FIRE DEPARTMENT OF THE CITY OF NEW YORK

FDNY Business

Certificates of Fitness Simplified Renewals

Quick Reference Guide

May 26, 2021

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IMPORTANT INFORMATION

This guide is made available by the Fire Department City of New York (“FDNY”) as a courtesy to the public. It does not represent all the filing requirements for any given FDNY application. Though every effort is made to continuously update this guide, it in no way supersedes, or otherwise substitutes for the legal or procedural requirements of the New York City Fire Code, Building Code, Zoning Resolution or any other applicable rules, regulations or policies.

INTRODUCTION

About this Guide

The *Certificates of Fitness Simplified Renewals* Quick Reference Guide (QRG) is designed to assist users with renewing a Certificate of Fitness (COF) online via FDNY Business without the need to log in with a NYC ID.

Numbers in the images will assist you in following the instructions. For example, 1 indicates your first action, 2 indicates your second action, etc.

For additional assistance, dial 311 and ask for FDNY Business Support or send an email to FDNY.BusinessSupport@FDNY.nyc.gov.

COF SIMPLIFIED RENEWALS

You can now renew your COF without needing to log in to FDNY Business.

NOTE: Most COF Renewals do NOT require a NYC ID to complete and can be done without logging in to FDNY Business. COF Simplified Renewals can ONLY be done if your COF is not Fee Exempt, and if there are no changes (e.g., to your name or employer) needed.

For information on renewing a COF using an FDNY Business account, see the FDNY Business Applications, Payments and Renewals guide. Renewals can also be done in person at FDNY Headquarters, located at 9 MetroTech Center, Brooklyn N.Y.

Step 1. Navigate to FDNY Business and Complete the COF Renewal Request

To begin, from your computer browse to the FDNY Business Home Page and click on the **Submit a Certificate of Fitness Renewal Request** option. See Figure 1.

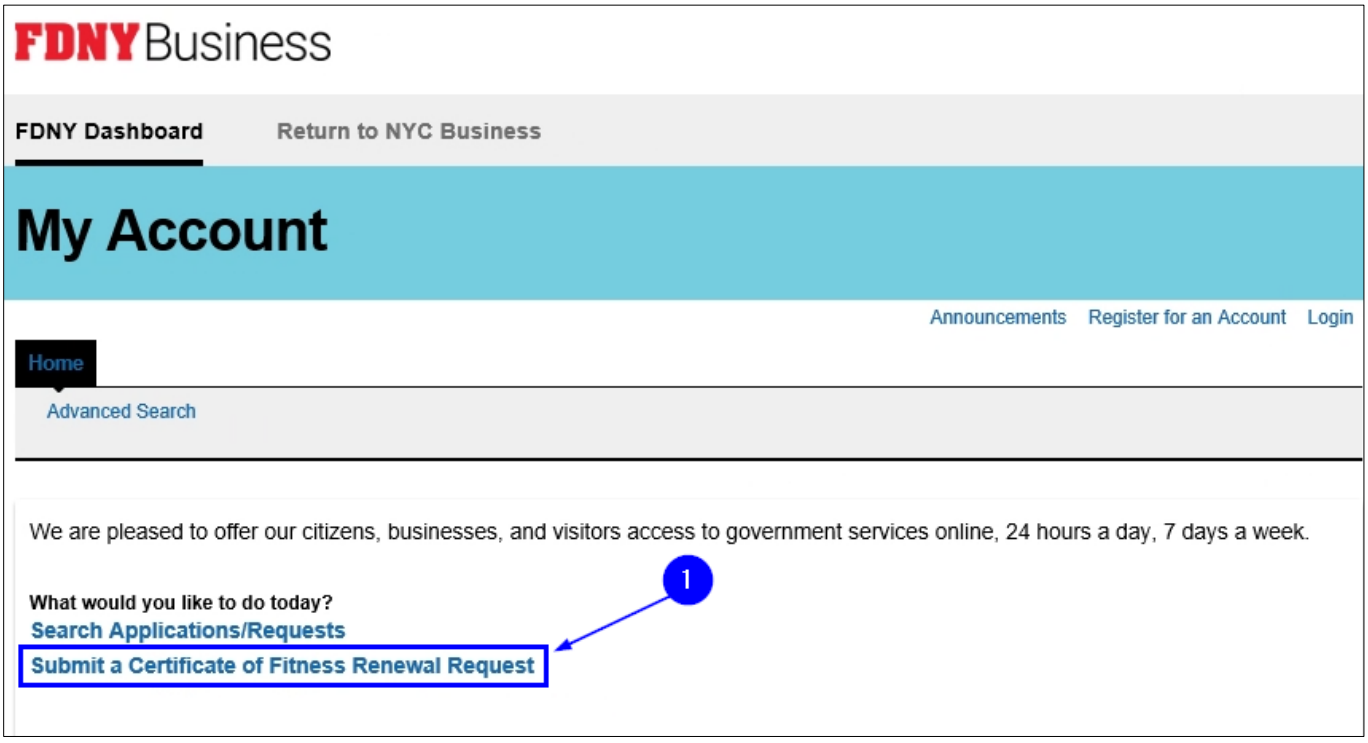


Fig. 1: Select 'Submit a Certificate of Fitness Renewal Request'

On the **Renewal Information** page, enter your COF Number in the **Certificate of Fitness Number** field and enter the last four (4) digits of your Social Security Number (SSN) in the **Last four (4) digits of your Social Security Number** field. Then, add your email address in the **Email Address** field and confirm your email address in the **Confirm your Email Address** field.

