



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.

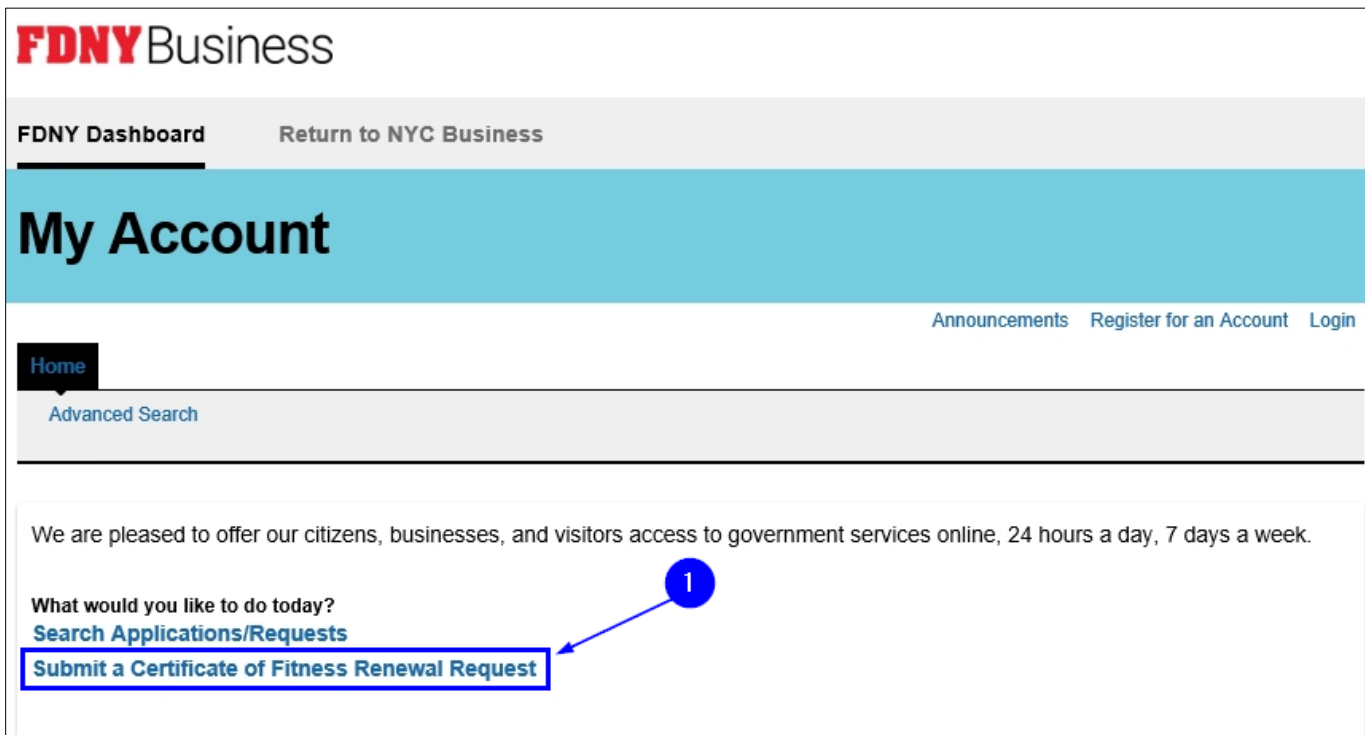


Fig. 1: Select 'Submit a Certificate of Fitness Renewal Request'

Certificates of Fitness Simplified Renewals

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.

The screenshot shows a multi-step process for submitting a Certificate of Fitness Renewal. The steps are: 1. Renewal Information (highlighted in yellow), 2. Review and Submit, 3. Pay, and 4. Confirmation. The current step is Step 1: Renewal Information. A note states: "The Email Address provided below will be used for any future communication for this Certification of Fitness to include Renewal Notices." Below this, there are two numbered notes: 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. The form fields are: *Certificate of Fitness Number (with a question mark icon), *Last four (4) digits of your Social Security Number, *Email Address, and *Confirm your Email Address. A blue bracket groups these four fields with a circled '1'. At the bottom, there is a "Save and Resume Later" button, a tip box that says "Tip: Save your application periodically to avoid losing your work by clicking on 'Save and Resume Later' button.", and a "Continue Application »" button with a blue arrow pointing to it, labeled with a circled '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.

