

New License Application Service Notice – Starting September 7, 2021, all new license applications are required to be submitted online at www.nyc.gov/dobnow. See the **New License Application User Guide** for step-by-step directions.

The Licensing & Exams Unit will **not** be accepting any walk-in transactions, or paper applications for this process.

STEP 1: REGISTRATION CRITERIA

To become a registered **Filing Representative**, you **must**:

- Meet registration qualifications. (See STEP 2)
- Apply for registration. (See STEP 3)

Section 28-416.2 of the New York City Administrative Code exempts the following persons from registration:

- Owners
- Professional Engineers
- Registered Architects
- NYS Licensed Attorneys
- Master Plumbers
- Master Fire Suppression Piping Contractors
- Master Electricians

STEP 2: REGISTRATION QUALIFICATIONS

Applicants applying for a **Class 1 Filing Representative** registration **must** meet the following requirements:

- Be at least 18 years old.

To obtain a **Class 1 Filing Representative** registration, you **must** complete the following training requirements:

- Department-approved integrity training (the online [Code of Conduct Tutorial](#))
- [Department-approved 16-hour training course](#)

STEP 3: APPLYING FOR YOUR REGISTRATION

To become a registered Class 1 Filing Representative, you **must** upload PDF scans of the documentation listed below via the [DOB NOW Portal](#). Applicants that do not currently have an eFiling account will need to create an account by completing the [registration form](#).

Please see the [New License Application User Guide](#) for step-by-step directions.

You **must** upload **PDF scans** of the following original documentation. Documents must be scanned PDFs; pictures of documents will not be accepted. The following documentation is required for **Class 1** applicants:

- Typed and completed Filing Representative Application [LIC8](#) form
- Signed and notarized [Code of Conduct Tutorial](#) confirmation receipt - Applicants will not be able to obtain registration until the [16-Hour Department-Approved Course](#) is completed and a Certificate of Completion is received; Certification of completion **must** be submitted with all other required documents.
- Certificate of Completion obtained after completion of [16-hour Department-Approved Course](#)

- Original Photo ID (driver's license, learner's permit, passport or green card)
- Original Social Security card
- Original proof of residence (utility bill, lease, deed or bank statement) Cell phone bills or credit card statements will not be accepted. If you are unable to provide proof of residence in your name, you may submit a notarized letter from the person you reside with verifying that you reside with them, along with proof of residence in their name
- A typed, notarized letter from your employer on their company's letterhead verifying your employment and authorization to represent the company; or a typed, notarized letter verifying that you are self-employed
- Completed [Child Support Certification Form](#)
- Background Investigation Fee – \$330.00 payable within the [DOB NOW Portal](#)
For questions pertaining to your background investigation or to find out the status, please send inquiries to lbackgrounds@buildings.nyc.gov
- License Issuance Fee – \$150.00 payable within the [DOB NOW Portal](#)

STEP 4: REGISTRATION DETAILS

Once all documentation is submitted and approved, you will be able to schedule an appointment within the [DOB NOW Portal](#) to take picture and receive the Class 1 Filing Representative registration card.

All Filing Representatives registrations have transitioned to a three-year cycle beginning on their birthday following the date of renewal. At the end of the term, the Filing Representative **must** renew their registration to maintain **Class 1** status. At that time a \$150.00 registration fee will be required.

For more information, visit the Department website at www.nyc.gov/buildings.