

FIRE DEPARTMENT • CITY OF NEW YORK



**NOTICE OF EXAM FOR
THE
CERTIFICATE OF LICENSE FOR
THE INSTALL, ALTER, TEST OR REPAIR OF FLAMMABLE AND
COMBUSTIBLE LIQUID STORAGE SYSTEMS (CITYWIDE)
W-94**

This book is provided to the public for free by the FDNY.

ALSO INCLUDED IN THIS BOOKLET YOU WILL FIND THE FOLLOWING:
ALTERNATE ISSUANCE PROCEDURES (AIP)

EXAM SPECIFIC INFORMATION FOR W-94 CERTIFICATE OF License

Save time and submit application online!

W-94 applicants must submit and pay the COF application online.

It can take about 30 minutes to complete. Completing application and paying online will eliminate waiting outside in the long lines.

Simplified instructions for online application and payment can be found here:

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

Create an Account and Log in to:

<http://fires.fdnyccloud.org/CitizenAccess/>

REQUIREMENTS FOR CERTIFICATE OF FITNESS APPLICATION

General requirements:

Review the General Notice of Exam:

<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/general-notice-of-exam-cof.pdf>

Special requirements for the W-94 Certificate of License:

- W-94 can only be obtained by qualifying for an exemption on the basis of education, experience or other qualifications. **W-94 is only issued via Alternate Issuance Procedures (AIP) after submitting the required documents.**

Application fee (Cash is NO LONGER ACCEPTED):

Pay the **\$25** application fee online by one of the following methods:

- Credit card (*American Express, Discover, MasterCard, or Visa*)
- Debit card (*MasterCard or Visa*)

A convenience fee of 2% will be applied to all credit card payments.

For fee waivers submit: ***(Only government employees who will use their COF for their work-related responsibilities are eligible for fee waivers.)***

- A letter requesting fee waiver on the Agency's official letterhead stating applicant full name, exam type and address of premises; **AND**
- Copy of identification card issued by the agency

REQUIREMENTS FOR ALTERNATIVE ISSUANCE PROCEDURE (AIP)

This Certificate of License can only be obtained by the alternative issuance procedure. Qualified applicants should review and complete the W-94 Certificate of License Alternative Issuance Procedure Application Affirmation Form:

<https://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-w94-aip.pdf>

The AIP applicants must submit the application, required documents and payment on **FDNY Business**:

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

WEBSITE

Please always check for the latest revised booklet at FDNY website before you apply, the Notice of Exam of Certificate of License link, below:

<https://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-w94-noe.pdf>

RENEWAL REQUIREMENTS

General renewal requirements:

Review the General Notice of Exam:

<https://www1.nyc.gov/assets/fdny/downloads/pdf/business/general-notice-of-exam-cof.pdf>

Special renewal requirements. W-94 Certificate of License:

1. W-94 Certificate of License **must be renewed every YEAR**. The renewal fee for 1-year certificate is **\$15**.
2. The renewal procedure of W-94 is like W-16, the applicants should upload the updated insurance information via FDNY Business. The short instruction regarding the renewal procedure can be find via the following link:

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

QUESTIONS?

FDNY Business Support Team: For questions, call 311 and ask for the FDNY Customer Service Center or send an email to FDNY.BusinessSupport@fdny.nyc.gov.