The error notification message is displayed in a light red box. It starts with a red 'X' icon in a circle. The text reads: "An error has occurred. Please correct the below error(s):" followed by a paragraph: "We are unable to locate the renewal with the information provided. Please verify to Continue Application. For assistance, contact the FDNY Customer Service Center by dialing 311, or via email at FDNY.BusinessSupport@FDNY.nyc.gov."

Fig. N1: Error Notification

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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.

Submit a Certificate of Fitness Renewal

1 Renewal Information 2 Review and Submit 3 Pay 4 Confirmation

Step 2: Review and Submit

Record Type

Submit a Certificate of Fitness Renewal

Renewal Information Edit

Certificate of Fitness Number: [Redacted]

Last four (4) digits of your Social Security Number: [Redacted]

Email Address: [Redacted]

Confirm your Email Address: [Redacted]

I understand that it is unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Violation is punishable by imprisonment or fine or both. I understand that falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both. I understand that if I am found after hearing to have knowingly or negligently made a false statement or to have knowingly or negligently falsified or allowed to be falsified any certificate, form, signed statement, application, report or certification of the correction of a violation required under the provisions of the NYC Administrative Code, including the New York City Fire Code or of a rule of any agency, I may be barred from filing further applications or documents with the Fire Department. I hereby certify that I am authorized by the owner named herein, to file this application on their behalf. I hereby certify that I, or a qualified employee, or authorized agent under my direct consent, prepared or supervised the preparation of this application, and the plans, documents and/or specifications herewith submitted and to the best of my knowledge and belief, the plans and documents,

By checking this box, I agree to the above certification and electronic signature. Date: 05/26/2021

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

Fig. 3: Confirm and Digitally Sign Your Application

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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.

Certification of Fitness Renewal Process

1 Renewal Information 2 Review and Submit 3 Pay 4 Confirmation

Step 3: Pay

Listed below are preliminary fees based upon the information you've entered. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
SUPERVISION OF OUTDOOR BATTERY SYS	1	\$15.00

TOTAL FEES: \$15.00

Note: This does not include additional fees which may be assessed later.

Continue Application »

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**.

The screenshot shows the 'Enter Payment Details' page with a progress indicator at the top: 1. Select Items, 2. Enter Payment, 3. Review and Pay. A blue circle with the number '1' points to the 'Credit Card' tab, which is selected. To the left, a summary table is highlighted with a red border:

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

Below the table, a light blue box contains the following information:

Account #: [REDACTED]
Bill Date: 5/25/2021
Certification of Fitness Renewal Process
Applicant: [REDACTED] \$15.00

The main content area features a warning: 'Credit and debit card payments are charged a service fee of 2.00% of the payment amount. This fee is nonrefundable.' Below this is a 'Billing Information' section with a blue border. It includes a note: 'If you are paying with a credit or debit card, please make sure you enter the name and address associated with this card.' The form contains the following fields:

- First Name *
- Last Name *
- Country * (United States)
- Address *
- City *
- State * (New York)
- Postal Code *
- Phone *
- Email *
- Re-enter Email *

At the bottom of the form are two buttons: 'CONTINUE' (highlighted with a blue circle and arrow labeled '3') and 'RETURN TO FDNY BUSINESS'.