After entering your information, click the **Continue Application** button. See Figure 2.

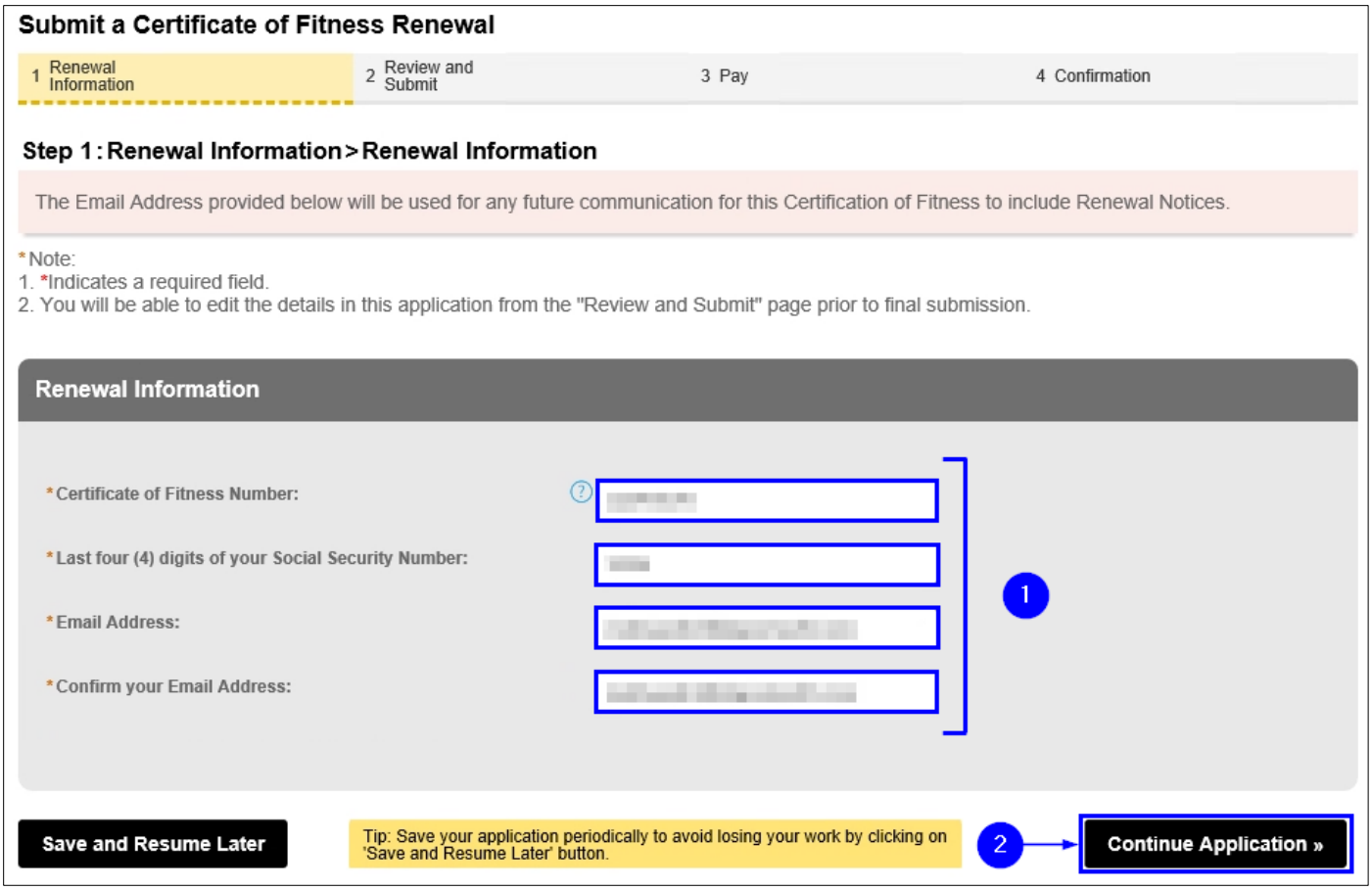


Fig. 2: Enter Your Information and Click 'Continue Application'

NOTE: If you receive an error message (see Figure N1 below) and your COF is due for Renewal, dial 311 and ask for FDNY Business Support or send an email to FDNY.BusinessSupport@FDNY.nyc.gov.

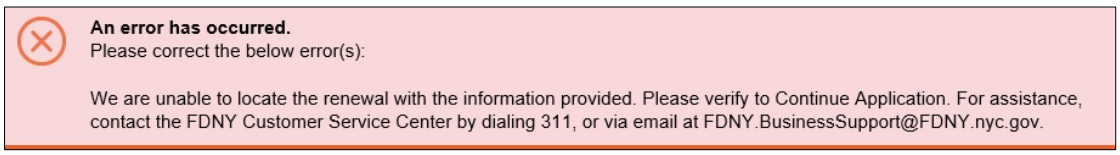


Fig. N1: Error Notification

On the **Review and Submit** page, you can view the information you just entered under the "Renewal Information" section.

