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*Second Floor*

501-507 WEST 42nd STREET • NEW YORK, N.Y. 10036

- (212) 736-1224/1244 •
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## HOW TO RENEW NYC DOB WELDER LICENSE THROUGH DOB NOW LICENSING.

To renew your existing NYC DOB Welder License there are **(2) procedures** you must follow using the internet. **A computer is recommended.**

- You follow the instructions attached for **Create a DOB NOW profile**.  
You go to the DOB NOW Licensing Website.  
You Create a Profile Account.  
You Activate your Profile Account.  
Your Profile Account is **Pending QA Review** and waiting for Approval message via Email  
Before applying for License Renewal, the Welder must go to the website link below for detailed information about the **(9) Scanned PDF Documents** that must be submitted.

**License Renewal: Welder @**

<https://www1.nyc.gov/site/buildings/industry/welder-renew-license.page>

- After you receive the email message stating the **“Profile Account Approval”**.  
You go back to the DOB NOW Licensing Website.  
You follow the instructions for **Welder License Renewal** attached.  
You file / submit a welder renewal application.  
You wait for the DOB NOW email notifications for the status of your application.

# How to Create a DOB NOW Profile Account

1) Create a DOB NOW profile at the website shown below:

**Note:** The recommended screen zoom should be 75% or less to see the whole page.

<https://a810-dobnow.nyc.gov/publish/Index.html#!/>

2) From this page, underneath the blue Login button, find this line:

**Don't have one?**

**Click [here](#) to Create a new DOB NOW Licensing profile.**

**Don't have one? Click here to Create a new DOB NOW: Licensing profile.**

3) A Pop-up Window Displays a Question?  
Answer "YES" if your **Welder license** is not Expired over 1 year.

**Note:**

**If your license is expired past 1 year you must apply for a new welder license. Do not proceed. Follow the Obtain a NYC Welder License @**

**<https://www1.nyc.gov/site/buildings/industry/welder-become.page>**

- 4) Fill in **Login Information** then **Click +Add License**. Your **NYCDOB Welder License must be scanned as a pdf document to upload** (Ex: Your Name NYC Lic# Your Number 123456)

Create Profile – DOB NOW Licensing

Login Information:

Email\*

Password\*

Re-enter Password\*

Password Requirements

- Must contain atleast 8 characters
- Must contain one lower and uppercase letter
- Must contain one non-alpha character
- Must match with password

+ Add License

License Type	License Class/Class Type	License Number	DOB Issued ID	Actions
--------------	--------------------------	----------------	---------------	---------

- 5) Then, **+Add License Type** drop-down. **Choose Welder**.

License Type	License Class/Class Type	License Number	DOB Issued ID	Actions
+ Add License Type	+ Add License Class/Class Type	License Number	Upload DOB ID	Save Cancel
+ Add License Type				
Journeyman				
Welder				

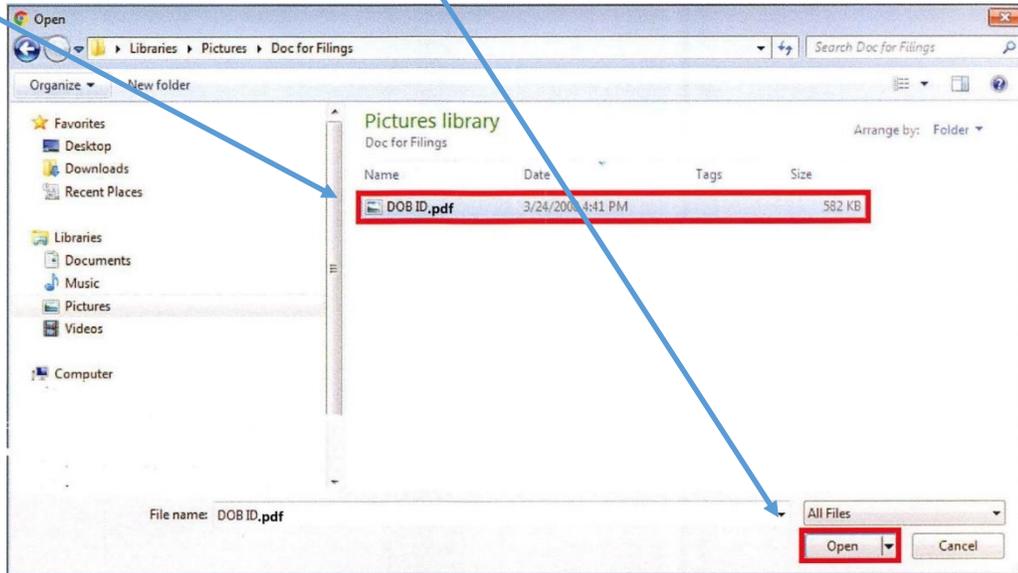
- Then, enter your (6) digit **License Number**.

