Certificate of Correction Requests

DOB NOW: *Safety* Step-by-Step User Guide

This User Guide describes how to submit a **Certificate of Correction (COC) Review Request** to resolve **a DOB issued Summons** that is returnable to OATH (formerly called ECB Violation).

Resolve the Violation

When DOB issues a **Summons**, the property owner or the respondent (the person who is named on the summons) must:

1. Correct the violating conditions at the property.
2. Inform the Department of Buildings that the work was completed, by submitting a **COC**, in **DOB NOW: *Safety*,** to the Administrative Enforcement Unit (AEU).

Failure to submit a COC for a DOB issued Summons, may result in additional violations, DOB civil penalties and/or reinspections. Summonses remain open (active) on the property's public profile until they have either been **Dismissed** at an OATH hearing or **Resolved** through the COC review process.

If AEU approves the COC submission, the process is complete, and the OATH Summons is resolved. However, if the initial COC submission is disapproved, the Submitter may choose to **Resubmit** the COC or **Dispute** AEU's decision.

Certificate of Correction Roles & Responsibilities

- **Submitter:** The person who submits the COC Request. The Submitter can be the **Property Owner, Respondent** (the person named on the Summons), **Contractor, Licensed Professional, Filing Representative** or the **Preparer**.

  If the Submitter is **not** the Property Owner or Respondent, the Property Owner or Respondent **must separately log in and attest on the Statements & Signatures** tab indicating they have authorized the submitter to complete part of the Certificate of Correction request.

- **Certifier**: The person who has personal knowledge of how the violating condition(s) was corrected and will certify to that correction. The Certifier can be the **Property Owner, Respondent, Contractor, Licensed Professional,** or **Other** authorized representatives.

- **Corrector:** The person who performed the work to correct the violating condition(s). The Corrector can be a **Contractor**, **Licensed Professional**, or **Other** authorized representative**.**

Certificate of Correction Documents

The AEU2, AEU20 and AEU3321 forms are no longer required to be submitted. Instead of uploading these forms, stakeholders will enter the required information directly into the COC request. See the **Certificate of Correction Documents** section for a list of documents.

System Guidelines

Chrome is the recommended browser for optimal DOB NOW performance.

1. Fields with a red asterisk (*) are required and must be completed.
2. Grayed-out fields are read-only or are auto-populated by the system.
3. Depending on the size of your screen or browser, you may have to use the scroll bar to view more options or full fields.
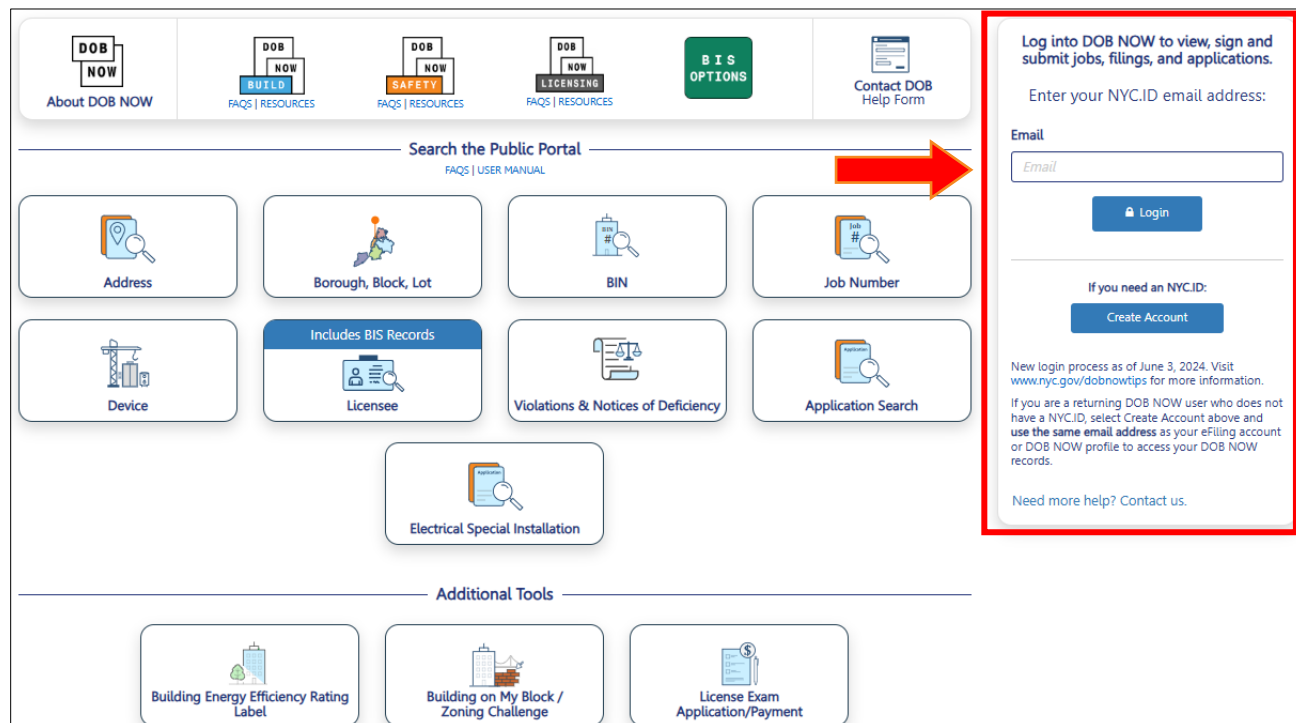
Helpful Links

