



# SAVE TIME, RENEW ON-LINE!

**Expeditors, W-16, W-27 COF holders or fee exempt applicants can renew online. It will save you more than 2 hours at FDNY Headquarters!**

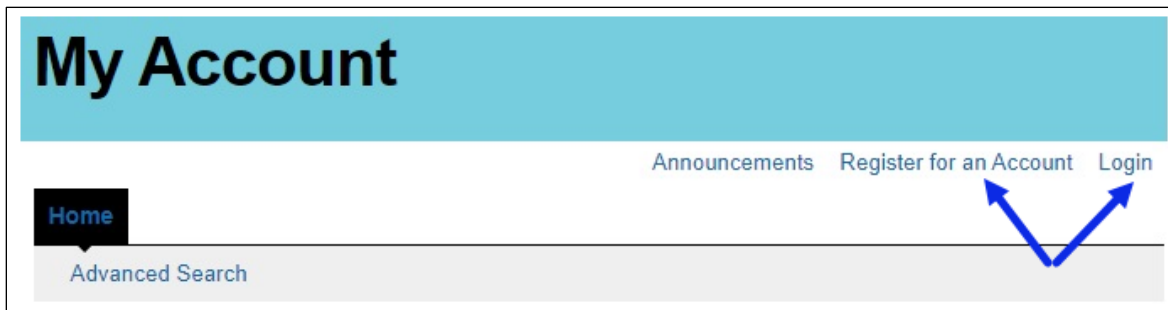
1. Click the link below to start your application (You can use a desktop/ laptop/ iPad/ iPhone to complete the renewal. Currently, Android phones are not compatible). This pdf can help you to complete the renewal.

<http://fires.fdnyccloud.org>

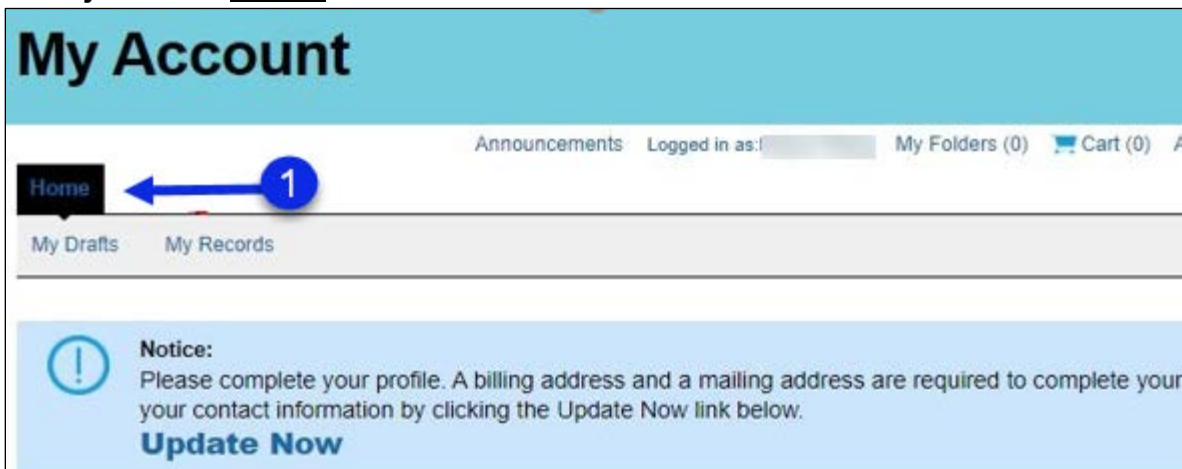
2. Click **Register for an Account** to create your NYC ID account (**First time users only**).

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

If you already have a NYC ID account, click **Login**.



