

To renew your **Site Safety Coordinator Certification**, renewal applications must be submitted online at nyc.gov/dobnow. The Licensing & Exams Unit is not accepting any walk-in transactions, or paper applications for this process.

STEP 1: RENEWAL APPLICATION SUBMISSION

Site Safety Coordinators must submit all required documents in **PDF format** via the [DOB NOW Portal](https://nyc.gov/dobnow). An NYC.ID account is required to use DOB NOW: *Licensing*. To create an NYC.ID account, visit nyc.gov/dobnowtips for more information.

STEP 2: UPLOAD SUPPORTING DOCUMENTATION

To complete the online renewal process, Site Safety Coordinators must submit the following documents in **PDF format** via the [DOB NOW Portal](https://nyc.gov/dobnow) in the **DOBNOW: Licensing** section:

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

Supporting documents include:

- [LIC62: Physical Examination Form](#) signed by a physician, **must** be completed within 90 days prior to submission
- If the home address has changed, please submit a recent utility bill (electric, gas, water), bank statement, lease, or deed with the Licensee's name and address.
- Copy of your [8-Hour Site Safety](#) Course certificate (Course **must** have been completed within one (1) year prior to renewal submission).
- **\$50.00 Renewal Fee** – paid at the time of renewal submission via the online portal
- **\$100.00 Late Renewal Fee** (includes \$50.00 renewal fee and \$50.00 late fee) – paid at the time of renewal submission via the online portal

*NOTE: To avoid a late fee, renewal applications must be submitted **30-90 days** before the expiration date indicated on your certification card.*

STEP 3: OBTAINING YOUR LICENSE CARD

You will receive your certification card by mail.