- **DOB NOW: *Safety* Resources page**: Presentations, Step-by-Step Guides, Resources, and Video Tutorials
- **DOB NOW Training page**
- **Payment Manual**
- **How to Disable Popup Blockers**

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Certificate of Correction Submission

Step 1: Log in to DOB NOW at **nyc.gov/dobnow**. If you need to create an NYC.ID account, select **Create an Account** or visit **nyc.gov/dobnowtips** for resources and step-by-step instructions.
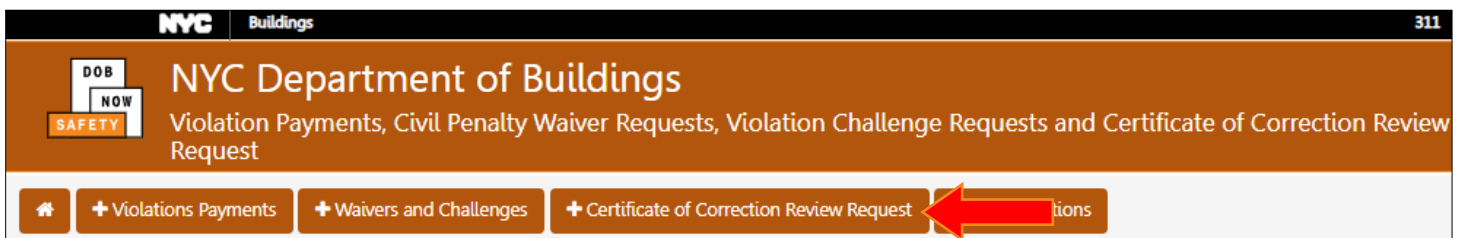
Step 2: On the Main dashboard, go to **DOB NOW:** *Safety* and select **Violations & Notices of Deficiency**.

Step 3: On the Violations dashboard, click **+Certificate of Correction Review Request**.

Step 4: The Certificate of Correction (COC) Review Request opens to the **General Information** tab. Enter the **Summons Number** of the violation that you are ready to resolve, then click **Search** to continue.

Step 5: The **Summons Information** window displays. Click on the arrow, in the upper righthand corner, to expand the row to view the **Summons Details**. If this is the summons you want to resolve, select the radio button and press **+Add** at the bottom of the **Summons Information** window.