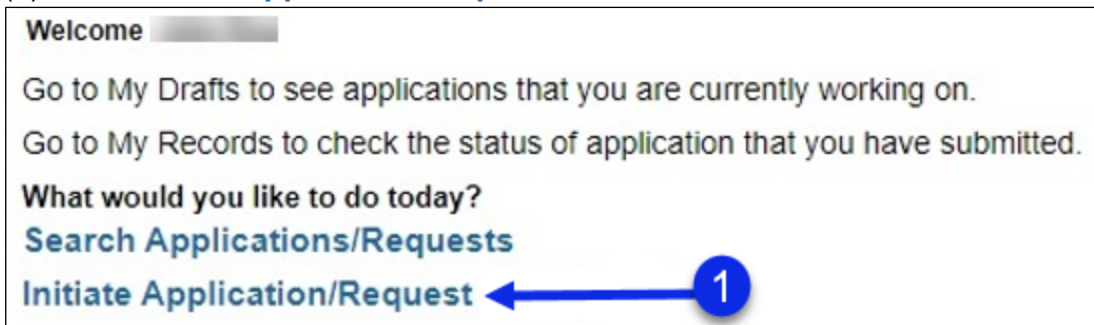
3. If this is your **FIRST-TIME** logging in, you will be asked to update your contact information. You can just click **HOME**.



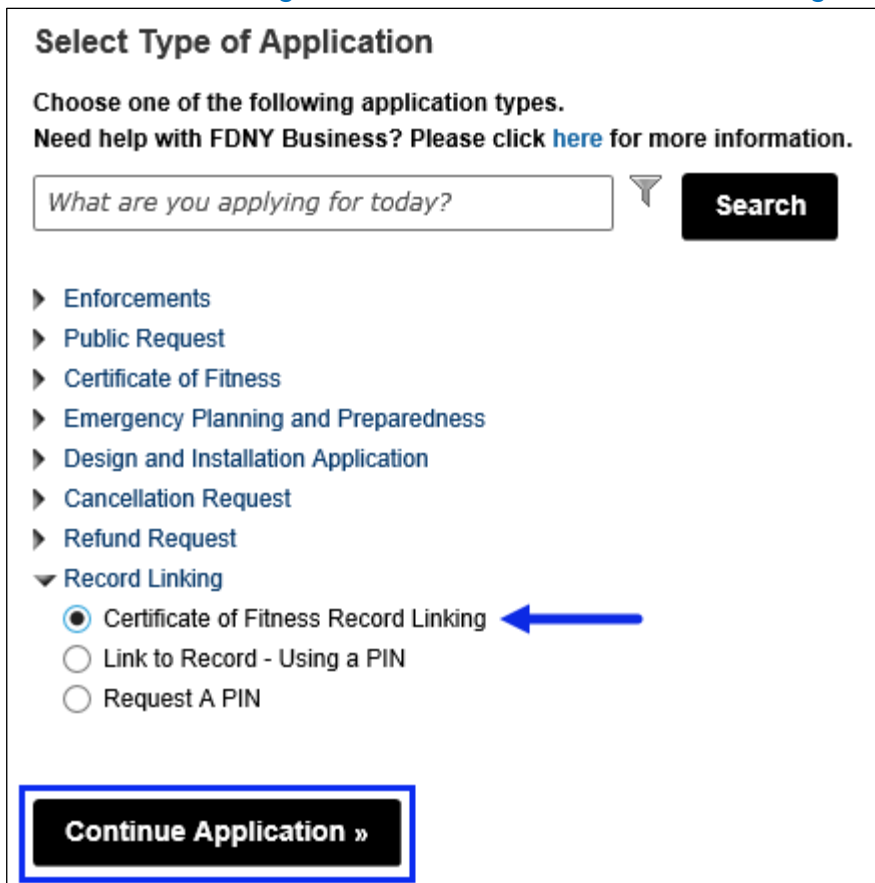
4. **YOU MUST LINK YOUR COFs FIRST.** *This action allows the new system to import your current COFs into your NYC business account.*

**Steps to link your COFs:**

(1) Click [Initiate Application/Request](#)



(2) Click [Record Linking, Certificate of Fitness Record Linking](#) and **Continue Application**



- (3) You must enter your COF number and last 4-digits of your SSN to link your COF to your NYC ID account.