When you are ready, click the checkbox to confirm and digitally sign your COF Renewal Application. Then, click the **Continue Application** button. See Figure 3.

Fig. 3: Confirm and Digitally Sign Your Application

You will be taken to the **Pay** page to enter your payment information.

As shown below, you will see the applicable Fees listed in the **Fees** line item(s), and the **Total Fees** due for the COF Renewal.

To proceed with your payment, click the **Continue Application** button. See Figure 4.

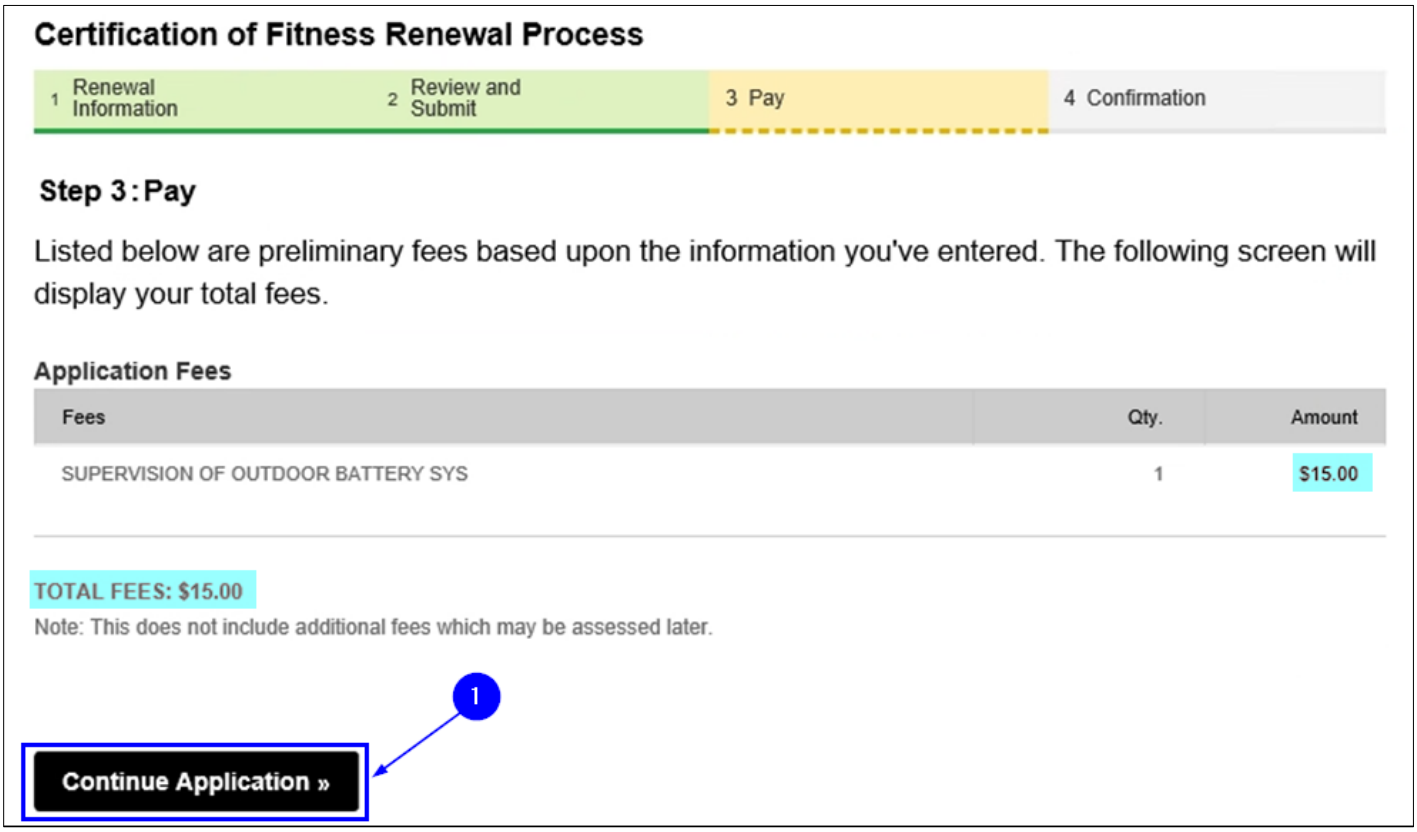


Fig 4: Click 'Continue Application' to Pay for Your COF Renewal Application

Step 2. Pay for Your COF Renewal Application

Next, on the **Enter Payment Details** page, you will see the total amount due and a summary of the **Account #**, the **Bill Date**, the **Application** type (in this example, a Certification of Fitness), and the **Applicant** name.

At the top of the page, click the appropriate tab to indicate whether you will make payment by **eCheck** or by **Credit Card**.

In this example, we will pay by **Credit Card**. After selecting your payment type and entering your billing information, click the **Continue** button. See Figure 5.

NOTE: All payments made with a **Credit Card** will incur a convenience fee (service fee). The convenience fee does NOT apply to payments made by **eCheck**.