License Type	License Class/Class Type	License Number	DOB Issued ID	Actions
Welder		001694	Upload DOB ID	Save Cancel

- **Click the Document upload button to upload a PDF copy of your Issued Welder License.**

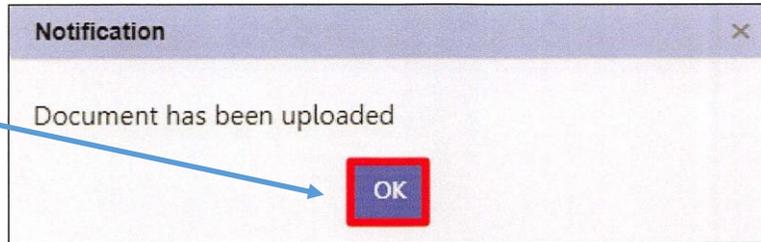
License Type	License Class/Class Type	License Number	DOB Issued ID	Actions
Welder		001694	Upload DOB ID	Save Cancel

6) Search for the Welder License that you scanned as a pdf document in your computer. Select the applicable document and Click Open to proceed with the upload.

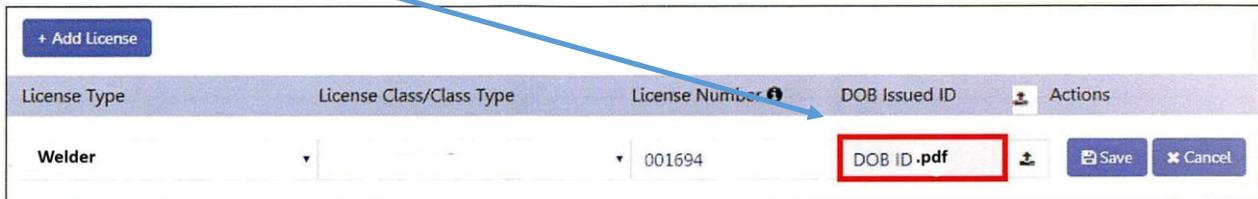


7) A Notification pop-up window displays with the message; "Document has been uploaded"

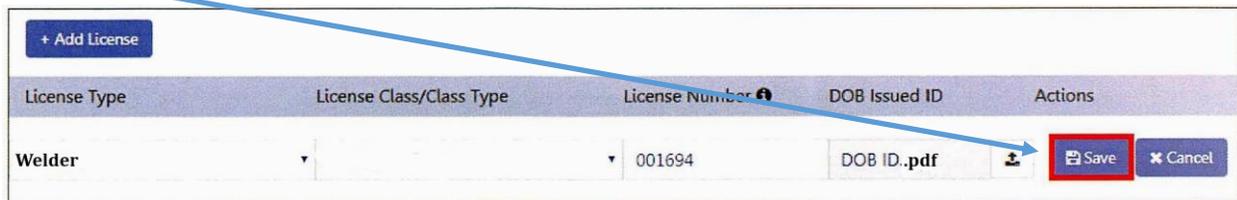
Click OK to close the Notification pop-up window.



8) The Document is displayed under the DOB Issued column.



9) Click Save



10) Check this box. "By checking this box and clicking Create you are affirming that you have read and agree to the terms of the New York City Department of Buildings."

By checking this box and clicking Create (below) you are affirming that you have read and agree to the terms of the New York City Department of Buildings.\*

11) Click Accept to accept the Statements & Signature.

**Statements & Signature**

As a condition of being granted a license/registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade. I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration and/or qualification. In the event of an accident that involves my actions undertaken in connection with my license/registration and/or qualification, I understand that the Administrative Code requires that I cooperate with any investigation and that failure to do so may result in immediate suspension, revocation or other disciplinary action.

I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.\*

**Accept** **Decline**

12) Check the box stating, "I'm not a robot".

I'm not a robot

reCAPTCHA  
Privacy - Terms

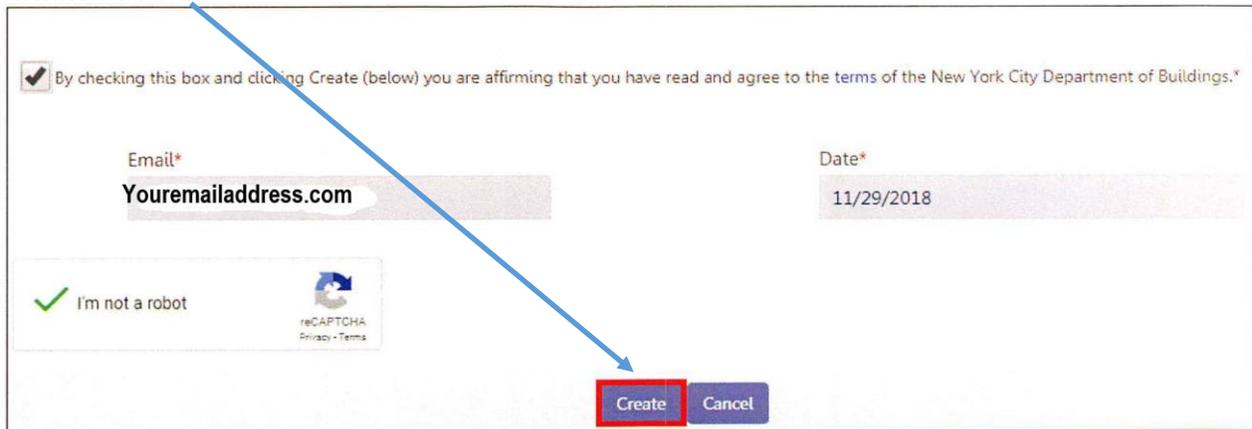
13) Select all the images listed on the upper left of the CAPTCHA screen displays

