DUPLICATE/UPDATE ON-LINE!

Did you change your work location and want to update your COF card with the new company name? Or did you lose your COF card and want a replacement? You can apply for it online!

1. Go to the link below to start your application (You can use a desktop/laptop/iPad/iPhone to complete the application/renewal. Currently, Android phones are not compatible), this pdf can help you to complete the application.
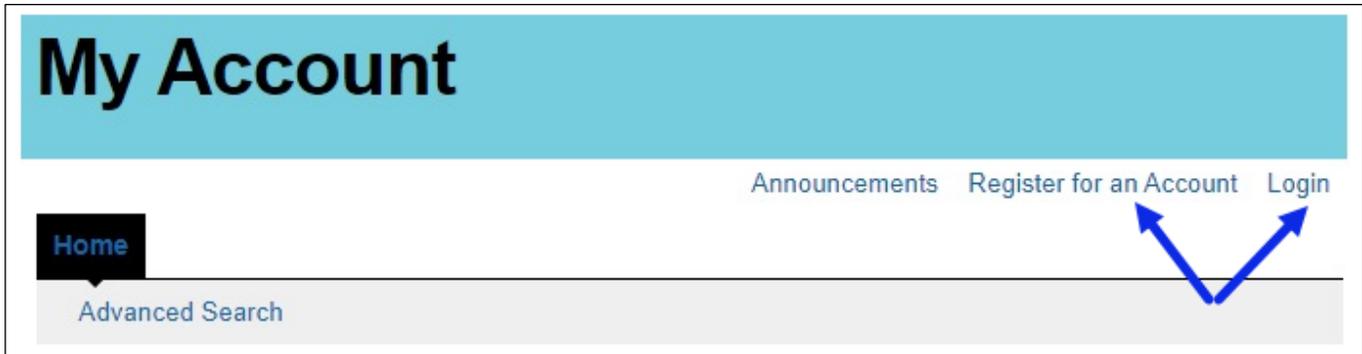
   http://fires.fdnycloud.org

2. Click **Register for an Account** and create your NYC ID account (**First time users only**).

   **YOU NEED TO ROTATE YOUR CELL PHONE TO SEE THE FULL SCREEN.

   If you already have a NYC ID account or after creating an account, click **Login**.

3. Click **Initiate Application/Request** to start your application.

Welcome

Go to My Drafts to see applications that you are currently working on.

Go to My Records to check the status of application that you have submitted.

What would you like to do today?

Search Applications/Requests

Initiate Application/Request ← **1**

4. Choose **Certificate of Fitness** and then **Certificate of Fitness Duplicate or Update** and then <mark>Continue Application</mark>.

Select Type of Application

Choose one of the following application types.
Need help with FDNY Business? Please click here for more information.

| What are you applying for today? | ▼ | **Search** |

▶ Enforcements
▶ Public Request
▼ Certificate of Fitness ← **1**
  ○ Certificate of Fitness Application
  ○ Certification of Fitness Company Renewal
  ⦿ Certification of Fitness Duplicate or Update ← **2**
  ○ Submit a Certificate of Fitness Renewal

▶ Emergency Planning and Preparedness
▶ Design and Installation Application
▶ Cancellation Request
▶ Refund Request
▶ Record Linking

Continue Application »

5. You must enter the Certificate of Fitness Number and last four digit of SSN for the COF you want to duplicate or update.

Application Information

1 *Certificate of Fitness Number:

2 *Last four (4) digits of your Social Security Number:

Complete the required information and click continue application.

6. You may encounter an error message for **Business Contact**, click "**Edit**"

7. Select "Organization" from the drop-down menu, fill in the required information and click **continue**.

8. Click **Continue Application** and review your email and mailing address (this mailing address will be used to mail your COF). If everything is correct, click **Continue Application**.

You may see another error message on the Certificate of Fitness Applicant screen. Click "**Edit**":

Make sure to fill in all required information (marked with a *).

9. Click **Continue Application** to upload required document.

   If you are updating your COF card with new company name or work location, you must upload a letter of recommendation from the business owner/supervisor which states the company name and address of your work location. You may also need to upload special required documents based on the COF requirements.

   Click **Add** to upload the electronic document(s).

   If you are only requesting a replacement, you do not need to submit any document.

10. Click **Continue** in the next screens, to be directed to payment and submit the payment.
11. A Payment Confirmation will be sent to the email address entered. Once reviewed and approved by FDNY, the updated/replacement COF card will be mailed to you.