C-14 Forms Completion Guide

The following must be completed for the application to be accepted by the FDNY.

A-20 Form:

- ✓ If no SSN, provide a copy of a Visa and place the Visa number in the blank
- ✓ First Name, M.I., Last Name
- ✓ Cell Phone Number
- ✓ Email address: Columbia Email
- ✓ Gender
- ✓ Date of Birth (Month, Day, Year)
- ✓ Height and weight must be filled in in feet-inches and pounds
- ✓ Mailing address is applicant's address
- ✓ Related Experience – check Practical Experience
- ✓ Experience-Length of Time (only post degree used for application /if applying with credits, put one month as experience)
- ✓ Applicant's Company name: Columbia University
- ✓ Applicant's Worksite address: Address of the lab
- ✓ Signature and date (signature in ink or official digital [DocuSign])

Employee Affirmation Form:

- ✓ Section 1:
    - o Work address and Zip Code
- ✓ Section 2:
    - o Complete all blanks (Columbia University Email) (Experience is only post degree used for application)
- ✓ Section 3:
    - o Complete all blanks
    - o Check the box above signature (signature in ink or official digital [DocuSign])
- ✓ Section 4:
    - o Mark one and send a copy of your license (or transcript with conferral date) with the application (If using a BA degree, must include a transcript)
- ✓ Section 5:
    - o Not needed for a Master or higher degree
- ✓ Section 6:
    - o Recent color headshot photo jpeg or jpg (2x2)
- ✓ Section 7:
    - o EH&S will pay for the fee. You must be compliant with Laboratory Safety Training for EH&S to apply for your permit
- ✓ Section 9:
    - o Complete printed name, signature, date (signature in ink or official digital [DocuSign])
    - o Notarization not needed if EH&S is applying on your behalf

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Employee Statement:

- ✓ Date
- ✓ First blank (Applicant's full name)
- ✓ Type of Degree (degree used for application)
- ✓ Major in Degree Earned (degree used for application)
- ✓ Years of lab experience (only post degree used for application)
- ✓ Signature and printed name (signature in ink or official digital [DocuSign])

Employer's Recommendation:

- ✓ Date
- ✓ First blank (Applicant's full name)
- ✓ Second and third blanks: Years and months of experience (only post degree used for application/if applying with credits, put one month as experience)
- ✓ Fourth blank: lab address (such as 550 W 120th Street, New York, NY 10027)
- ✓ Job Title (such as PhD student, Chemistry professor, Undergrad)
- ✓ Degree (check the degree used for application/if applying with credits, check bachelor)
- ✓ Area: (such as biology, chemistry)
- ✓ Employer Information: Principal Investigator (signature in ink or official digital [DocuSign])