

STEP 1: PAY FEE

All fees must be paid through **DOB NOW: Licensing**.

- Renewal Fee
 - License \$45.00

- Late Fee
 - \$50.00 late renewal

*NOTE: To avoid a late fee, renewal applications **must** be submitted 30-60 days before the expiration date indicated on the registration card. Renewal fees are submitted as part of your DOB NOW application process. You will not be able to make any payments until a complete application has been submitted.*

STEP 2: SUBMIT DOCUMENTATION

All new Welder license applications, reissuances, and renewals **must** be submitted in **DOB NOW: Licensing**.

You can create a DOB NOW profile at www.nyc.gov/dobnow by clicking on the link found underneath the Login button. Select 'Yes' to indicate you have a DOB-issued Welder license, then enter the required information including your license number and upload a copy of your current Department-issued Welder license. The profile request will then be reviewed by the Licensing Unit and you will receive email notification of your request status. Once the profile is approved, you will be able to login and create an application to renew your Welder license by submitting the required supporting documents.

Supporting documents include:

- Copy of your [American Welding Society \(AWS\)](#) or [New York State Department of Transportation \(NYSDOT\)](#) Welder Certification Card

*NOTE: You do not need to submit this certification if you are currently a **Class 1 Welder***

The following are details regarding the Welder Certification requirements:

- The **AWS Manual-Shielded Metal Arc Welding Process (SMAW)** certification:
 1. Certified Welder - Groove and fillet welds in flat, horizontal, vertical and overhead position (3G & 4G) and unlimited thicknesses (1" plate)
 2. If the applicant welds special steels or metals, the applicant **must** also obtain and maintain the appropriate AWS certification in addition to the above certification
 3. AWS Website: www.aws.org

OR

- The **NYSDOT Field Welder Certification Manual-Shielded Metal Arc Welding Process (SMAW)**:
 1. 3G 4G - Groove and fillet welds in flat, horizontal, vertical and overhead positions and unlimited thicknesses

2. If the applicant welds special steels or metals, the applicant **must** also obtain and maintain the appropriate NYS certification (if available) in addition to the above certification
3. NYSDOT Website: www.nysdot.gov

- Scan of current Department-issued Welder's License
- Photo ID (driver's license, passport, or green card)
- Social Security Card or Individual Taxpayer Identification Number (ITIN) card
- LIC60: Visual Acuity Examination Form**
- LIC62: Physical Examination Form**, **must** be completed by a physician within 90 days of application date
- Child Support Certification Form** – required for all applicants
- DPL-1** (Design Professional/Licensee Form Seal and Signature Form)

NOTE: All necessary forms can be found by clicking the links in this document or on the Department's [Licensing Forms](#) page

Step-by-Step instructions for completing the application begin on page 67 of the [DOB NOW: Licensing Step-by-Step Filing Examples](#) guide and in the [DOB NOW: Licensing – How to Reissue a License](#) video tutorial. You will need to upload all required supporting documents as part of your application.

Your application is submitted once it goes from pre-filing status to Pending QA Review. You will receive email notifications updating you on the status of your application. Once approved, a new license card will be mailed to you.

Documents **must** be scanned PDFs, pictures will not be accepted. You **must** submit only the required document for each category. For example, the Experience Affidavit should just be the Experience Affidavit. Please do not submit a combination of documents as this will result in an application being rejected.

If you have questions about your application in DOB NOW, please submit an inquiry to www.nyc.gov/dobnowhelp.

STEP 3: RECEIVE LICENSE CARD

Receive license card by mail. For more information, visit the Department's website at www.nyc.gov/buildings.