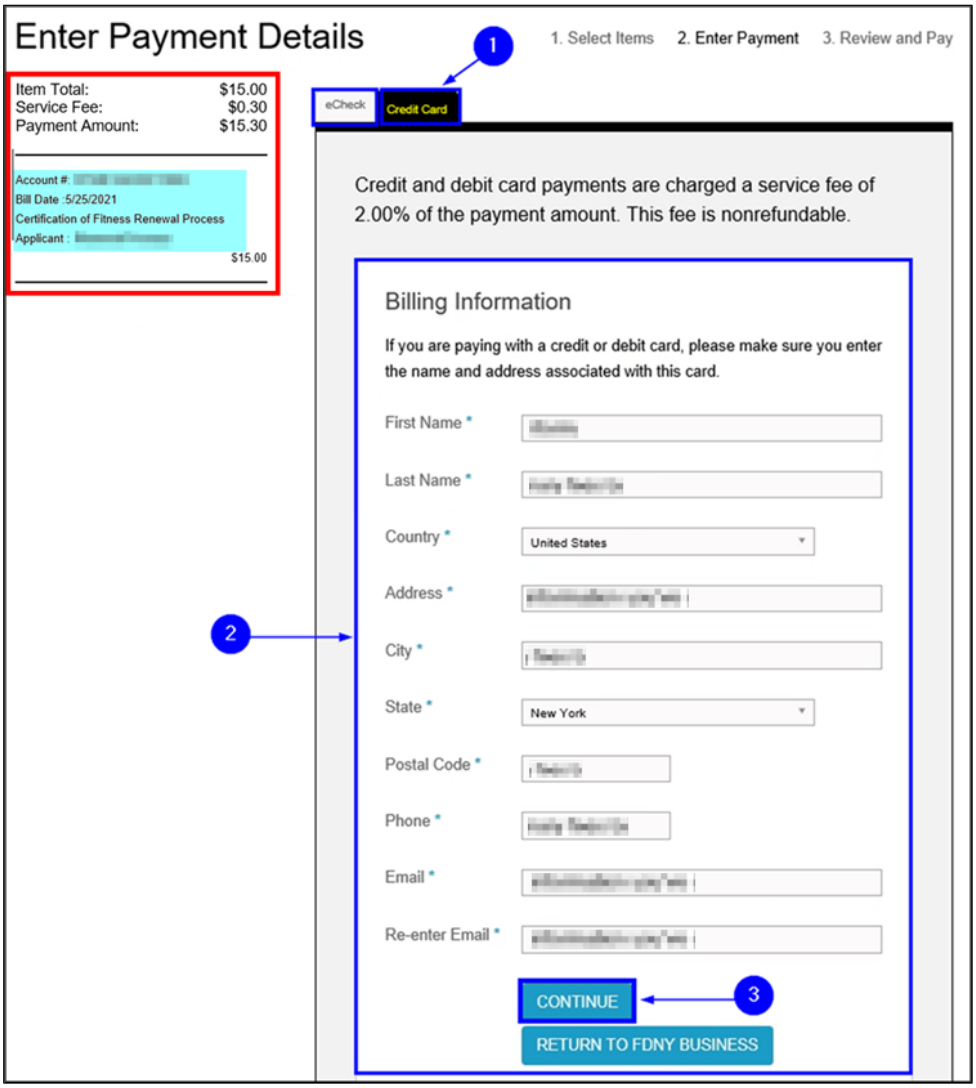


Fig. 5: Select Payment Type/Populate/Click the 'Continue' Button

On the **Payment Method** screen, click the **Next** button. See Figure 6.

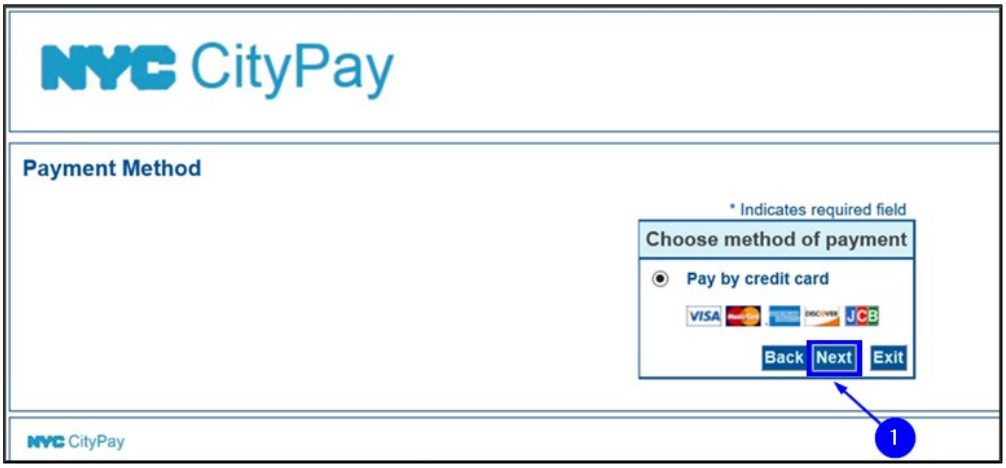


Fig. 6: Click the 'Next' Button

On the following screen, you can view the information you just entered under the "Billing Address" and "Payment Details" sections. To continue, enter your payment information in the "Payment Method" section.

When you are ready, click the **Next** button. See Figure 7.