**Step 1: Claim Information > Claim Information**  
\*Note:  
1. \*Indicates a required field.  
2. You will be able to edit the details in this application from the "Review and Submit" page prior to final submission.

**Claim Information**

1 \* COF Number:

2 \* Last 4 digit of SSN:

**Save and Resume Later**      Tip: Save your application periodically to avoid losing your work by clicking on 'Save and Resume Later' button.      **Continue Application »**

\*\*If you have other COFs you would like to link, you must click [Create an Application](#) and repeat the **Record Linking** process again.

Home

[Search Applications](#)   [Create an Application](#) ←

1 Select item to pay   2 Payment information   3 Receipt/Record issuance

**Step 3: Receipt/Record issuance**

Receipt

✓ Your application(s) has been successfully submitted.

5. After linking ALL your COFs, click [Home](#) and then click [My Records](#).

**My Account**

Announcements   Logged in as: [ ]   My Folders (0)   Cart (0)   Account Management   Logout

Home ←

[Search Applications](#)   [Create an Application](#)

**Certificate of Fitness Record Linking**

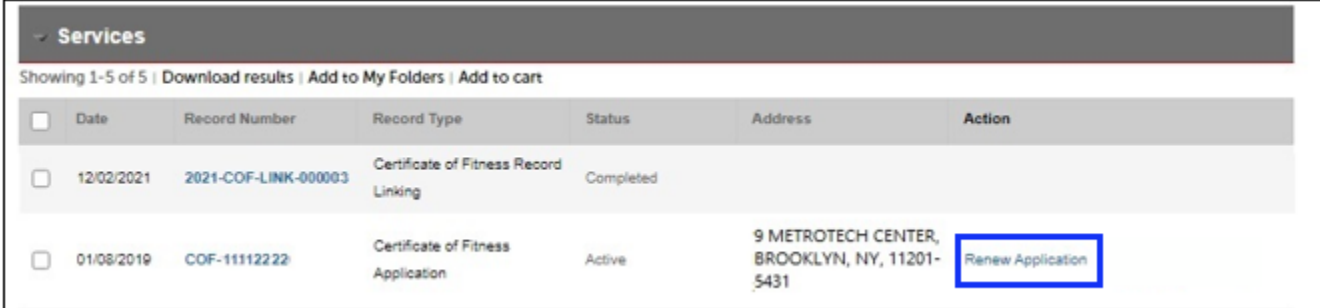
**My Account**

Announcements   Logged in as: [ ]   My Folders (0)   Cart (0)   Account Management   Logout

Home

[My Drafts](#)   [My Records](#) ←

6. If it is time to renew your COF, you will see “[Renew Application.](#)” Click the link to renew your COF



<input type="checkbox"/>	Date	Record Number	Record Type	Status	Address	Action
<input type="checkbox"/>	12/02/2021	2021-COF-LINK-000003	Certificate of Fitness Record Linking	Completed		
<input type="checkbox"/>	01/08/2019	COF-11112222	Certificate of Fitness Application	Active	9 METROTECH CENTER, BROOKLYN, NY, 11201-5431	<a href="#">Renew Application</a>

\*\*If you do not see the “Renew Application” link, ask the FDNY greeter for assistance.

7. Enter the required information in the [Renewal Application](#)
8. After filling in all required information, when you are on “Step 3: Supporting Documents”, the following document(s) must be uploaded:
- (1) W-16: the insurance document
  - (2) W-27: the affidavit  
<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/w27-renew-affidavit.pdf>
  - (3) R-01: the R-01 application form  
<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/certifications-r01-application.pdf>
  - (4) R-02: the R-02 renewal form and a recommendation letter from the employer  
<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/certifications-r02-application.pdf>
  - (5) Fee exempt applicants: A letter requesting fee waiver on the Agency’s official letterhead AND Copy of identification card issued by the agency.
9. After submit payment, a Payment Confirmation will be sent to your email. After FDNY’s review and approval, your renewed COF will be mailed to your address on record.