Select all images with  
**cars**  
Click verify once there are none left

**Click VERIFY** after selecting the images.

**VERIFY**

14) Click Create



By checking this box and clicking Create (below) you are affirming that you have read and agree to the terms of the New York City Department of Buildings.\*

Email\*  
Youremailaddress.com

Date\*  
11/29/2018

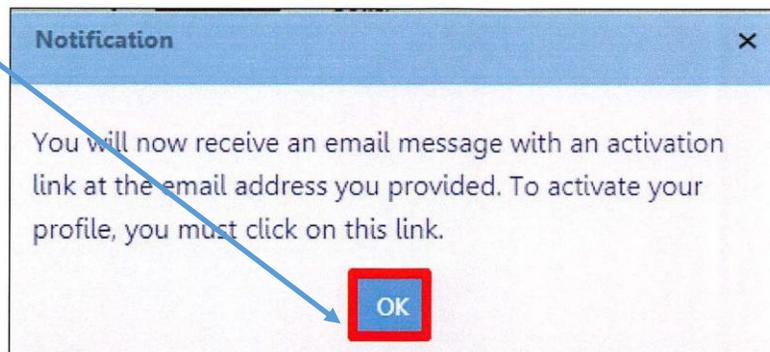
I'm not a robot

reCAPTCHA  
Privacy - Terms

Create Cancel

15) You will receive an email message with an activation link at the email address you provided.

Click **OK** to close the Notification pop-up window.



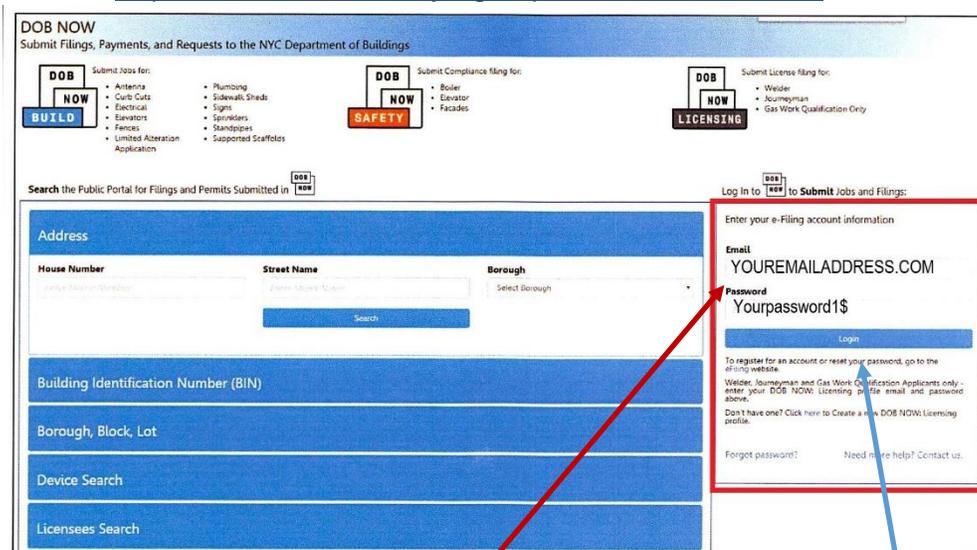
16) This email notification from DOBNOW was sent to the email address you provided, click the link, **“Click here to activate”** to activate your account for DOBNOW Licensing.



17) You will receive notification with the message “Your profile is now active”  
Click DOB NOW Licensing