NOTE: If the summons is related to a **Work Without Permit** violation**, a** **Stop Work Order**, **Vacate Order** or **AEUHAZ** violation, a message similar to the below, will appear saying that all civil penalties must be paid, or an approved waiver must be obtained before submitting your COC request. Failure to pay the DOB civil penalty or obtain an approved waiver of the penalty will result in disapproval of your COC request. If an **AEUHAZ civil penalty is due, the COC request cannot be submitted.**

Confirm by selecting **OK** to continue.

Step 6: In the **Violation Information** section, answer the **Yes**/**No** questions. The **Summons Number** and the **Place of Occurrence** will already be filled in. If the named respondent is a New York City agency, the submitter must be the named respondent or authorized to submit a COC on behalf of a New York City agency.

Violation Information*	>

Was the summons issued to a property owned by a New York City government agency?*   ○ Yes ○ No

Does this summons name a New York City agency as the respondent?*   ○ Yes ○ No

Summons Number*

35449996R

Place of Occurrence*

23 WEIRFIELD STREET , BK , NY 11221

215 characters remaining

Step 7: In the **Stakeholders** section, select the role that answers, "What is your relationship to the summons?" and enter your phone number (optional). The rest of the information will already be filled in.

Stakeholders*

Submitter Information

What is your relationship to the summons?*   Select: ⌄

Select:
Contractor
Filing Representative
Licensed Professional
Preparer
Property Owner
Respondent

Email*

AJOETEST2@GMAIL.COM

Middle Initial

Business Address*

If someone other than the **Respondent** or **Property Owner**, is selected as the Submitter, a **Notification** window will display advising that the **Respondent** or **Property Owner** must log in separately and attest (on the **Statements & Signature** tab) that they have authorized the Submitter to submit the COC on their behalf. Click **OK** to continue.

Notification   ✕

The Respondent or Property Owner must separately log in and attest they have authorized you to submit this Certificate of Correction on their behalf.

➡ **OK**

Step 8: In the **Certifier Information** section, select the role that answers, "Who is the person who has personal knowledge of how the violating condition(s) was corrected and will certify to that correction?" and complete all required fields.

Step 9: Click **Save** to generate a COC request number and continue to the **Corrector Information** tab.

Click **Yes** on the **Confirm** window to create a new COC, then click **OK** on the **Notification** window to continue.

Step 10: Based on the infraction code(s), either the **Correction Information** tab or the **Site Safety Training** tab will appear after you click **Save**. If the **Correction Information** tab appears, select the role for the person who performed the work to correct the violating condition(s).

The section will be labeled with the name of the role that was selected as the Corrector: **Contractor**, **Licensed Professional** or **Other**. Enter all required fields.

Enter the **date** that the violating condition(s) were corrected, then answer **Yes** or **No** as to whether permits were obtained. If **Yes**, enter the **Permit Number**.

In the text box, describe the work that was done.

Describe the work performed to correct the violating condition(s)*

1000 characters remaining

If you see the **Site Safety Training** tab, answer **Yes** or **No** to the question about **Related Summonses**. If **Yes**, enter any Related Summonses. Only Summonses issued on the same BIN on the same day for the same infraction code will be available to select from. No more than two Summonses may be added.

Site Safety Training

Related Summonses >

Ensure the named worker is the same across all selected summonses. The named worker can be found in the Violation Detail(s). Selecting an unrelated summons will result in a disapproval of this COC.

Do you want to certify correction on behalf of the other respondent(s) on OATH summonses issued on the same day to the same BIN for the same untrained worker?*   ● Yes ○ No

Related Summons Information (Up to 2 summonses can be added)

+ Add

Summons Number(s)
Click on +Add for any related summonses that can be added to this Certificate of Correction

In the **Worker Information** section, answer the **Yes**/**No** questions, then enter **Worker Information** about the worker(s) trained.

Worker Information*

Was the worker who did not receive training named on the OATH summons?*	○ Yes ○ No
After the summons was issued, did the untrained worker remain employed for the duration of the project?*	○ Yes ○ No
Has the untrained worker received construction site safety training as outlined by Section 3321 of the Building Code and 1 RCNY 3321-01?*	○ Yes ○ No
Did the workers receive the training at no cost to them?*	○ Yes ○ No

Worker Information*

| First Name | Last Name | Job Title |
| | | |

Enter **Course Information** about the training course provided in answer to the Summons.

