Fire Department, City of New York˙Bureau of Fire Prevention

CERTIFICATE OF FITNESS APPLICATION

DATE: ☐☐ / ☐☐ / ☐☐

PLEASE PRINT ALL INFORMATION CLEARLY
(See reverse for important information)

SOCIAL SECURITY NUMBER
☐☐☐ – ☐☐ – ☐☐☐☐

ENTER TYPE OF CERTIFICATE APPLYING FOR:
CLASS: ☐   TYPE : ☐☐

LAST NAME	FIRST NAME	M.I.	DAYTIME PHONE NUMBER
			☐☐☐ – ☐☐☐ – ☐☐☐☐

DATE OF BIRTH
☐☐ – ☐☐ – ☐☐

GENDER
☐ MALE
☐ FEMALE

FALSIFICATION OF ANY STATEMENT HEREIN IS AN OFFENSE PUNISHABLE BY FINE OR IMPRISONMENT OR BOTH (NYC PENAL LAW ARTICLE 175)

MAILING ADDRESS   **APT**

CITY OR BOROUGH   **STATE**   **ZIP CODE**

EMAIL ADDRESS

HEIGHT   **WEIGHT**
☐–☐☐   ☐☐☐

EXPERIENCE TYPE (CHECK IF APPLIES)
☐ PRACTICAL EXPERIENCE REQUIRED
☐ TRAINING SCHOOL REQUIRED

EXPERIENCE-LENGTH OF TIME
☐☐ YEARS ☐☐ MONTHS

COMPANY AND WORK ADDRESS INFORMATION

COMPANY NAME

APPLICANT'S WORKSITE ADDRESS

CITY OR BOROUGH   **STATE**   **ZIP CODE**

APPLICATION MUST BE SIGNED TO BE PROCESSED

X _____
APPLICANT'S SIGNATURE   DATE

OFFICIAL USE ONLY (DO NOT WRITE BELOW THIS LINE)

DATA ENTRY PERSONNEL: _____ (INITIALS)

TEST RESULT: ☐ PASS _____   ☐ FAIL _____

A-20 form (08/16)

EXAM INFORMATION

- The application for Certificate of Fitness is available at FDNY Headquarters, 9 MetroTech Center, Brooklyn, NY. Enter through the Flatbush Avenue entrance (between Myrtle Avenue and Tech Place).

- Government issued photo ID is required to enter the building (examples: non-driver's license, driver's license, passport, or an IDNYC Municipal ID Card.

- Before entering the FDNY Headquarters, all visitors and their items that enter the building are screened. The following items are **not allowed** in the FDNY Headquarters: weapons, tools or metal utensils.

- Written exams without appointments are conducted Monday through Friday (except legal holidays) 8:00 AM to 2:30 PM.

- Written exams with appointments are available at 2:45pm, 5 days a week (M-F) except legal holidays. Appointment can be scheduled on the following website: http://www1.nyc.gov/site/fdny/business/all-certifications/cof-online-scheduler.page

- Individual appointment for most Certificate exams is not required except the following exams: **F58, F59, F80, Q01, P13, S11, S12, S13, S14, S15, S56, S98.**

- Groups of ten (10) applicants or more MUST schedule an afternoon appointment, for all exams. Applicants of a group that do not schedule an appointment will not be processed to take an exam.

- Exams are "touch screen" computer-based multiple choice tests. **Exams are only offered in English but you are welcome to bring a dictionary (paper copy only) to assist you**. **No other outside papers, books, or electronic devices may be used during the test.**

- Applicants requesting oral tests must telephone for an appointment at 718-999-1990.

APPLICATION FEE

- Pay the application fee in person by one of the following methods: cash, credit card (*American Express, Discover, MasterCard, or Visa*), debit card (*MasterCard or Visa*), personal or company check or money order (*made payable to the New York City Fire Department*). A convenience fee of 2.49% will be applied to all credit card payments. **The fee for most exams is $25, but few exams may vary. Please look at study guide for more information.**

- For fee waivers submit: *(Only government employees who will use their C of F for their work- related responsibilities are eligible for fee waivers.) (1)* A letter requesting fee waiver on the Agency's official letterhead stating applicant full name, exam type and address of premises; *AND (2)* Copy of identification card issued by the agency

ORIGINAL APPLICATIONS (MINIMUM QUALIFICATIONS)	RENEWALS
1. Applicant must be at least 18 years of age.	1. A Certificate may be renewed from 90 days before the date of expiration to one year after the expiration date.
2. Applicant has a reasonable understanding of the English language.	2. A Certificate that has exceeded 1 year from the expiration date cannot be renewed. Applicant must then apply for a new Certificate.
3. Applicant submits a letter of recommendation from the applicant's employer, prospective employer. Such letter shall be on the letterhead of such employer and signed by the employer (and indicate such officer's title); contain the following information: • the full name of the applicant • the length of time the applicant has been known to the employer • employment or training, and the length of time such employment • the building address where the Certificate will be used • information attesting to the character, habits and relevant or required work experience or training of the applicant and the applicant's physical condition.	3. The renewal fee is $15. Renewal submitted 90 days (up to one year) after the expiration date will incur an additional $25 penalty. **A convenience fee of 2.49% will be applied to all credit card payments.**
4. Applicants not currently employed may take the exam without the recommendation letter. If the applicants pass the exam, FDNY will issue a temporary letter with picture for the job seeking purpose. However, a letter from an employer will be required before a Certificate is issued.	4. Most Certificates can be renewed **On-line**, **by mail** or **in Person**. • Renewal online Visit: https://a836-citypay.nyc.gov/citypay/FDNYCOF • Renewal by mail Mail all the required documents along with the fee payment to: NYC Fire Department (FDNY) Cashier's Unit, 9 MetroTech Center, 1st Floor Brooklyn, NY 11201 • Renewal in person Submit all the required documents along with the fee payment at FDNY Headquarters, 9 MetroTech Center, Brooklyn, NY.
5. Applicant must provide two forms of identifications; at least one form of identification must be government issued photo identification, such as a State-issued Drivers' License or Non Driver's License or a passport.	5. A fee exempted applicants cannot renew online only by mail or in person. The fee waivers must submit: *(Only government employees who will use their C of F for their work- related responsibilities are eligible for fee waivers.) (1)* A letter requesting fee waiver on the Agency's official letterhead stating applicant full name, exam type and address of premises; *and (2)* Copy of identification card issued by the agency.
6. Different Certificate may require other additional documents or qualifications, please look in the study material for more information.	

For more information call 718-999-1988 & study material visit http://www1.nyc.gov/site/fdny/business/all-certifications/all-certifications.page