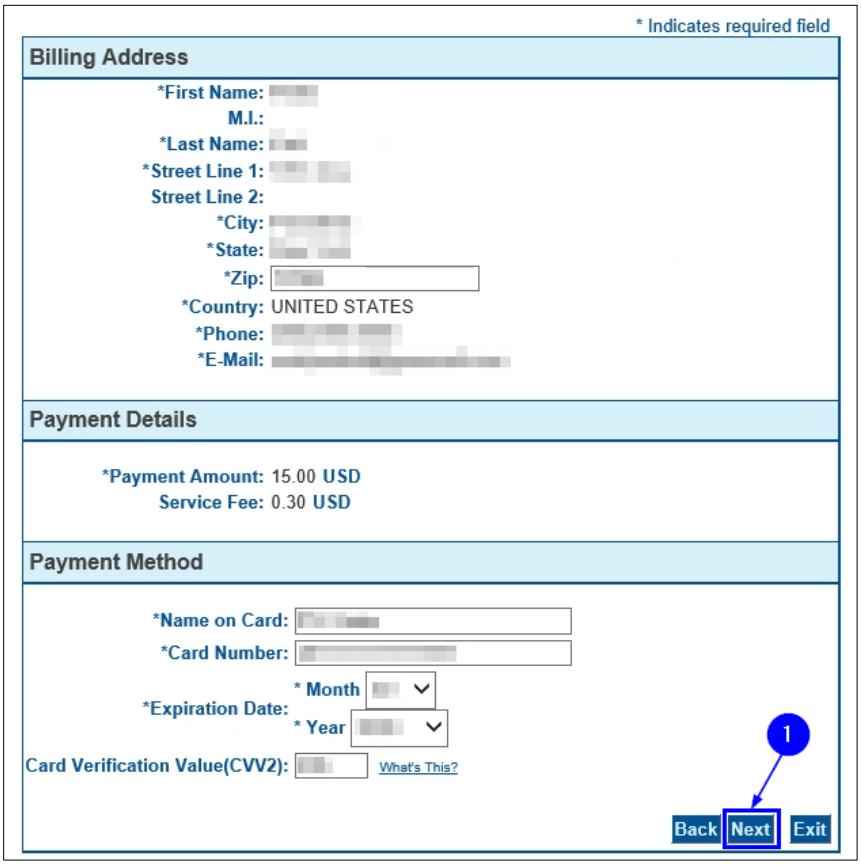


Fig. 7: Enter Your Payment Information

You will be taken to the **Payment Review** page. Read the terms and conditions. When you are ready to make your payment, click the **Pay Now** button. See Figure 8.