Course Information*

| Course Provider ID* | Course Provider Name | Course Provider Address |
| | | |

| Course Provider Phone Number | Course Provider Email | Date of Training* |
| | | |

Type of SST card*

Select Type: ▾

Training Course

☐ OSHA 10-Hour   ☐ OSHA 30-Hour   ☐ 100-Hour Course

☐ Site Safety Training

Step 11: This step only applies if you have the **Corrector Information** tab; it does not apply if you have the **Site Safety Training** tab.

If the violation is eligible for a **CURE** (penalty waiver) or **STIPULATION** (reduction), the **Penalty Waivers & Reductions** section of the **Corrector Information** tab will have checkboxes to allow Respondents to request those actions.

Selecting the **CURES** checkbox will open the **Cure Date** field.

Selecting the **STIPULATIONS** checkbox will open the **Stipulation Compliance Due Date** field.

Step 12: On the **Documents** tab, upload all required documents. See the **Certificate of Correction Documents** section for a complete list.

NOTE: Some document types require additional information to be entered before the document can be uploaded. For the **Facade Inspection Report**, the **Control Number** is required.

For **Photographs**, the **Location Photograph Taken** and **Date Photograph Taken** are required.

Upload Document

Document Type*

Photographs

Location Photograph Taken*

Date Photograph Taken*

Step 13: On the **Statements & Signature** tab, click the checkbox to attest to the **Submitter's Statements** and then **Save** and **Submit** the request. The **Owner/Respondent's Statement** will appear if the Submitter is not the Property Owner or Respondent.

Submitter's Statements & Signature* ❯

I understand that false certification is a criminal misdemeanor under sections 28-203.1.1 of the NYC Administrative Code, punishable by up to one (1) year imprisonment and/or a fine with penalties up to $25,000. I further understand that false statements in any of the attached documents are also punishable with a civil penalty of up to $25,000 as a per se Class 1 violation under Administrative Code sections 28-211.1, 28-204.1, 28-201.2(2) and 28-202.1 by the issuance of a summons returnable at OATH where I must appear.

☐ I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with the Certification terms above. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.

Name

Date

Select **Yes** on the **Confirm** popup.

Confirm

Are you sure you want to submit the Certificate of Correction Review Request?

Yes   No

This completes the **Certificate of Correction Submission** section.

Certificate of Correction Update and Withdrawals

Step 1: Once a Certificate of Correction Review Request has been submitted, the first status will be **Pending QA Admin Assignment**. While the request is in this status, two actions may be taken from the Violations dashboard: **Update** and **Withdraw**.

Under **Filing Action**, go to the row with your **Request #**, click the arrow beside **Select Action**, then select either **Update** or **Withdraw**.

Update will allow you to make changes to the request. Once all changes are made, you will have to re-attest on the Statements & Signature tab before the request can be resubmitted.

Withdraw will remove the request permanently from review. An entirely new submission is required if you want to submit a COC request for that summons.

This completes the **Certificate of Correction Update and Withdrawals** section.

Certificate of Correction Resubmission

If a COC request has been **Disapproved**, you may be able to resubmit the request **if the disapproval reason is eligible**. If a document was rejected as part of the disapproval, you have the option to resubmit the request by replacing the rejected document with a new document or uploading any required documents that were missing.

Step 1: From the Violations dashboard, open the COC request by pressing **View** on the row with the COC number or by double clicking on the row.

View ...	Filing Action	Request #	Request Type	Request Status	Requestor Name	Summons Num
✎	Select Action: ▼	COC0001396	New	Pre-filing	PE TRAINER	34682593R
✎	Select Action: ▼	COC0001332	New	Disapproved	PE TRAINER	34744181L

Step 2: Once the COC request opens, review the **Disapproval Reasons** and then click the **Resubmit** button at the top of the General Information page.