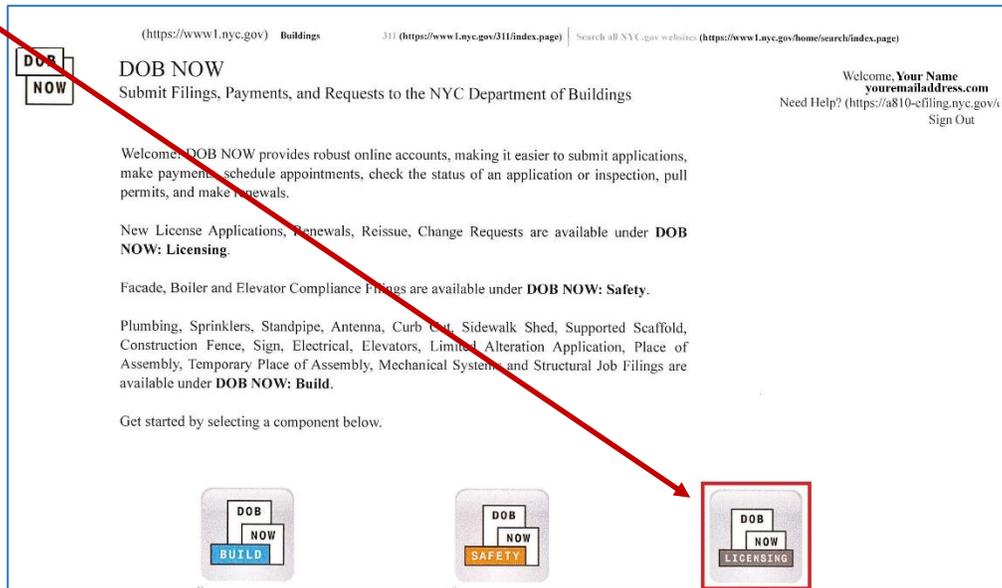


18) This is the DOB NOW Licensing Website to Login:  
<https://a810-dobnow.nyc.gov/publish/Index.html#!/>

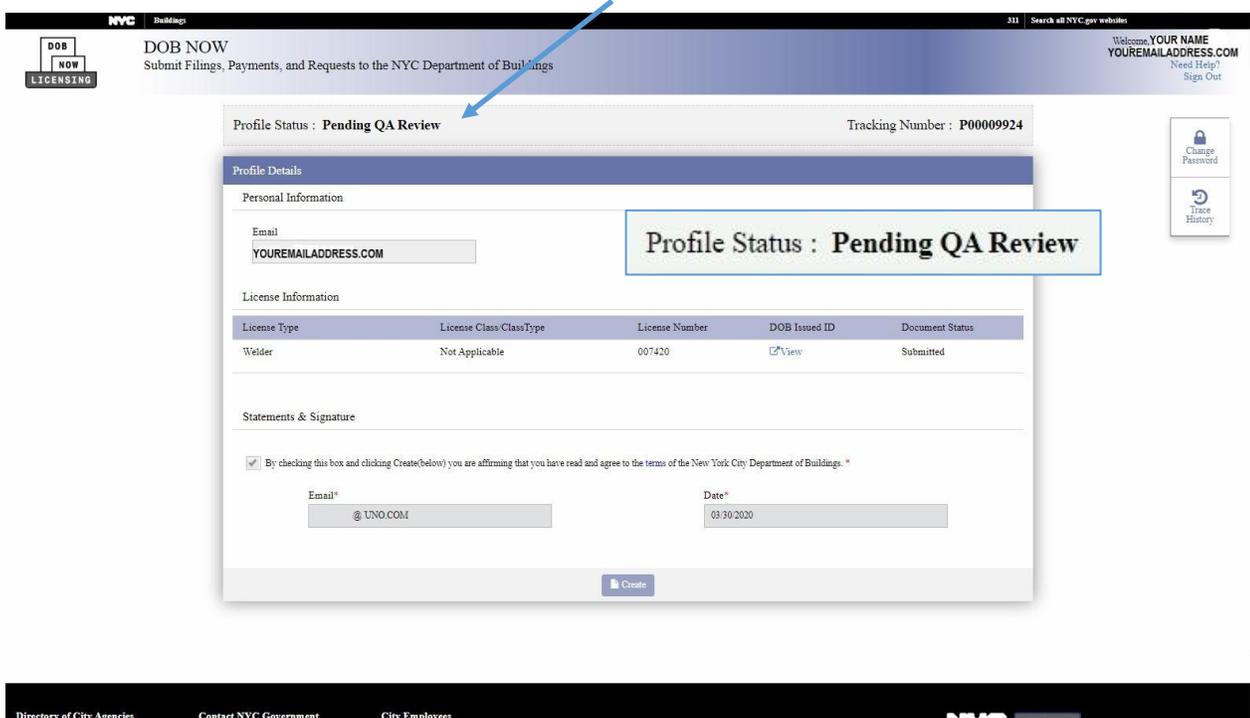


➤ Enter Your Login Information and then **CLICK Login**

19)CLICK, DOB NOW LICENSING to view your Profile Account.



20)Your Profile Account Status is Pending QA Review by a Quality Assurance Review member



21)You will wait for the QA Review Approval via email to proceed with submitting the welder license renewal application.

22)Get your (9) required pdf formatted documents on your computer to upload at DOB NOW. Follow the instructions for submitting the **DOBNOW Welder License Renewal Application.** <https://www1.nyc.gov/site/buildings/industry/welder-renew-license.page>