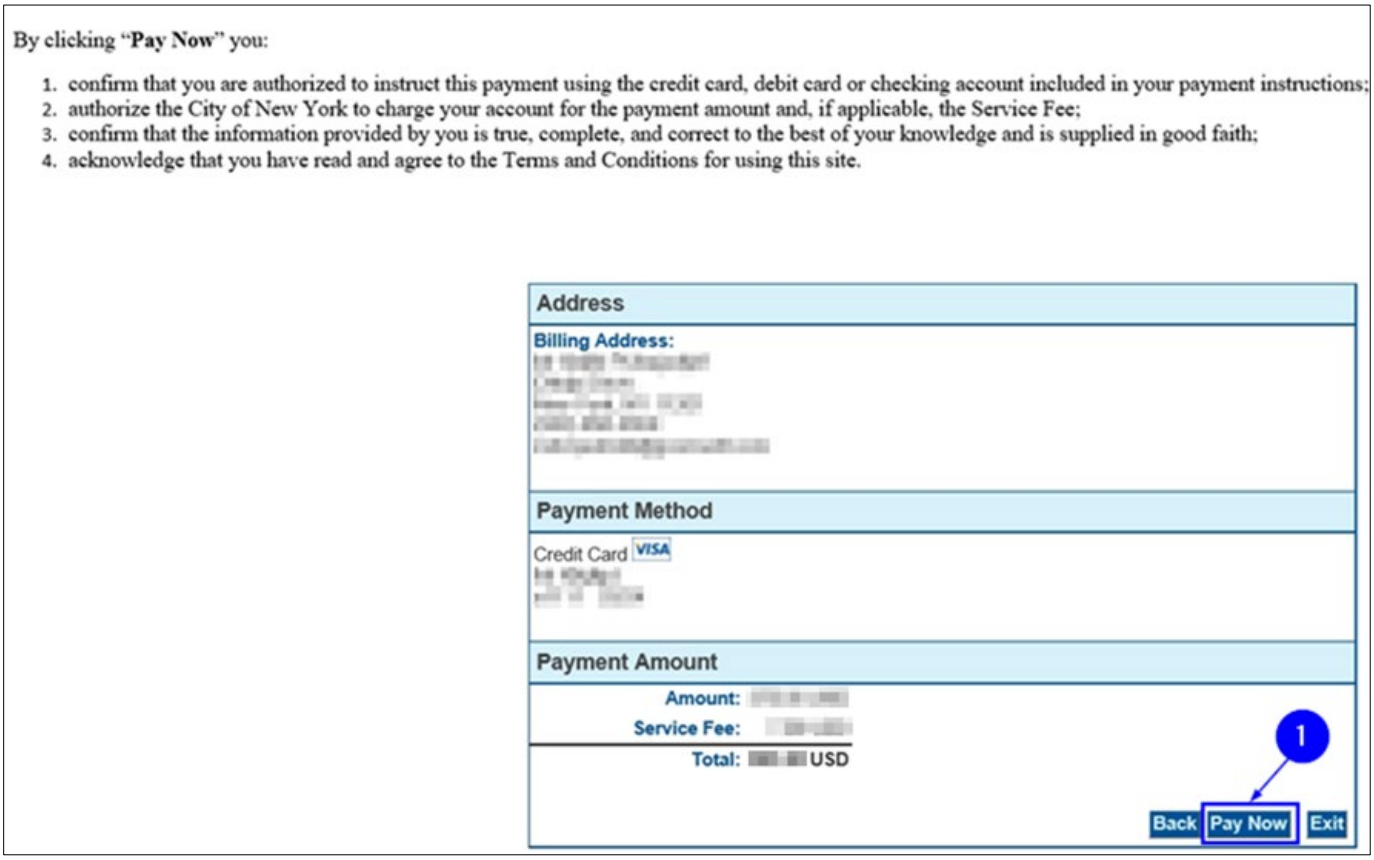


Fig. 8: Click the 'Pay Now' Button to Make Your Payment

After clicking the **Pay Now** button, you will see a notification in the upper-left side of your screen that indicates your payment is being processed.

NOTE: Do NOT close or refresh your browser and do NOT click the browser's "back" button while your payment is being processed to avoid any errors.

If your payment cannot be processed or if it has been rejected by your financial institution, you will receive a message stating that your payment could not be completed. To proceed, repeat the above payment steps to ensure that you entered accurate information or to provide an alternate form of payment.

After your payment has been processed, you will see a **Confirmation** page with your COF Renewal Record ID.

To view it, click on the COF Renewal Record ID. See Figure 9.

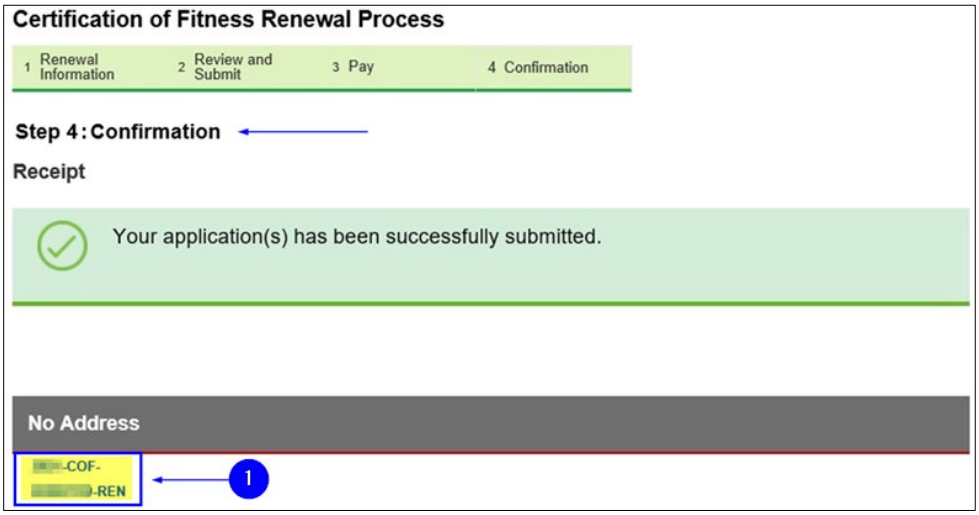


Fig. 9: Click on Your COF Renewal Record ID

Your COF Renewal Application details are shown and your **Record Status** is "Accepted."

To view additional details, click the **Record Info** drop-down list and select "Record Details." Then, click to expand the **More Details** drop-down list to view the information.

