

## Group Appointment Requirements

The FDNY highly recommends that any group of ten (10) applicants or more to schedule a group appointment.

### Group appointment preferred date and time:

- 7:30am on Tuesdays, Wednesdays, and Thursdays.
- Other times or weekdays (except Fridays) may be arranged.

### To prepare for the group appointment:

EVERY applicant must complete Certificate of Fitness (COF) application and pay online

[Quick Reference Guide for Individuals Online Certificate of Fitness Application](http://www1.nyc.gov/assets/fdny/downloads/pdf/business/fdny-business-cof-individuals-short.pdf) (PDF)  
(<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/fdny-business-cof-individuals-short.pdf>)

EVERY applicant must upload the following documents while applying online:

- [A recommendation letter from the employer](http://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-samplerec-letter.pdf) (PDF)  
(<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-samplerec-letter.pdf>)
- The copies of other required documents listed in the Notice of Exam.

### To schedule the group appointment:

Email [pubcert@fdny.nyc.gov](mailto:pubcert@fdny.nyc.gov) with subject title: "COF group exam appointment".

The content of email must include:

1. Name list of each applicant
2. COF application ID of EACH applicant.  
The FDNY COF application ID can be found in each applicant's email title after completing the online application, the format is "2xxx-COF-xxxxxxx-APP".
3. The test date(s) you request.  
The test day must be at least 5 business days after the email date.

The FDNY staff should reply you a confirmation email 2 days after you send the request email. If you have not received the confirmation email after 2 days, please contact 718-999-1988.

**To obtain the Study Material or required documents for each COF exam, please visit:**

<http://www1.nyc.gov/site/fdny/business/all-certifications/certificates-of-fitness.page>

### Items the applicants must bring on the exam date:

- Government photo ID
- The confirmation email of the online application
- Other required documents that listed in the Notice of Exam