COC0004298	Disapproval Reasons			
General Information	**Created on**	**Disapproval Reason**	**Detail Reason**	**Comments**
Correction Information	11/20/2025	CAT1 Required	A copy of an accepted Elevator Category 1 inspection/test report is required (CAT1).	
Documents				
Disapproval Reasons				
Statements & Signature				

A confirmation prompt will appear. Click **Yes** to confirm.

Confirm

For resubmissions, only documents submitted to replace previously rejected documents will be considered. Any required documents must also be uploaded. Are you sure you want to proceed?

Yes   No

Step 3: Click the **Save** button at the top of the **General Information** page.

A confirmation prompt will appear. Click **Yes** to confirm and then click **OK** to open the resubmission request.

After the application is saved a new request number is generated. The request number will have a suffix of **-R1**, **-R2**, **-R3**, etc. depending on how many times you have resubmitted the request.

Step 4: On the **Documents** tab, you will be able to replace any documents in **Rejected** status and upload any new documents the reviewer marked as **Required**. No additional documents may be added for Resubmission. See the **Certificate of Correction Documents** section, at the end of this guide, for a complete list.

Certificate of Correction (COC) Review Request – December 2025

Step 5: Click the **checkbox** to attest on the **Statements & Signature tab**. Then press **save** and **Yes** to confirm.

Step 6: Select **Submit** and accept the confirmation prompt to complete the Resubmission request.

A resubmission request can also be created from the dashboard. Go to **Filing Action**, click the arrow next to **Select Action** on the row with the disapproved request, then choose **Resubmit**.

A COC request can be Resubmitted a total of 10 times maximum.

You have now completed the **Certificate of Correction Resubmission** section.

Certificate of Correction Disputes

Step 1: To **Dispute** a disapproved COC request, go to **Filing Action**. Click the arrow next to **Select Action** on the row with the disapproved request, then choose **Dispute.**

A Dispute can also be created by clicking on the **Dispute** button from inside the disapproved request.

Step 2: A **Confirm** window will display that says, "Disputed reviews will be based on the originally submitted COC. New documents **cannot be added** to the request for review." Click **Yes** to proceed.

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Step 3: Select your **Dispute Reason**:

- Documents that were stated to be missing are attached
- DOB Penalty Proof of Payment submitted
- The underlying summons for the FTC was already certified and corrected
- Permits are not required
- I submitted a cure, but regular approval was granted
- Photos are not required
- Other

Dispute Information*

Dispute Information

Dispute Reason*

Select:	⌄

Select:
Documents that were stated to be missing are attached
DOB Penalty Proof of Payment Submitted
The underlying summons for the FTC was already certified and corrected
Permits are not required
I submitted a cure but regular approval was granted
Photos are not required
Other

Step 4: Click **Save**, then click **Yes** on the **Confirm** pop up to generate a Dispute request number. Disputes will have a suffix of **D1** added to the request number.

🖫 Save

General Information

General Information

General Information
Documents
Statements & Signature

Dispute Information* ❯

Dispute Information

Dispute Reason*

Select:	⌄

Confirm

Are you sure you want to create a Dispute Certificate of Correction Review Request?

Yes   No

Step 5: Click the **checkbox** to Attest on the Statements & Signature tab. Then press **Submit**.

Submitter's Statements & Signature*

I understand that false certification is a criminal misdemeanor under sections 28-203.1.1 of the NYC Administrative Code, punishable by up to one (1) year imprisonment and/or a fine with penalties up to $25,000. I further understand that false statements in any of the attached documents are also punishable with a civil penalty of up to $25,000 as a per se Class 1 violation under Administrative Code sections 28-211.1, 28-204.1, 28-201.2(2) and 28-202.1 by the issuance of a summons returnable at OATH where I must appear.

☐ I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with the Certification terms above. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.

Name

Date

A COC request can be Disputed a total of 10 times maximum.

This completes the **Certificate of Correction Disputes** section.