# How to Submit Documentation for a DOB NOW Welder License Renewal Application

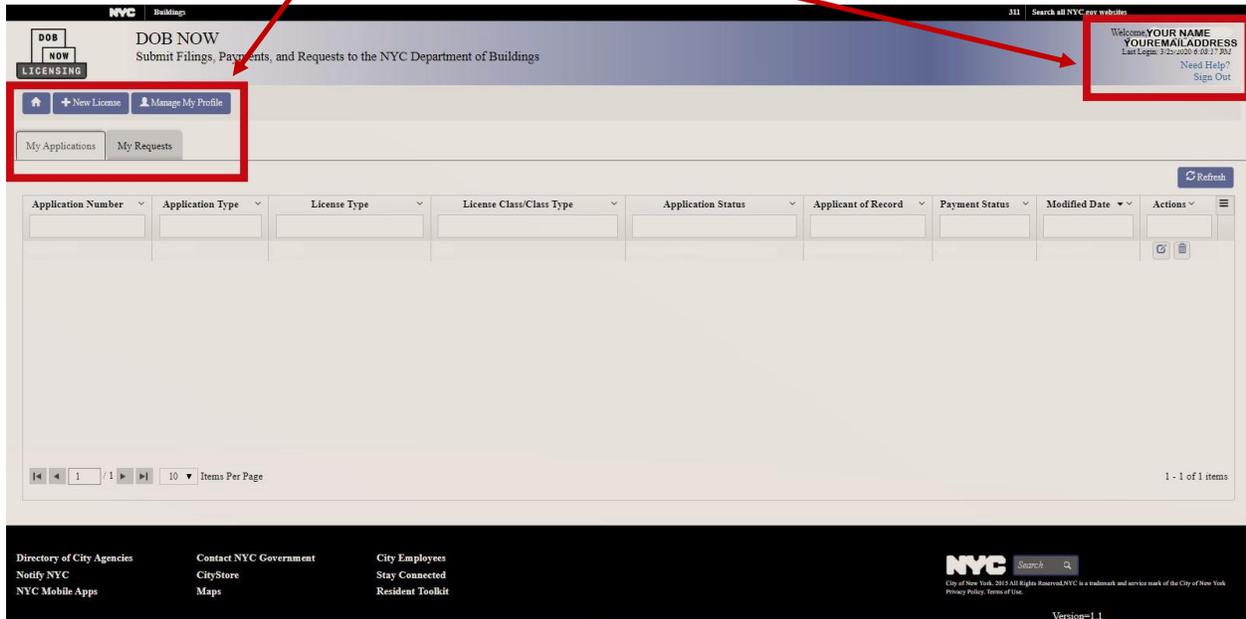
**Note:** The recommended screen zoom should be 75% or less to see the whole page.

1) Go to the DOB NOW Licensing Website to **Login:**

<https://a810-dobnow.nyc.gov/publish/Index.html#!/>

2) Click the **DOB NOW Licensing Icon**

3) This displays tabs for Filing an Application and Your Name, Your Email Address.



4) Click Manage My Profile, then from the drop-down menu Click Manage License.



5) Click the Renew tab for License Renewal. You have options for other applications.



6) All qualifications in the Supplement Investigation Questionnaire must be met to proceed.

Click Next

Supplemental Investigation Questionnaire

Are you at least eighteen (18) years old?\*

Are you fit to perform the work authorized by this license?\*

Are you able to speak and write the English language?\*

Are you of good moral character?\*

Next Cancel

7) General Information. Fill in Application Information

Save

Dashboard

General Information

Application Information

Application Type\* License Type\* License Number\*

Renewal Welder 006089

Applicant of Record

First Name\* Middle Initial Last Name\*

Email\*

Address

House Number\* Street Name\* Apartment/Building Number

City\* Borough\* State\*

Zip Code\* Home Telephone Mobile Telephone\*

Personal Information

Date of Birth\* SSN/ITIN\*

8) **Named Agent Information** is required for applicants **not** residing in New York City. If you reside in New York City your answer is NO. Proceed to Qualification Experience

City Employee

Are you a city employee?\*

Named Agent Information

Do you have a Named Agent?\*

Electronic Disposition

Do you wish to receive the Department of Building's determination on your application by email in lieu of a paper copy?\*

9) **Named Agent Information** must be a resident in New York City. Answer all questions. **Check the box that you reviewed all information and Electronic Disposition. Click the Save Tab**

**Save** **Dashboard**

**General Information**

**City Employee**  
Are you a city employee?\*  Yes  No

**Named Agent Information**  
Do you have a Named Agent?\*  Yes  No

First Name\*  Middle Initial  Last Name\*

House Number\*  Street Name\*  Apartment Building Number

City\*  Borough\*  State\*

Zip Code\*  Email\*

I hereby agree that the above Named Agent may accept service of Notices of Violation (NOV)/Summonses issued by the New York City Department of Buildings (DOB). I also agree that service to this Agent at the address listed above shall be deemed to be valid service of the NOV's Summonses under New York City Charter 1049-a, section 6-03 of the rules of OATH Hearings Division and other applicable laws to allow for the docketing of judgments. I further agree not to raise any defect with respect to service for any NOV's Summonses received from DOB at the address above, in any forum, including before a hearing officer of OATH/ECS, the Environmental Control Board itself, or in any court of law.

