

FDNY SUMMONS# _____

CERTIFICATE OF CORRECTION

You must complete this Affidavit and have your signature notarized.
STATE OF NEW YORK

_____))
_____) SS.:
COUNTY OF _____)
I _____, being duly sworn, depose and say that I am the named respondent cited in the FDNY Summons or an authorized representative for the respondent. I admit the existence of the violation(s) described in the FDNY Summons.

Check one { ☐ I have corrected all said violations as ordered by the Commissioner
or
☐ I have only corrected the following violation(s) _____
and will attend hearing on the scheduled date.

(The respondent certifies that all violations have been corrected if no box is checked.)

The corrective action(s) was performed by _____

I have attached legible copies of any and all bills, receipts and other proofs of correction to this certification as required.

Signature
(Sign only before a notary)

TO BE COMPLETED BY NOTARY

SEAL

County of _____ Registration Number _____
Sworn to before me this _____ day of _____ 20 _____ Notary Number _____
Signature of Notary _____ Commission Expires _____

The Fire Commissioner reserves the right to reject any Certificate of Correction that is incomplete. False certification is punishable by a fine of not less than \$1,000 nor more than \$5,000 and/or up to 6 months imprisonment pursuant to Administrative Code Section 15-220.1.

CERTIFICATION INSTRUCTIONS

1. All respondents must correct the violation(s) cited on the FDNY Summons.
2. To certify correction of a violation, a respondent must complete the Certificate of Correction above and have it notarized. Attach this page to a copy of the FDNY Summons along with all attached supplemental pages.
3. Attach legible copies of any and all bills, receipts and/or other proof of compliance to the Certificate of Correction and submit them along with this Certificate of Correction.
4. **Login into FDNY BUSINESS (<https://fires.fdnyccloud.org/CitizenAccess>), Select Initiate Application/Request and then Select FDNY Summons Certificate of Correction Request under Enforcements, on or before the "Compliance Date" specified on the FDNY Summons.**
5. Respondents will be notified if their Certificate of Correction has been disapproved and of the appropriate action to take to correct the FDNY Summons.
6. If it is impossible to correct any or all violations within the time indicated, you may be eligible for a stipulation extending the time to correct. A request for a stipulation extending compliance time must be made at the hearing and is subject to the approval of the Fire Department and OATH.
7. If you properly certify that all violations have been corrected, and the Certificate of Correction is accepted by the Fire Department, first offenders will be excused from appearing at the scheduled OATH hearing and no penalty will be imposed.
8. If you fail to comply with 7 above, or if you are a repeat offender, you will be required to attend an OATH hearing on the date specified on the FDNY Summons and bring any and all proof of correction to the hearing.