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

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

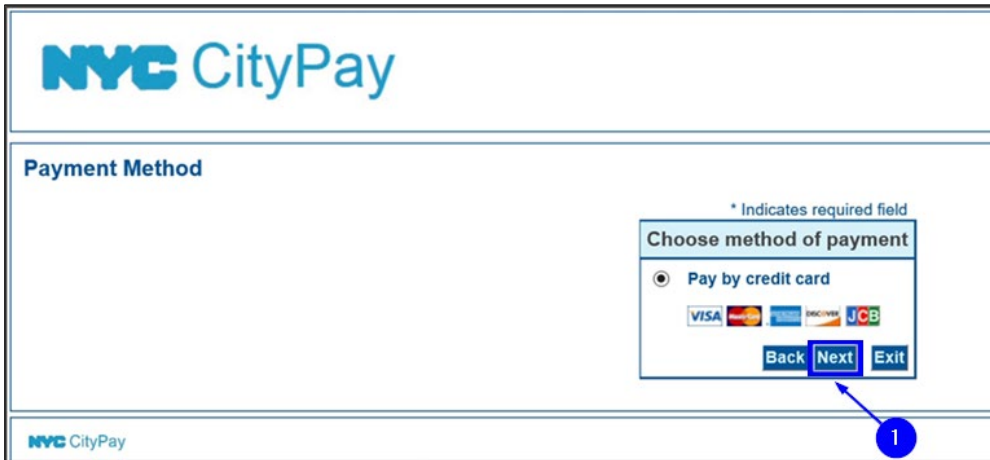


Fig. 6: Click the 'Next' Button

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.

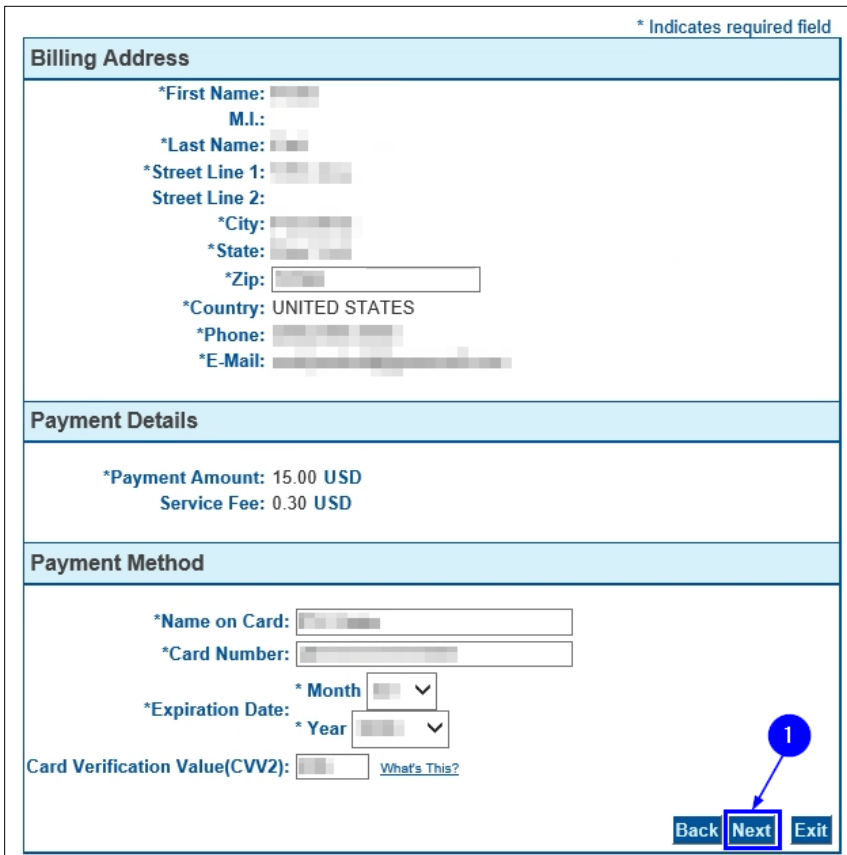


Fig. 7: Enter Your Payment Information

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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.