I have personally reviewed all information entered on this application. I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.\*

Name  Date

**Electronic Disposition**  
Do you wish to receive the Department of Building's determination on your application by email in lieu of a paper copy?\*  Yes  No

## 10) Qualification Experience

**Save** **Preview to File**

**L00006394**

**General Information**

**Qualifications/Experience**

**Supplemental Affidavit**

**Documents**

**Statements & Signature**

**Convictions and Fines**

Have you ever been convicted or pled guilty to an offense anywhere (an offense is defined as a violation, misdemeanor, or felony)?\*  Yes  No

Do you owe any penalties or fines to the City of New York?\*

Does any company or business you have been associated with under your Department-issued license owe any fines, penalties or fees to the City of New York that were incurred during your association with that company or business?\*

**Supplementary Investigation Questionnaire**

Are you at least eighteen (18) years old?\*

Are you fit to perform the work authorized by this license?\*

Are you able to read and write the English language?\*

Are you of good moral character?\*

➤ If you answer Yes, You must fill out the **Supplemental Affidavit**.

**Convictions and Fines**

Have you ever been convicted or pled guilty to an offense anywhere (an offense is defined as a violation, misdemeanor, or felony)?\*  Yes  No

If you answer **No**, then proceed to the Upload Documents tab to add the 9 required documents. Skip 11, 12, 13 and Proceed to 14 Documents to upload documents.

11) Supplemental Affidavit. Click +Add Convictions

L00006394

General Information

Qualifications/Experience

Supplemental Affidavit

Documents

Statements & Signature

Convictions\*

+Add Convictions

Date of Conviction	Charge or Offense	Name of Court	Location of Court	Sentence or Disposition

Penalties and Fines\*

+Add Penalties and Fines

Debtor	New York City Agency/Authority	Amount Owed(S)	Company	Acti

12) Fill in the required information in the Conviction Detail pop-up then Click Save.

Conviction Details

Date of Conviction\*

Charge or Offense\*

Name of Court\*

Location of Court\*

Sentence or Disposition\*

500 characters remaining

Save Cancel

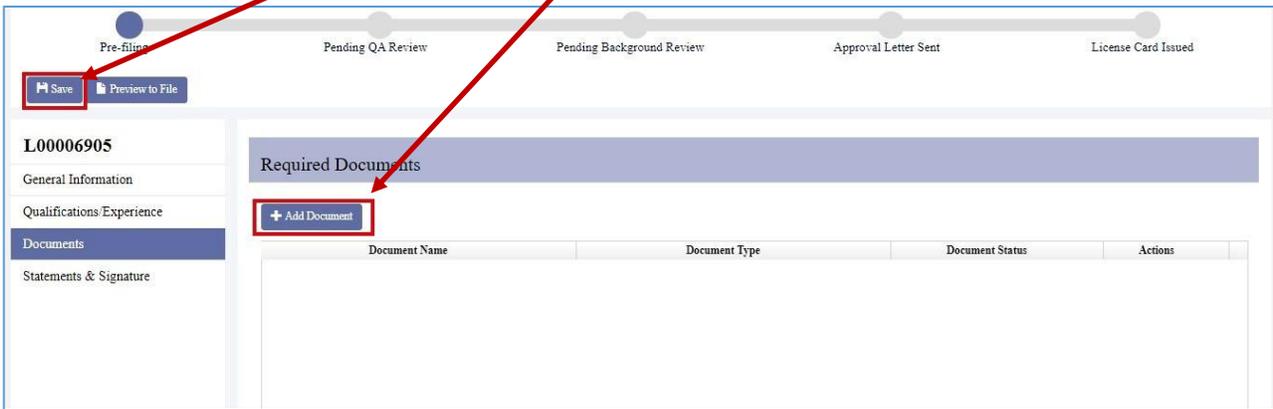
13) The Conviction Detail you saved will appear here. Click +Add Convictions for more.

Convictions\*

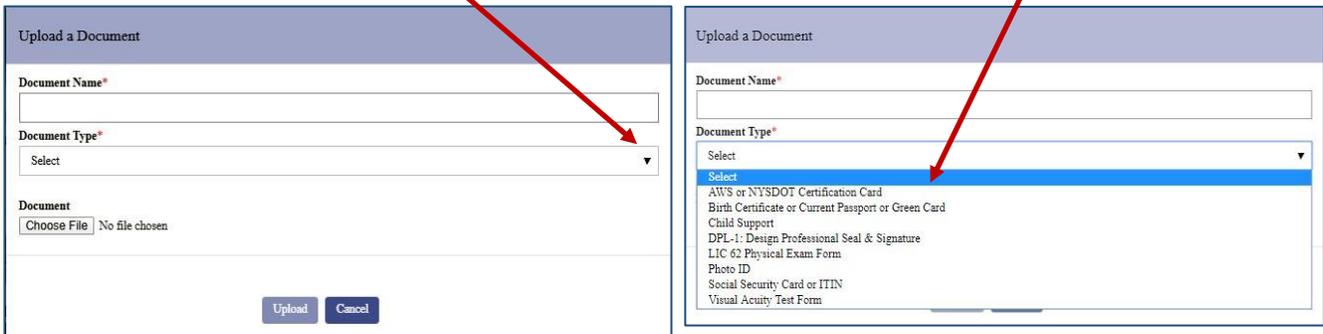
+Add Convictions

Date of Conviction	Charge or Offense	Name of Court	Location of Court	Sentence or Disposition

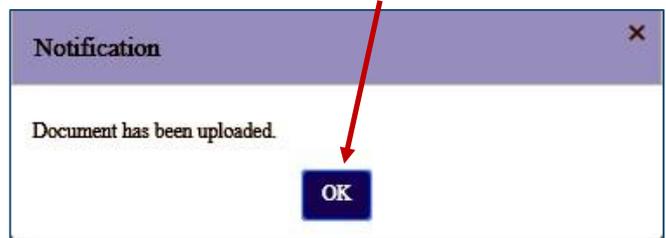
14) Documents **CLICK Save** and proceed to **+Add Document**.



