	Y
<u>Social Security History of Earnings</u>	Y	Y

Welder	
Document	Required
AWS or NYSDOT Certification Card	Y
Birth Certificate, Current Passport, Green Card	Y
Child Support: HRA Letter	C <sup>2</sup>
DPL1 Form	Y
<u>Physical Examination LIC 62</u>	Y
Current Government-Issued Photo ID (Driver's License, Learner's Permit, State ID, Green Card, or Passport)	Y
Social Security Card/ITIN Card	Y
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
<u>Physical Examination LIC 62</u>	Y	Y	Y
Proof of name change (Birth Certificate/Passport/Green Card) for Renewal with Change only	C <sup>4</sup>	C <sup>4</sup>	C <sup>4</sup>
Proof of residence (utility bill) for Renewal with Change only	C <sup>5</sup>	C <sup>5</sup>	C <sup>5</sup>
Supporting Document: Child Support (HRA Letter)	C <sup>2</sup>	C <sup>2</sup>	C <sup>2</sup>
Updated Insurance Guidelines, Certifications	C <sup>2</sup>	C <sup>2</sup>	C <sup>2</sup>

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 <sup>3</sup>
National Certification Practical Exam Results	Y
NCCCO Certification Card	Y
Notarized Letter	C <sup>5</sup>
<u>LIC61 Physical Examination Form</u>	Y
Proof of name change (Birth Certificate/Passport/Green Card) for Renewal with Change only	C <sup>4</sup>
Proof of residence (utility bill) for Renewal with Change only	C <sup>5</sup>
Supporting Document: Child Support (HRA Letter)	C <sup>2</sup>

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

Elevator Agency						
Document	Director	Co-Director	Inspector	Technician	Restricted Technician	Helper
<a href="#">Physical Examination LIC 62</a>	Y	Y	Y	Y	N	N

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

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

## 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)