

Sample Designated Coordinator Letter

Letterhead

Date: _____

Fire Department
Bureau of Fire Prevention
Public Certification Unit
9 Metro Tech Center
Brooklyn, NY 11201-3857

I hereby authorize _____ to be the designated coordinator for

(Designated Coordinator's name)

_____. The designated coordinator will submit applications on-line

(Company name)

and is responsible for verifying all documents submitted with the Alternate Issuance Procedure (AIP)

application(s).

Designated Coordinator's Contact Number () _____ - _____

Designated Coordinator's email address: _____@_____

Mailing Address

(Address where certificates are to be sent) **City** _____ **ST** _____ **Zip Code** _____

(Printed name of Employer)

(Employer's title)

(Signature of Employer)