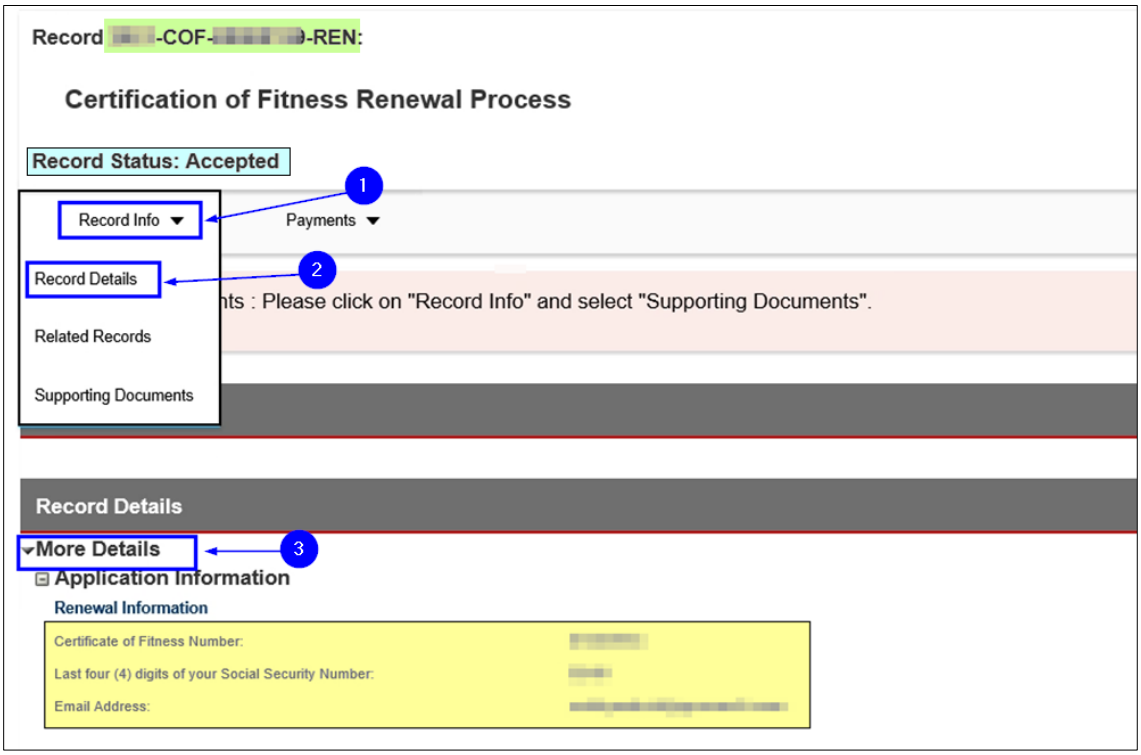


Fig. 10: View your COF Renewal Application Details

Step 3. Review Your Payment / COF Renewal Application Notifications

A Payment Confirmation will be sent to the email address you entered when making your payment. See the sample shown below in Figure 11.

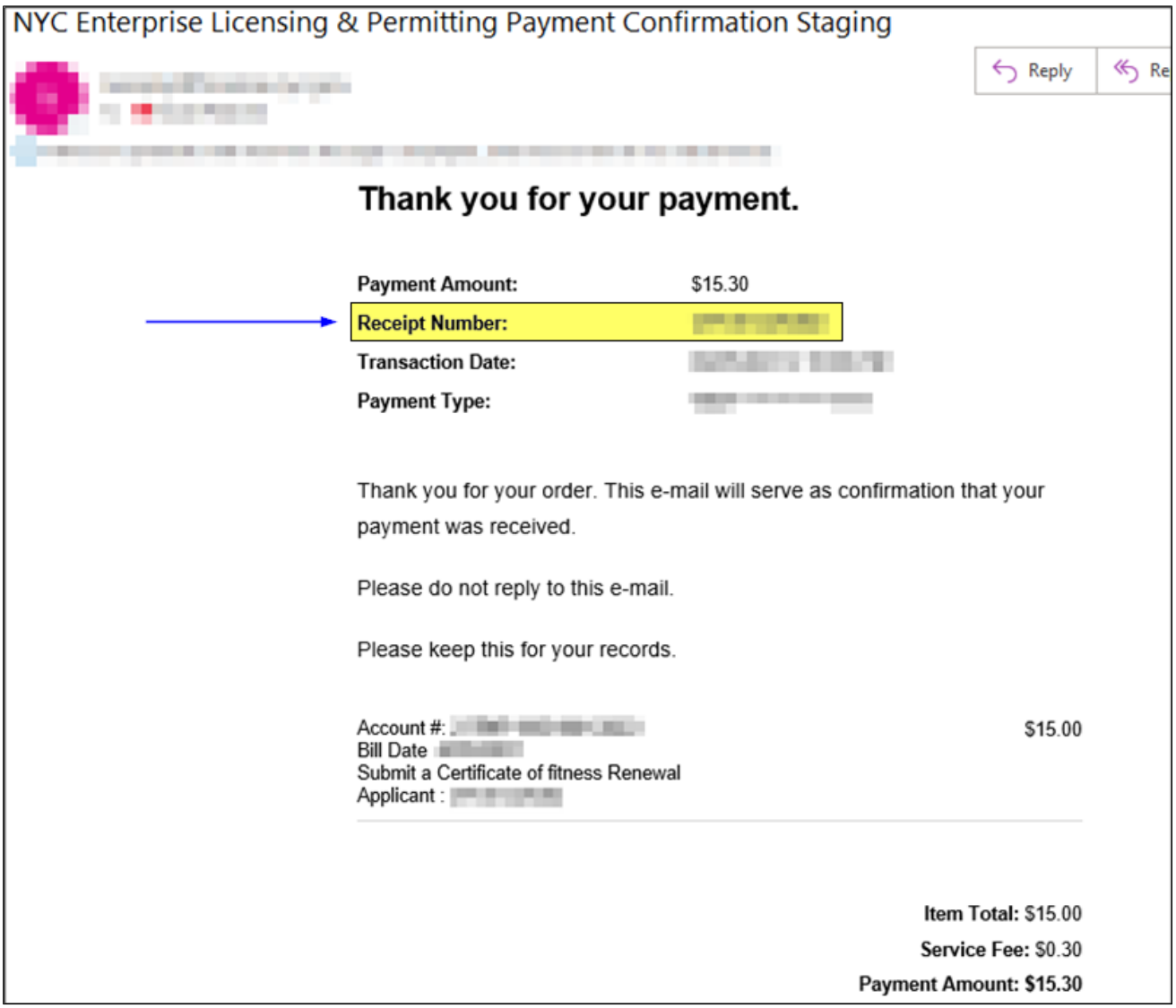
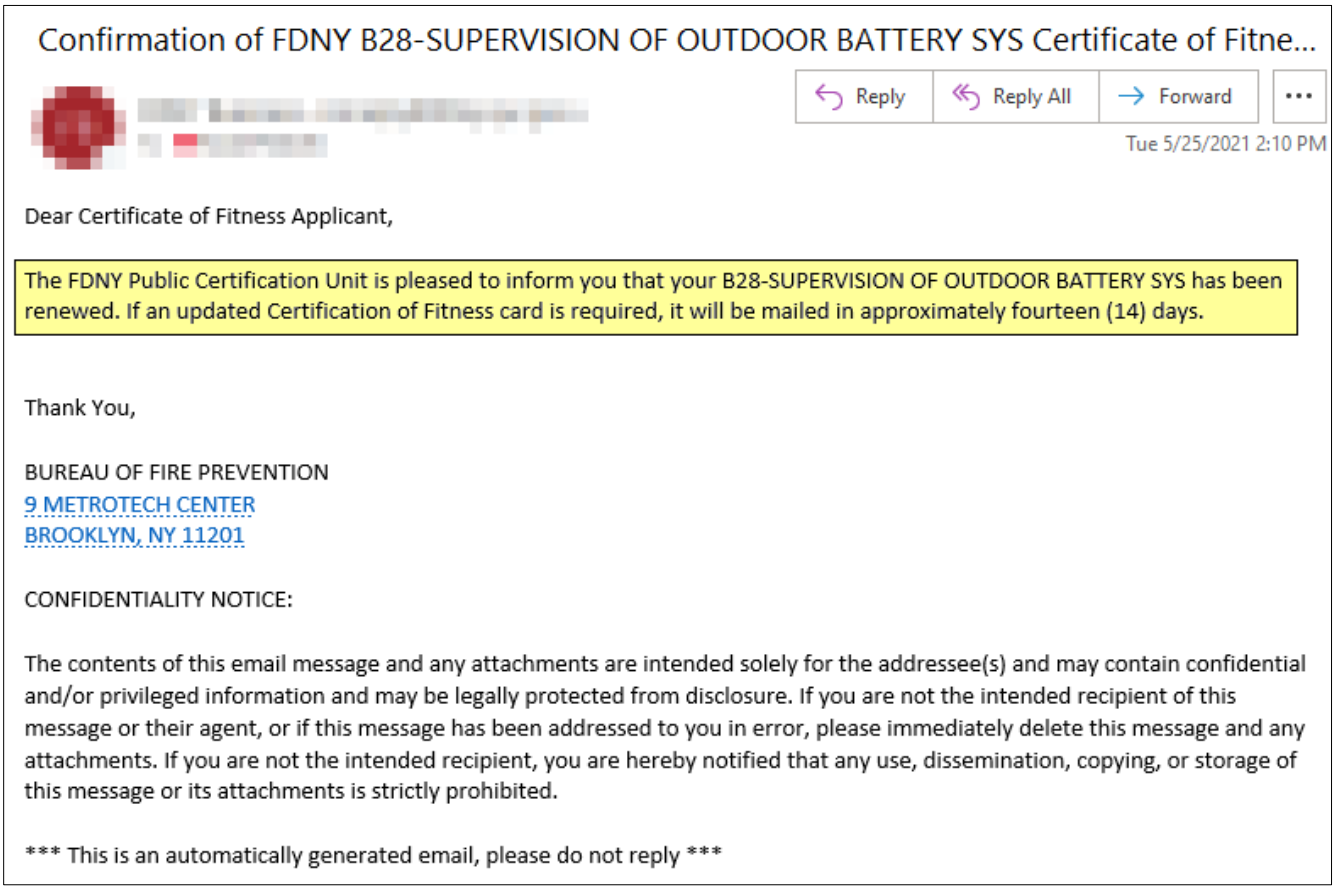