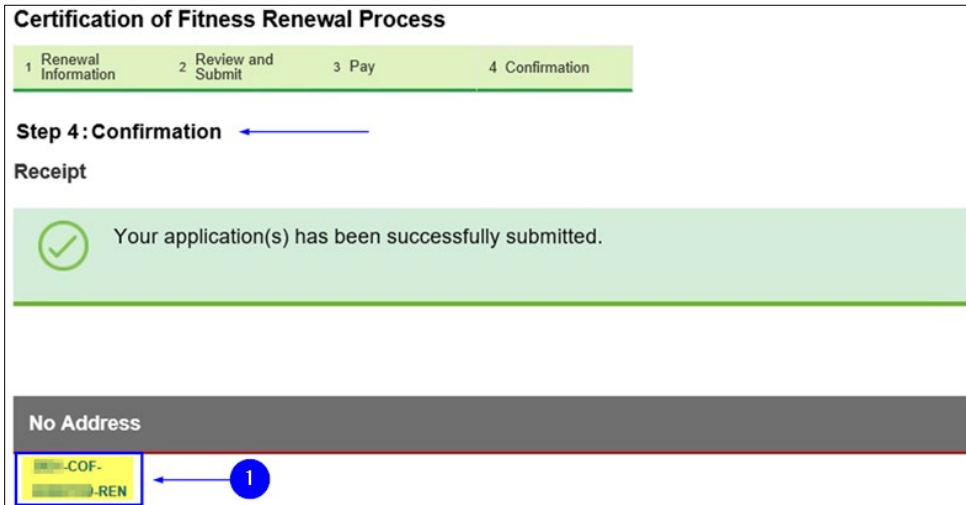


Fig. 9: Click on Your COF Renewal Record ID

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.

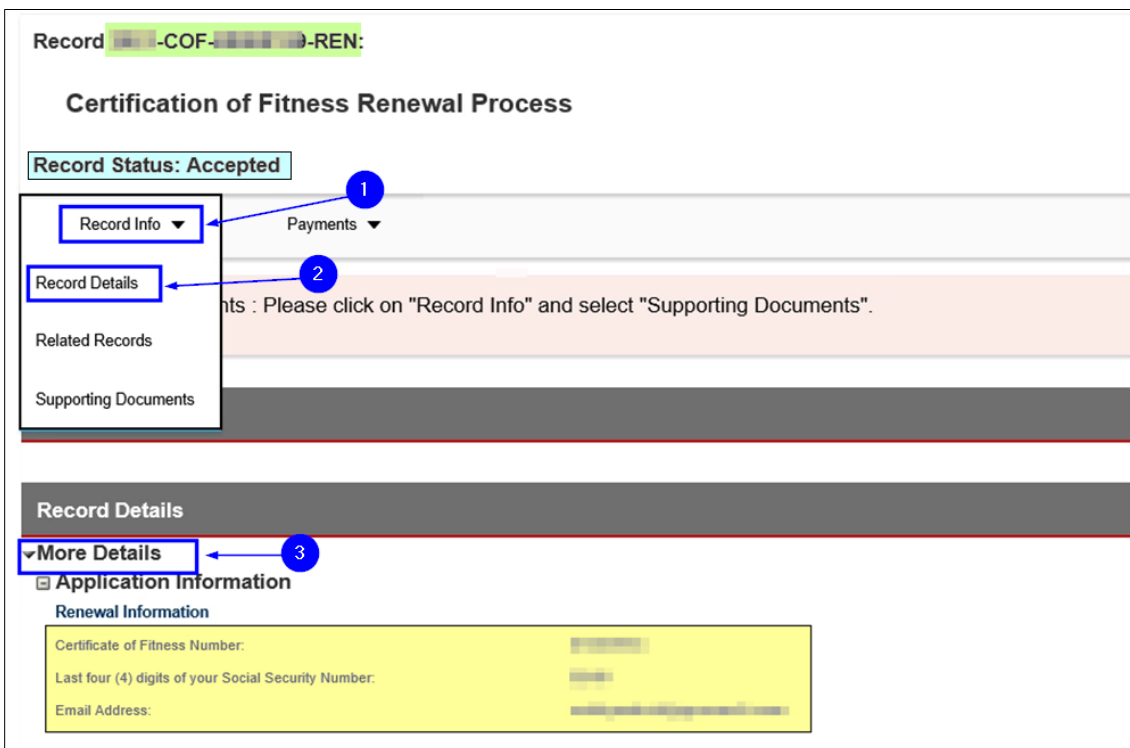


Fig. 10: View your COF Renewal Application Details

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.

