

Dear FDNY customers,

The FDNY has two major updates in the COF application procedure:

## 1. NYC ID account and online COF applications

The FDNY has implemented online COF applications which allow the applicants to fill out their applications and make payments BEFORE they arrive at the FDNY Headquarters to take the FDNY Computer Based Exams.

Applicants who have completed the online application and payment **will be admitted into the FDNY Headquarters faster and have a shorter wait time** to take their exams than the applicants who did not complete the online application.

Before making the online application, applicants will be required to create a NYC ID account.

The benefits to create a NYC ID account include the COF holders to:

- view all their own current FDNY certificates, including the expiration dates
- update mailing address or work address (with recommendation letter attached) of any valid FDNY certificate
- renew the FDNY certificates
- request a duplicate copy of their current valid FDNY certificates
- make any new COF application easily and have a shorter wait time to enter the FDNY exam center.

Please advise your students or members to visit the following FDNY website and to process their applications before they take any FDNY exam at the FDNY Headquarters.

## 2. Online COF appointments

The FDNY has restored the Appointment Scheduler on the FDNY website. All appointment exams are available after 1pm.

- (1) Appointments are required: F-89 (N-85 & Z-89), S-56, Z-51, F-80, and S-98
- (2) Appointments are <u>not</u> required but available: all other COFs

The applicants who want to make an appointment **MUST** complete online COF applications and payment first before scheduling the appointment.

The applicants who do not provide the FDNY COF application ID at the FDNY Headquarters will be turned away and be required to reschedule the exam.

## Visit the FDNY website to access the online COF application and COF appointments:

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

For assistance with online applications or questions about the New York City Fire Code, call 311 and ask for the FDNY Customer Service Center or send an email to FDNY.BusinessSupport@fdny.nyc.gov