Fig. 11: Sample Payment Confirmation

A Renewal Confirmation message (see the sample shown below in Figure 12) will be sent to the email address you entered on the **Renewal Information** page.

Once approved and processed, your COF card will be sent to your address by U.S. Mail in approximately 14 days.



Confirmation of FDNY B28-SUPERVISION OF OUTDOOR BATTERY SYS Certificate of Fitne...

Reply | Reply All | Forward | ...

Tue 5/25/2021 2:10 PM

Dear Certificate of Fitness Applicant,

The FDNY Public Certification Unit is pleased to inform you that your B28-SUPERVISION OF OUTDOOR BATTERY SYS has been renewed. If an updated Certification of Fitness card is required, it will be mailed in approximately fourteen (14) days.

Thank You,

BUREAU OF FIRE PREVENTION
9 METROTECH CENTER
BROOKLYN, NY 11201

CONFIDENTIALITY NOTICE:

The contents of this email message and any attachments are intended solely for the addressee(s) and may contain confidential and/or privileged information and may be legally protected from disclosure. If you are not the intended recipient of this message or their agent, or if this message has been addressed to you in error, please immediately delete this message and any attachments. If you are not the intended recipient, you are hereby notified that any use, dissemination, copying, or storage of this message or its attachments is strictly prohibited.

*** This is an automatically generated email, please do not reply ***

Fig. 12: Sample Renewal Confirmation

For assistance with FDNY Business, dial 311 and ask for the FDNY Business Support or send an email to FDNY.BusinessSupport@FDNY.nyc.gov.