FIRE DEPARTMENT, CITY OF NEW YORK • BUREAU OF FIRE PREVENTION

CERTIFICATE OF FITNESS APPLICATION

PLEASE PRINT ALL INFORMATION CLEARLY
(See Reverse for Important Information)

CERTIFICATE NUMBER

ASSIGNED

CLASS:

ENTER TYPE OF CERTIFICATE OF FITNESS APPLYING FOR:

TYP:\n
FOR OFFICIAL USE ONLY

LAST NAME

FIRST NAME

M.I.

SOCIAL SECURITY NUMBER

ADDRESS

APT.

CITY OR BOROUGH

STATE

ZIP CODE

EXPERIENCE—TYPE “X”

EXPERIENCED—LENGTH

DATE OF BIRTH

PRINCIPAL EXP. TRADE SCHOOL

YEARS

MONTHS

SEX “X”

WEIGHT

HEIGHT

EYE COLOR

HAIR COLOR

☐ MALE

☐ FEMALE

☐ PREMISES RELATED

EMPLOYER NAME

APPLICANT’S WORK ADDRESS

CITY OR BOROUGH

STATE

ZIP CODE

FALSIFICATION OF ANY STATEMENT HEREIN IS AN OFFENSE
PUNISHABLE BY FINE OR IMPRISONMENT OR BOTH (NYC
ADMINISTRATIVE CODE, O.C. SECTION 1151-8.0/N.C. 10-154)

APPLICATION

MUST BE SIGNED

TO BE PROCESSED!

X

APPLICANT’S SIGNATURE

DATE

☐ CHECK HERE IF N/F ACCOUNT

☐ I.D.

(INITIALS)

TEST RESULT: PASS: _________

FAIL: _________

EXAMINER’S SIGNATURE: __________________________

EXAMINER’S IDENTIFICATION NUMBER: _________

A-20 (3/94) 96-940040-114
EXAM INFORMATION

1. The application for Certificate of Fitness is available at Fire Prevention, 9 Metrotech East, Brooklyn, New York 11201-3857, (enter at Flatbush Avenue, between Myrtle Avenue and Tech Place).
2. Examinations are conducted Monday through Friday (except Legal Holidays) 9:00 A.M. to 2:30 P.M. No exams will begin after 2:30 P.M. 
   NOTE NO. 1—The exam for Fire Safety Director is held every Tuesday, Wednesday and Thursday at 9 A.M.
3. Notices of Examination are available at the Bureau of Fire Prevention and may be obtained by mail.
4. A fee of $25.00 per exam in cash, check or money order, payable to the New York City Fire Department must be paid before taking any Certificate of Fitness exam.
5. Examinations are conducted in English only.
6. Applicants requesting oral tests must telephone for an appointment at (718) 999-1986.

<table>
<thead>
<tr>
<th>ORIGINAL APPLICANT REQUIREMENTS</th>
<th>RENEWALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. You must be at least 18 years of age.</td>
<td>1. Effective November 1989, pursuant to FIRE PREVENTION DIRECTIVE 5-88(R):</td>
</tr>
</tbody>
</table>
| 2. You must have a reasonable understanding of English. | "A Certificate may be renewed from 90 days before the date of expiration to one year after the expiration date."
| 3. You must bring a letter of recommendation from your present or future employer. | "A Certificate that has exceeded 1 year from expiration date cannot be renewed. Applicants must then apply for a new Certificate."
| NOTE NO. 1 The letter must be on your present or future employer's letterhead and must contain the following information: | The fee schedule is: |
| a. Full name of applicant. | $25 Original Tests |
| b. Applicant's experience for the Certificate of Fitness that he/she is applying for. | $5 Renewals (after 90 days from expiration but before 00 days from the date of expiration) |
| c. Address of the building where certificate is to be used (if premise related). | $30 Renewals (after 90 days from the date of expiration but before one (1) year) |
| d. Information relative to habits, character and physical condition of applicant. | 2. You must complete Certificate of Fitness Application, A-20 and attach Renewal Coupon, Part B of expired Certificate of Fitness. |
| NOTE NO. 2 If self-employed, bring in a notarized written statement containing the information in letters "a" through "d" above. | 3. If applying for certificate for supervisor of bulk oil plant, fire safety director, fire safety coordinator, magazine keeper, blaster, powder carrier, operator of explosive vehicle, handler of explosives or pyrotechnician, you must bring in three (3) passport size photographs of yourself. |
| 4. In limited cases, original tests are permitted without letters of recommendation and is intended for job seeking purposes. However, a letter from an employer will be required before a certificate is issued. Call (718) 999-1986 for specific information. | |
| 5. You must bring two (2) pieces of satisfactory identification, i.e., driver's license, passport, work I.D. card (with photo). | |
| 6. If applying for a standpipe or sprinkler system certificate you must bring in a sketch or plan of the system for which the certificate will apply. | |
| 7. If applying for certificate for supervisor of bulk oil plant, magazine keeper, blaster, powder carrier, operator of explosive vehicle, handler of explosives or pyrotechnician, you must bring in three (3) passport size photographs of yourself. | |
| 8. If applying for certificate for blaster, you must bring in evidence or experience in handling high explosives. | |
| | |

MAIL INSTRUCTIONS

AVOID PENALTIES, RENEW ON TIME

1. You may renew a certificate in person or by mail.
2. For specific fee information, see above. Payment can be made by check or money order payable to the New York City Fire Department.
4. For further information concerning renewals of Certificates of Fitness call (718) 999-2402.