

Step 1: Renewal Application Submission

Site Safety Coordinators must submit their renewal applications online. Site Safety Coordinators that do not currently have an eFiling account will need to create an account by completing the [registration form](#). If you already have an eFiling account, please proceed to **Step 2**.

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](#) in the **BIS Options** section:

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

Supporting documents include

- Original, typewritten [LIC2](#) License Application
 - Recent utility bill (electric, gas, water), bank statement lease of deed with the Licensee's name and address, if the home address has changed
- Completed, typewritten [LIC34: Licensing Supplemental Affidavit](#) (if applicable)
- [LIC50](#) or [LIC51](#) application

*NOTE: Renewal applicants with a home address outside of New York City's five (5) boroughs **must** complete the [LIC50](#) Authorization for Service of Process by Agent. Renewal applicants may also fill out the [LIC51](#) Voluntary Authorization for Service of Process by Email even if they reside within the City of New York.*
- Copy of your [8-Hour Site Safety Manager Refresher/Chapter 33](#) Course certificate, course **must** have been completed within one (1) year prior to renewal (view [course description](#))
- [LIC62: Physical Examination Form](#) signed by a physician, **must** be completed within 90 days prior to renewal
- Completed [Child Support Certification Form](#)
- Current Department-issued card
- \$50.00 renewal fee – paid at the time of renewal via online portal
- \$100.00 late renewal fee – (includes \$50.00 renewal fee and \$50.00 late fee) paid at the time of renewal via online portal

NOTE: To avoid a late fee, renewal applications must be submitted 30-60 days before the expiration date indicated on the registration card.

Step 3: Obtaining the Certification Card

Receive certification card by mail.