



# RENEW ON-LINE!

**All COF's must be renewed online.**

*\*Exceptions: R-01/R-02/W-16 or any NO-FEE COFs. These COFs must create NYC ID first and then renew the COFs. Open the following link to learn the renewal process:*

<https://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-renewal-short.pdf>

1. Go to the link below (You can use a laptop/iPad/iPhone to start the renewal. Currently, Android phone is not compatible):

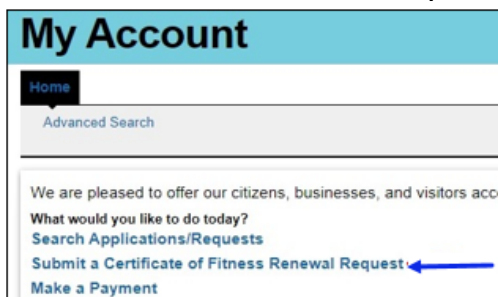
<http://fires.fdnyccloud.org>



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

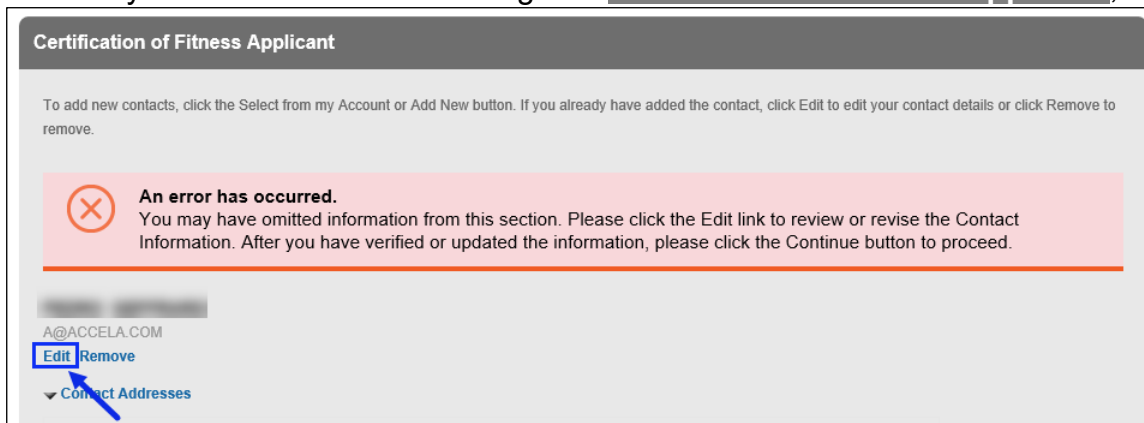


2. Click "Submit a Certificate of Fitness Renewal Request":



3. Your COF number, the last 4 digits of SSN, and your email are required.

4. You may encounter an error message for **Certification of Fitness Applicant**, click "**Edit**"



5. Make sure to fill in all required information (marked with a \*).

**Contact Information** ✕

A mailing and a billing address must be provided for Building and Business Owners using the "Add Addresses" section below. For all other contacts only the mailing address must be provided.

\* First Name:  Middle Name:  \* Last Name:

\* Mobile Phone:  \* E-mail:  ?

\* SSN:  \* Birth Date:

\* Gender:  Female  Male  Other Specify Other:

\* Height:  Feet  \* :  Inch

\* Weight:  Lbs

6. If you want to update your mailing address, please click the address

▼ Contact Addresses

**Add Contact Address**

A mailing and a billing address must be provided for Building, Billing and Business Owners using the "Add Addresses" section below. For all other contacts only the mailing address must be provided. To edit a contact address, click the address link. To set a contact address as your primary address, click the "Set As Primary" link under Actions

\*Mailing Address

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Address Type	Address	Action
Mailing Address	51951 D AVE <span style="border: 1px solid blue; padding: 2px;">←</span>	Actions ▼

7. Click Continue Application to be directed to payment page.

8. Select Credit Card if you want to pay by credit card.

**Enter Payment Details** 1. Select Items 2. Enter Payment

Item Total:	\$15.00
Service Fee:	\$0.30
Payment Amount:	\$15.30

→

9. You will receive a confirmation email and the COF card will be mailed to you.