Certificate of Correction Documents

Documents:	What to submit?	Mandatory (unless otherwise indicated) when Disapproval reason is:
CAT1 Inspection	A copy of an accepted Elevator Category 1 inspection/test report is required.	**CAT1 Required**
CAT5 Inspection	A copy of an accepted Elevator Category 5 inspection/test report is required.	**CAT5 Required**
Certificate of Occupancy	A copy of a valid Certificate of Occupancy or Temporary Certificate of Occupancy is required.	**TCO/CO**
COC Approval for Underlying Class 1	This is a Failure to Comply (FTC) summons. To certify correction, an acceptable COC must be submitted for the underlying summons. Once that is approved, submit a new COC request for this FTC summons.	**FTC – Underlying not Certified**

Copy of Deed	Proof of Ownership – Copy of Deed	**Property Owner is selected**
Facade Inspection Reports	Proof of an acceptable Facade report filing is required. The control number for the submitted report must be included in the description of how the violating conditions were corrected. Mandatory on resubmission if the disapproval reason is Facades.	**Facades**
Identification Card/ Government-issued ID	If a company is owned by a Corporation, its Articles of Incorporation are required. If a company is owned by an LLC, its Articles of Organization are required.	**Property Owner is selected**
Inspection Report	Mandatory on resubmission when Disapproval reason is Reinspection Required.	**Reinspection Required**
Interim Certificate of Occupancy	Copy of Interim Certificate of Occupancy or TCO	**TCO/CO**
Invoice	There is an open Immediately Hazardous Class 1 DOB civil penalty (AEUHAZ) associated with this summons. The civil penalty must be paid and the invoice uploaded to certify correction of this summons.	**AEUHAZ Due**
Invoice or L2 Waiver	Submit the WWP Civil Penalty invoice or an approved L2 Waiver.	**WWP Civil Penalty Due or Wrong Information on Invoice**
Job Sign Off	The Job associated with the correction of the violating condition is not signed off. Obtain Job sign off.	**Sign Off**
Licensed Professional Statement	A notarized statement from the licensed professional or company who performed the work is required. Statements must be on company letterhead, signed by a corporate officer, and must include the license number of the licensed professional (where applicable).	**Licensed Professional Statement**
OP49 or Inspection Report	A copy of an accepted boiler inspection report or an approved boiler removal notification (OP49) is required.	**Boiler**
Other	Select Other to submit any additional supporting documents.	**Optional**
Permits	A permit is required to certify correction. All associated permits and Job Numbers must be included in the description of the steps taken to correct the violating conditions.	**Permits**

Certificate of Correction (COC) Review Request – December 2025

Photographs	Photographs as proof of correction at the site. Include location and date the photo was taken.	**Photographs Required**
Plans/Amendments	Additional proof of correction is required but was not submitted. Provide the plans and/or Post Approval Amendments associated with the correction of the violating conditions.	**Plans/Amendments**
Proof of Dismissed Boiler DOB Violations	Proof of dismissal of all DOB Boiler Report Violations is required by remedy in Summons.	**DOB Boiler Report Violations**
SST Training Card	Proof of the required Site Safety training for the worker listed on the summons must be submitted. Proof must be provided that all workers at the site on the date the summons was issued have been or will be trained. The worker must remain employed and receive the training at no cost to the worker. If the worker's name was not included on the face of the summons, do not resubmit. Instead, contact AEU at www.nyc.gov/dobhelp or 212-393-2405.	**Safety Training Required**
Stop Work Order Lifted	A Stop Work Order exists at the place of occurrence. To demonstrate correction of the violating condition(s), the SWO must be lifted. The Applicant must contact the issuing unit to lift the Order. Include proof of the lift with the new COC request.	**SWO/Vacate**
Temporary Certificate of Occupancy	A copy of a valid Certificate of Occupancy or Temporary Certificate of Occupancy is required.	**TCO/CO**
Vacate Order Rescinded	A Vacate Order exists at the place of occurrence. To demonstrate correction of the violating condition(s), the vacate must be rescinded. The Applicant must contact the issuing unit to rescind the Order. Include proof of the order recission with the new COC request.	**SWO/Vacate**

This completes the **Certificate of Correction Requests** step-by-step guide.