

**Application for
E-MAIL DOCUMENT SUBMISSION REPRESENTATIVE**
This form must be completed by the applicant for the application to be valid.

SECTION 1: APPLICANT INFORMATION (PRINT all information requested)

First Name: _____ Last Name: _____ Company Name: _____

Last 4 digits of SSN: XXX-XX-____ Contact Phone: _____

E-Mail: _____ (This should be the official email that you will use to send the digital documents to the FDNY.)

I hold an R-01 Certificate of Fitness (C of F#: _____).

I hold an R-02 Certificate of Fitness (C of F#: _____).

I hold an S-99 Certificate of Fitness (C of F#: _____).

If you check one of the C of F listed above, you only need to FILL OUT THE SECTION 1 AND 2.

Email this completed form to Plan.Intake@fdny.nyc.gov with subject line: "E-mail document submission representative". You DO NOT need to obtain the S-88 COF and pay \$25. FDNY will email you that you are authorized to submit digital documents via email with your R-01/R-02/S-99.

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I do not have R-01 or R-02 or S-99 C of F. (You must obtain the S-88 C of F by completing **SECTIONS 1 to 8** of this form, mail all required documents and the fee to the FDNY. Once this application is approved by the FDNY, you will receive the S-88 C of F card and be authorized to submit digital document via email.)

S-88 C of F Application and all required material must be submitted via mail to
FDNY/ Public Certification Unit
9 Metrotech Center, 1S-28K,
Brooklyn, NY 11201
Attn: Debbie Rodriguez

SECTION 2: DECLARATION (This Section must be signed by R01/R02/S99 and S-88 applicants)

I, _____, hereby certify that I am trained and knowledgeable in the required documents for the fire alarm systems. I understand what the documents are and how to verify the legitimacy of the documents. I also hold the professional certification/license (Under Section 4) required for the S-88 Certificate of Fitness. I understand that the Fire Department may conduct a background investigation for purposes of confirming my fitness to hold this Certificate of Fitness.

By signing this form, I understand that I am responsible to ensure that:

- **The email address above belongs to me and will be used to submit documentation to the Fire Department via email.**
- **The email submission will consist of: the Notice of Defect, and all documentation required to be submitted to correct the Notice of Defect.**
- **All documentation submitted will be complete, authentic and signed/sealed by a qualified licensed professional.**
- **All original documentation will be maintained for a minimum of 3 years and will be kept readily available for Fire Department inspection or audit.**

I acknowledge that it is unlawful under New York State and New York City law (including NYC Administrative Code §15 220.1) to make a false statement to the Fire Department. I understand that I will be subject to all applicable penalties provided by law for false or fraudulent submissions, including but not limited to suspension, revocation and/or non-renewal of this and other Certificates of Fitness and company certificates pursuant to FC 113 and 115 and Fire Department rules 3 RCNY 113-01 and 115-01; and/or other penalties provided by law, rule or regulation, including those applicable to my professional license.

On this _____ day of _____, in the year _____, I have hereunto affixed my signature and I certify that, subject to penalty of fine or imprisonment pursuant to the New York State Penal Law and NYC Administrative Code §15-220.1, that the information provided is true and accurate.

Signature of Applicant: _____ Date: _____

SECTION 3: A-20 APPLICATION FORM (S-88 applicants only)

Applicants must submit a completed application for certificate of fitness
<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-application-form.pdf>

SECTION 4: PROFESSIONAL CERTIFICATION (S-88 applicants only)

(You must attach the copy of the license documentation along with your application)

Applicant must meet **one** of the following criteria:

- I hold a New York State Professional Engineers (PE) license.
- I hold a New York State Registered Architects (RA) license.
- I am a NYC DOB Licensed Master Electrician or Special Electrician
- I hold an S-97 Certificate of Fitness (C of F#: _____)

SECTION 5: RECOMMENDATION LETTER (S-88 applicants only)

All applicants must present a letter of recommendation from the employer. The letter must be on official letterhead, and must state the applicant’s full name, experience and the address where the applicant will work. If the applicants are self-employed or the principal of the company, they must submit a notarized letter attesting to their qualifications. For more info:

- Sample of recommendation letter:
<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-samplerec-letter.pdf>
- Sample of self-employed letter:
<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-sample-selfrec-letter.pdf>

SECTION 6: APPLICATION FEES (S-88 applicants only)

The application fee for this certificate is \$ 25. The payment should be submitted by **personal or company check or money order**, payable to the **New York City Fire Department**.

For fee waivers please submit: *(Only government employees who will use their Certificate of Fitness for their work-related responsibilities are eligible for fee waivers.)*

- An agency letter with official letter head; **AND**
- Copy of identification card issued by the agency

SECTION 7: PHOTO REQUIREMENT (S-88 applicants only)

A recent photo (2x2 head shot) in JPG or JPEG format. A recent photo (2x2 head shot) in JPG or JPEG format. File name should be named with applicant’s first and last name in a CD/flash drive or email to Debbie.Rodriguez@fdny.nyc.gov

SECTION 8: STATEMENTS & SIGNATURES (S-88 applicants only)

I understand that I am legally bound by what is stated in this application, and will be responsible for any false statements or inaccurate information. I hereby solemnly swear under oath and subject to penalty of perjury that the information provided by me in this application is true and accurate to the best of my knowledge.

<p>_____ <i>Applicant’s print name</i></p> <p>_____ <i>Applicant’s signature</i></p> <p>_____ <i>Date</i></p>	<p>Notarization <i>(required for individual applicant)</i> State of New York, county of:</p> <p>Sworn to or affirmed under penalty of perjury _____ day of _____ 20____</p> <p>Notary Signature _____</p>	<p>Notary Seal</p>
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