CERTIFICATE OF FITNESS APPLICATION (A-20)

PLEASE PRINT ALL INFORMATION CLEARLY (v02_23)

FDNY COF Application ID: 202_-COF-___ ___ ___ ___ ___ ___ ___ ___-APP (IF YOU HAVE PAID ONLINE)

SOCIAL SECURITY NUMBER	ENTER THE TYPE OF CERTIFICATE APPLYING FOR:	OFFICIAL USE ONLY
⬜⬜⬜ - ⬜⬜ - ⬜⬜⬜⬜	**TYPE: C-14** Certificate of Fitness	**INACTIVE:** _____

FIRST NAME | **M.I.** | **LAST NAME**

DAYTIME PHONE NUMBER | **EMAIL ADDRESS**

<mark>GENDER</mark> | **BIRTH DATE** (mm/dd/yyyy) | **HEIGHT** (feet) (inches) | **WEIGHT** (lbs)

⬜FEMALE
⬜MALE
⬜OTHER_____ (specify)

/ /

MAILING ADDRESS | **APT** | **CITY** | **STATE** | **ZIP CODE**

RELATED EXPERIENCE (Check one that applies best):
⬜ PRACTICAL EXPERIENCE
⬜ SCHOOL TRAINING

LENGH OF RELATED EXPERIENCE

| | YEARS | | | MONTHS |

- **FALSIFICATION OF ANY STATEMENT HEREIN IS AN OFFENSE PUNISHABLE BY FINE OR IMPRISONMENT OR BOTH (NYC PENAL LAW ARTICLE 175).**
- **IF YOU ARE A NYC AGENCY EMPLOYEE, IT IS YOUR RESPONSIBILITY TO OBTAIN A WAIVER FROM THE CONFLICTS OF INTEREST BOARD FOR WORKING AT A PRIVATE COMPANY OR NONPROFIT ORGANIZATION.**
- **APPLICANTS CHEATING OR ATTEMPTED CHEATING ON THE EXAM(S) WILL BE BARRED/BLOCKED UP TO 6 MONTHS FROM TAKING ANY COF EXAM AND MAY FACE CRIMINAL CHARGE OR CIVIL LAWSUITS.**

COMPANY AND WORK ADDRESS INFORMATION *(skip if not currently employed)*

COMPANY NAME

Columbia University

WORKSITE ADDRESS | **CITY** | **STATE** | **ZIP CODE**

(This address should be the address that COF will be used for)

APPLICATION MUST BE SIGNED TO BE PROCESSED

X _____
<mark>APPLICANT'S SIGNATURE (ink or official digital only)</mark>   DATE

OFFICIAL USE ONLY (DO NOT WRITE BELOW THIS LINE)

DATA ENTRY FDNY PERSONNEL: _____ (INITIALS)

Revised on 02/02/2022

SAVE TIME AND APPLY ONLINE

Completing the COF application and paying online to take an FDNY COF exam will save you more than 2 hours of waiting time.
http://fires.fdnycloud.org/
Learn more about COF online application:
http://www1.nyc.gov/assets/fdny/downloads/pdf/business/fdny-business-cof-individuals-short.pdf

EXAM INFORMATION

- The application for Certificate of Fitness is available at FDNY Headquarters, 9 MetroTech Center, Brooklyn, NY. Enter through the Flatbush Avenue entrance (between Myrtle Avenue and Tech Place).

- Government issued photo ID is required to enter the building (examples: non-driver's license, driver's license, passport, or an IDNYC Municipal ID Card.

- Before entering the FDNY Headquarters, all visitors and their items that enter the building are screened. The following items are **not allowed** in the FDNY Headquarters: weapons, metal utensils, sharp or pointed tools including Leatherman type tools.

- Written exams without appointments are conducted Monday through Friday (except legal holidays) 8:00 AM to 2:30 PM.

- Written exams requiring an appointment are available at 2:45pm, 5 days a week (M-F) except legal holidays. Appointment can be scheduled on the following website: http://www1.nyc.gov/site/fdny/business/all-certifications/cof-online-scheduler.page

- Individual appointments for most Certificate exams are not required except the following exams: **FLSD related** (**N85, Z89), Q01 (Z51, Z52), S56, S98.**

- Groups of ten (10) applicants or more MUST contact FDNY.BusinessSupport@FDNY.nyc.gov to schedule an appointment.

- Exams are "touch screen" computer-based multiple-choice tests. **Exams are only offered in English. Paper copy dictionary is allowed. No other outside papers, books, or electronic devices may be used during the test.**

- Applicants requesting oral tests must contact pubcert@fdny.nyc.gov for further information.

APPLICATION FEE

- Pay the application fee in person by one of the following methods: credit card (*American Express, Discover, MasterCard, or Visa*), debit card (*MasterCard or Visa*), personal or company check or money order (*made payable to the New York City Fire Department*). A convenience fee of 2 % will be applied to all credit/debit card payments. **The fee for most exams is $25, but few exams may vary. Please read study guide/Notice of Exam (NOE) for more information.**

- For fee waivers submit: *(Only government employees who will use their C of F for their work- related responsibilities are eligible for fee waivers.) (1)* A letter requesting the fee waiver on the Agency's official letterhead stating applicant's full name, exam type and premises address; *AND (2)* Copy of identification card issued by the agency. **City employee should obtain a wavier from the Conflicts of Interest Board in order to work at a private company or nonprofit organization.**

ORIGINAL APPLICATIONS
(MINIMUM QUALIFICATIONS)

1. Applicants must be at least 18 years of age.
2. Applicants must have a reasonable understanding of the English language.
3. Applicants must submit a letter of recommendation from the applicant's employer/prospective employer. Such letter shall be on the letterhead of such employer and signed by the employer (and indicate such officer's title); contain the following information:
   - the full name of the applicant
   - the length of time the applicant has been known to the employer
   - employment/training and the length of time such employment
   - the building address where the Certificate will be used
   - information attesting to the character, relevant or required work experience or training of the applicant and the applicant's physical condition to perform required duties.
4. Applicants not currently employed may take the exam without the recommendation letter. If the applicants pass the exam, FDNY will issue a temporary letter with the picture for the job seeking purpose. However, a letter from an employer will be required before a Certificate is issued.
5. Applicants must provide two forms of identifications; at least one form of identification must be government issued photo identification, such as a State-issued Drivers' License or Non Driver's License or a passport.
6. Different Certificates may require other additional documents or qualifications, please refer to the NOE for more detail.

CERTIFICATE OF FITNESS RENEWALS

Most COFs can be renewed online with just a few clicks. Use the following link to renew the Certificate online:
http://fires.fdnycloud.org/
Quick Reference Instructions for Certificate of Fitness Simplified Renewals:
http://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-simplified-renewal-short.pdf

For more information call 718-999-1988 & study material visit http://www1.nyc.gov/site/fdny/business/all-certifications/all-certifications.page

Revised on 02/02/2022