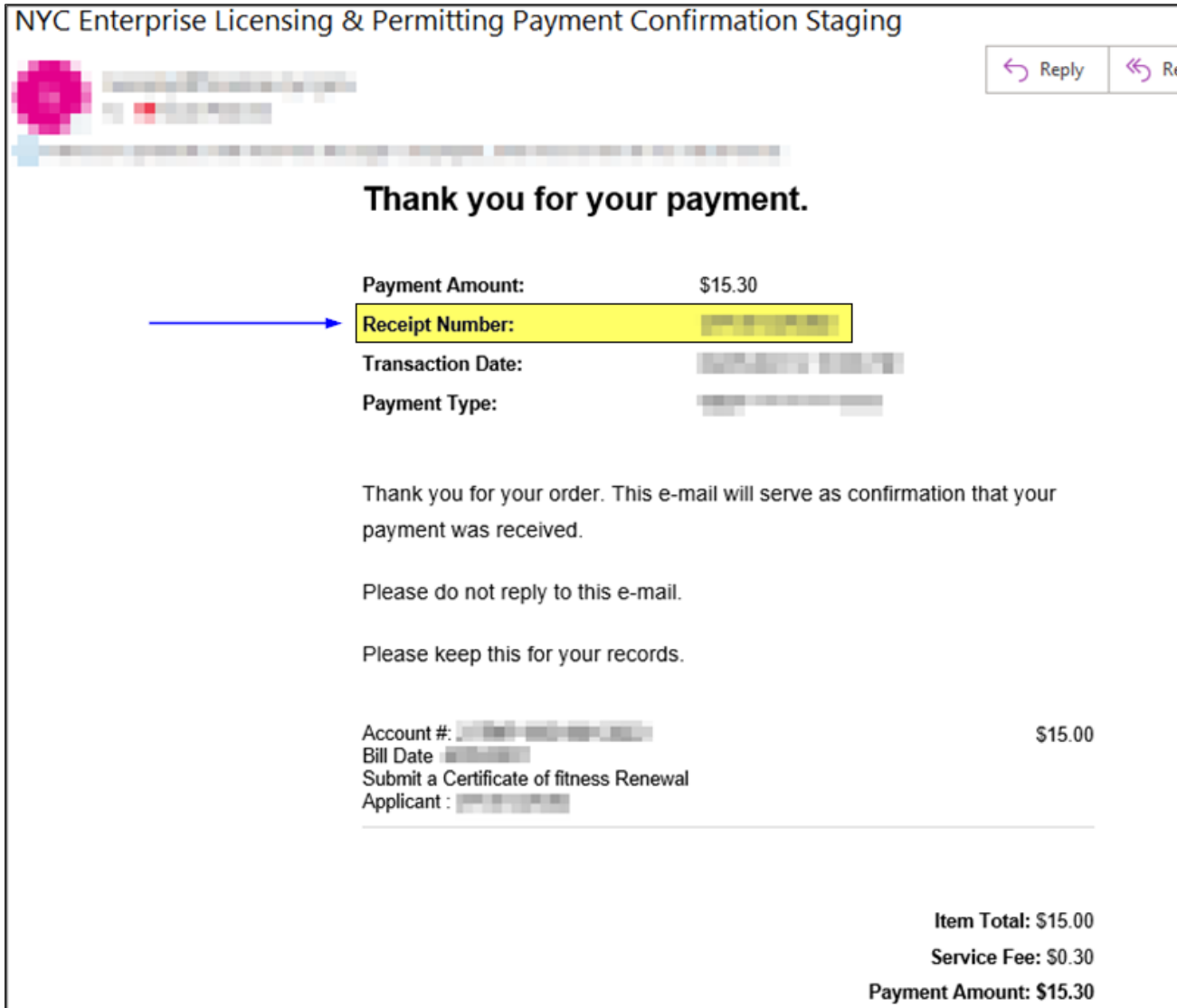


Fig. 11: Sample Payment Confirmation

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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.



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.