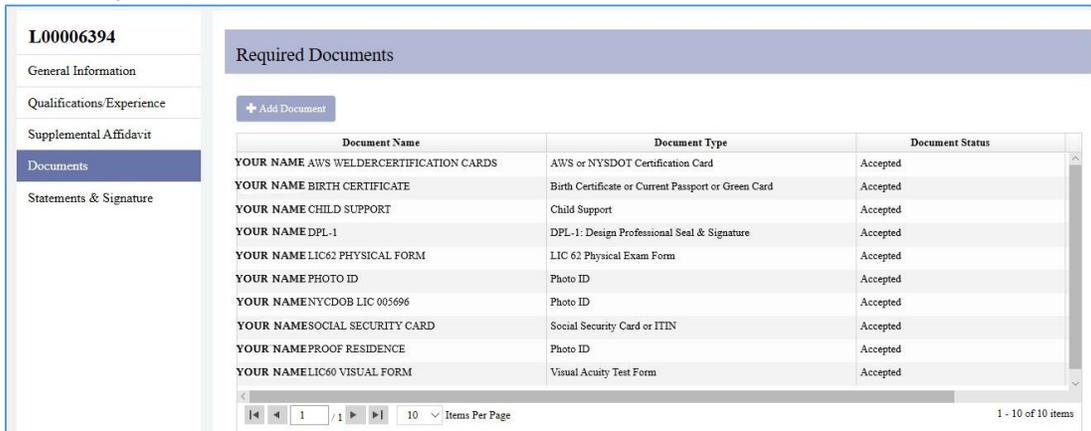
15) To **Upload a Document, Click Select**. From the drop-down menu **Select** the Document.



16) After entering Document Name and Selecting Document, **Click Choose File** to upload from your computer. Then **Click Upload**. **Notification Popup. Click OK**



17) Continue to upload the 9 documents.



**18) Save to save Application, Click OK. Proceed to Statements & Signature**

Save Preview to File

L00005276

General Information

Qualifications/Experience

Documents

Statements & Signature

Notification

Application has been saved.

OK

**19) Statements & Signature. Check the boxes then proceed to Preview to File.**

Applicant of Record - Statements & Signature

License Application\*

As a condition of being granted a license registration and/or qualification from the New York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualification holders conduct their specific trade.

I have reviewed the information provided in this application and, to the best of my knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlawful to give to a city employee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in exchange for special consideration. Such actions are punishable by imprisonment, fine and/or loss of license registration and/or qualification.

In the event of an accident that involves my actions undertaken in connection with my license registration and/or qualification, I understand that the Administrative Code requires that I cooperate with any investigation and that failure to do so may result in immediate suspension, revocation or other disciplinary action.

I understand and agree that by personally clicking on the box at left I am electronically signing this application and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.\*

Name  Date

---

Voluntary Authorization for License Disposition by Email\*

I hereby authorize and accept email transmission of the New York City Department of Building's (the "Department") final determination on my application to the email address listed in this submission for all purposes relevant to the laws and regulations enforced by the Department. I understand that I will not receive such final determination by regular mail correspondence. I further agree that, for purposes of relevant reconsideration timelines, the date of the Department's denial notification email will be the relevant date of denial.

I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.\*

Name  Date   
(Electronically Signed)

---

Voluntary Authorization for Service of Process by Email

I hereby voluntarily agree to accept the service of Notices of Violation (NOV)/ Summonses issued by the New York City Department of Buildings (DOB) by the email address listed above. I agree that email service of the NOV shall be deemed valid service of the NOV's/ Summonses under New York City Charter 1049-a. Section 6-08 of the rules of OATH Hearings Division and other applicable laws to allow for the docketing of judgments. I further agree not to raise any defect with respect to service for any NOV's/ Summonses received from DOB at the email address above, in any forum, including before a hearing officer of OATH or the Environmental Control Board (ECB) itself or in any court of law.

Name  Date   
(Electronically Signed)

I understand and agree that by personally clicking on the box at left I am electronically signing this document and expressing my agreement with all of its terms. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.

Name  Date   
(Electronically Signed)

20) Click Preview to File



Click PAY NOW



21) Payment Confirmation. Click Yes to proceed to payment.



