



# OFFICE OF ADMINISTRATIVE TRIALS AND HEARINGS

Help Center

## Certificate of Correction

If You Received A Department Of Buildings (“DOB”) Summons And “**Admitted**” To It, Been Found “**In Violation/In Default**,” Or **Agreed To A Stipulation** - You **Must** Submit A Certificate Of Correction Packet To The DOB Or You May Receive **More** Summonses!

Your summons contains an order that reads: “**Commissioner’s Order to Correct Violation Condition(s)/Remedy.**” This is an **ORDER to YOU**, the person or company whose name is on the summons.

**PAYING THE PENALTY DOES NOT MEAN THAT YOUR RESPONSIBILITIES ARE FINISHED.**

You must still 1) fix the problem(s) that led to your receiving the summons, 2) submit a correction packet to the DOB and 3) have the DOB approve the corrections.

**YOU SHOULD BEGIN TO CORRECT THE VIOLATIONS AS SOON YOU RECEIVE THE SUMMONS(ES)! IT DOES NOT MATTER WHEN YOUR HEARING IS!**

The ONLY time you DO NOT have to submit a correction packet is if your summons is dismissed after an OATH Hearing. However, you may still be required to make corrections to avoid future summonses.

If you were (1) found In Violation/In Default; (2) admitted to a violation; or (3) accepted a stipulation and (4) FAIL TO submit a Certificate of Correction Packet, the DOB can continue to issue you more summonses for failure to file a Certificate of Correction with the DOB.

**Violations may be charged as either “class” 1, 2 or 3. The class of a charged violation is listed on the summons.**

- Class 1 – You Must Correct **Immediately**
- Class 2 and 3 – You Must Correct **within 40 days**

### Step 1:

Get a **Certificate of Correction packet from an OATH Help Center representative or visit <https://www.nyc.gov/site/buildings/safety/oath-summonses.page> to obtain the necessary forms** (AEU2, AEU3321and/or AEU20).

### Step 2:

Fill out any included “**AFFIDAVIT**” page. Include a *notarized statement* about HOW the problem(s) was fixed, WHEN the problem(s) was fixed, and WHO fixed it. Include any proof that you have.

- Use any “**Instructions**” included with your forms as a guide.

### Step 3:

Have the person who fixed the problem(s) *fill out and notarize* the “**Statement In Support Of Certificate Of Correction**” page.

- Use any “**Instructions**” included with your forms as a guide.

**Step 4:**

Create or use an eFiling account to log into DOB NOW at [www.nyc.gov/dobnow](http://www.nyc.gov/dobnow) and select the BIS online portal. If you need to create an eFiling account, visit [www.nyc.gov/DOBNOWtips](http://www.nyc.gov/DOBNOWtips). From the DOB NOW BIS online portal, enter the required fields, including the Summons number, and upload any necessary forms and any other required documents. Submit your materials for review by the DOB’s Administrative Enforcement Unit.

**PLEASE NOTE:** Your Certificate of Correction is **NOT COMPLETE** until it is **APPROVED** by the DOB.

**For Further Assistance, Please Contact The OATH Help Center In Person At Any OATH Location, Monday To Friday, From 8 AM - 5 PM, Via Telephone At (212) 436-0845, Or Via Email At [Manhelpcenter@oath.nyc.gov](mailto:Manhelpcenter@oath.nyc.gov).**

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