

New License Application Service Notice – Starting September 7, 2021, all new license applications are required to be submitted online at www.nyc.gov/dobnow. See the **New License Application User Guide** for step-by-step directions.

The Licensing & Exams Unit will **not** be accepting any walk-in transactions, or paper applications for this process

To obtain a Professional/Inter-Agency ID Card you will need to upload **scanned PDFs** via the **DOB NOW Portal**. Applicants that do not currently have an eFiling account will need to create an account by completing the **registration form**.

Please see the **New License Application User Guide** for step-by-step directions.

You **must** upload **PDF scans**. Pictures of documents will not be accepted. To obtain a Professional/Inter-Agency Identification Card, you must be:

- A registered architect or professional engineer with New York State; or
- An Attorney registered with the **NYS Unified Court System**; or
- An employee of a New York City Agency.

The following documentation is required:

- Original typewritten **LIC9** application
- **DOB Appointments Registration Form**
 - Lawyers and NYC employees that meet the necessary requirements in order to receive an appointments ID to schedule appointment with Plan Examiners
- Registered Architects and Engineers must submit a copy of their Professional NYS License/Registration Certificate
- Attorneys must submit proof of registration with the NYS Bar Association
- NYC Employees must submit:
 - Copy of a valid NYC Agency employee ID
 - Detailed notarized letter stating the applicant's qualifications and job description at the agency
- Copy of a valid Photo ID (driver's license, learner's permit, State ID, passport or green card)
- A typed and notarized letter from your employer on their company's letterhead verifying your employment and authorization to represent the company or a typed notarized letter stating that you are self-employed

Once all documentation is submitted and approved, you will be able to schedule an appointment within the **DOB NOW Portal** to take picture and receive the Professional/Inter-Agency ID card.