22) NYC CityPay Enter Payment Details. Then proceed by **Clicking Continue**

**NYC CityPay** Cart (1)

### Enter Payment Details

1. Select Items 2. Enter Payment 3. Review and Pay

Item Total:	\$45.00
Service Fee:	\$0.90
Payment Amount:	\$45.90

Renewal Fee  
DOB NOW Licensing  
L00006693: Renewal - Welder  
License Fee  
\$45.00

eCheck  **Credit Card**

Credit and debit card payments are charged a service fee of 2.00% of the payment amount. This fee is nonrefundable.

#### Billing Information

If you are paying with a credit or debit card, please make sure you enter the name and address associated with this card.

First Name \*

Last Name \*

Country \*

Address \*

City \*

State \*

Postal Code \*

Phone \*

Email \*

Re-enter Email \*

You can review the payment before it's final.

23) Click Next

\* Indicates required field

### Choose method of payment

**Pay by credit card**

VISA

24) The Payment Information you entered is shown here. **Click Pay Now**

Address
Billina Address: R IS AVENUE DE, NY 11572 (516) .COM
Payment Method
Credit Card  R S x0103 12/22
Payment Amount
Amount: 45.00 USD Service Fee: 0.90 USD Total: 45.90 USD
Back <b>Pay Now</b> Exit

25) Payment submitted. **Click OK**

Notification ×

Payment has been submitted.

**OK**

26) **Click Save** after payment has been submitted.

**Click Preview to File** for Filing the Application

Pre-filing

**Save** Preview to File

**L00006893**

General Information

Qualifications/Experience

Documents

Statements & Signature

Pre-filing

Save **Preview to File**

**L00006893**

General Information

Qualifications/Experience

Documents

Statements & Signature

## 27) Application Preview Page 1.

Application Preview

« Previous **Next »** 🔍 Zoom 🔍 Zoom 100% ▼

Page : **1** / 5

**DOB  
NOW  
LICENSING**

**NYC  
Buildings**

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### Application Highlights

Application Number:	L00006893
Application Type:	Renewal
License Type:	Welder
License Application Status:	Pre-filing

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### Payment Summary

Application Fee:	\$45.00
License Card Fee:	\$0.00
Renewal Late Fee:	\$0.00
<b>Total Fee:</b>	<b>\$45.00</b>
Amount Paid:	\$45.00
Amount Due:	\$0.00

📄 File   🏠 Return to Application View

You must **Click Next** to preview the pages indicated in your Application

Application Preview

« Previous **Next »** 🔍 Zoom 🔍 Zoom 100% ▼

Page : **1** / 5

## 28) Application Preview the Bottom of Page 5. Or Last Page indicated

The screenshot shows a web application interface for reviewing an application. At the top, there are navigation buttons: « Previous, Next », and a zoom control set to 100%. The page is labeled "Page : 5 / 5". The main content area contains two sections for electronic signatures:

- Voluntary Authorization for License Disposition by Email**: Includes a paragraph of terms, a checked checkbox, and a signature field with "Name: R S (Electronically Signed)" and "Date: 04/07/2020".
- Voluntary Authorization for Service of Process by Email**: Includes a paragraph of terms, a checked checkbox, and a signature field with "Name: R S (Electronically Signed)" and "Date: 04/07/2020".

At the bottom of the page, there is a final signature field with a checked checkbox, a signature field with "Name: R S (Electronically Signed)" and "Date: 04/07/2020", and two buttons: "File" and "Return to Application View". Red arrows point from the text below to the checkboxes and the "File" button.

Scroll to the bottom of the last previewed page:

- **Click the Box.** Your Electronic Signature will appear.
- **Click the File Box** for

## 29) Application has been submitted to DOB for review Notification

The screenshot shows a notification dialog box with a blue header and a white body. The text inside reads: "Application has been submitted to DOB for review. You will receive status notifications by email. The application status will also be updated in DOB NOW." At the bottom of the dialog, there are two buttons: "OK" and "View Application". Red arrows point from the text below to these buttons.

- **Click OK to exit.**
- **Click View Application** to Save Application Preview in your documents or Print a copy.

### 30) Welder License Renewal Application status. Pending Background Review

The screenshot shows the DOB NOW website interface. At the top, there is a navigation bar with 'NYC Buildings' and a search bar. Below this, the 'DOB NOW' logo and 'Licensing' are visible. The main header area displays 'DOB NOW' and 'Submit Filings, Payments, and Requests to the NYC Department of Buildings'. A progress bar at the top indicates the application status: 'Pre-filing' (completed), 'Pending Background Review' (current), 'Pending QA Review', 'Renewal Approved', and 'Renewed License Card Issued'. A red arrow points from the title to the 'Pending Background Review' step. On the right side, there are links for 'Need Help?' and 'Sign Out', with a red arrow pointing from the title to the 'Sign Out' link. The left sidebar contains a menu with options like 'General Information', 'Qualifications Experience', 'Documents', and 'Statements & Signature'. The main content area is titled 'Applicant of Record - Statements & Signature' and contains a 'License Application' section with a statement and signature fields. The signature field shows 'R. S.' and the date '04/07/2020'. A red arrow points from the title to the 'Sign Out' button in the bottom right corner.

- **Sign Out** from your DOB NOW profile account.
- You will receive email notifications from DOB NOW about your filing status indicated above.