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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 DOBNOW profile at the website shown below:

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

DOB NOW Curb Cuts Electrical Elevators Fences Limited Alteration Application	Plumbing     Sidevalk Sheds     Signs     Spinkers     Standpipes     Supported Scattelas	Submit Compliance filing for: Boliar • Boliar • Bolia	DOB         Submit License filing for:           NOW         • Welder           LICENSING         • Gas Work Qualification Only
rch the Public Portal for Filings ar	d Permits Submitted in		Log In to no to Submit Jobs and Filings:
ddress			Enter your e-Filing account information
ouse Number	Street Name	Borough	Email Frank
	Faller Stearth Stare	Select Borough	* Pessword
uilding Identification N	umber (BIN)		Login To register for an account or reset your password, go to the effiting website. Welder, Journeyman and Gas Work Qualification Applicants only
prough, Block, Lot			enter your DOB NOW: Licensing profile email and passwo above. Don t have one? Click here to Create a new DOB NOW: Licensing profile.
			Forgot password? Need more help? Contact u

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



Page 2 of 21

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)

ogin Information:				
imail* Finad		Pas	sword Requirements	
assword*			Must contain atleast 8 characters Must contain one lower and uppe	ercase letter
Passwered Re-enter Password*		Must contain one non-alpha character Must match with password		
Match 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	• 1 inter Mainber		1 Save X Cancel
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.

rganize 🔹 New folder		·····
Favorites	Pictures library	Arrange by: Folder
E Desktop	Doc for Filings	
🗼 Downloads	Name Date	Tags Size
Recent Places		D14 503 KD
	DOB 10.pdf 3/24/2000 4/41	JSZ KD
Libraries		
Documents	E	
J Music		
E Pictures	November 1	
📑 Videos		
Computer		

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



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

+ Add License				
License Type	License Class/Class Type	License Number 6	DOB Issued ID	2 Actions
Welder		• 001694	DOB ID .pdf	▲ Save ★ Cancel

9) Click Save

+ Add License				
License Type	License Class/Class Type	License Number	DOB Issued ID	Actions
Welder		• 001694	DOB IDpdf	≥ Save ¥ Cancel

**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.

As a condition of	being granted a license/registration and/or qualification from the New York City Department of Buildings. I attest that I of
with all New York	City Administrative Code and Department rules, regulations, and directives governing how licensees/ registrants/qualifi-
holders conduct t	heir specific trade. I have reviewed the information provided in this application and, to the best of my knowledge and
attest to its accur	acy. I understand that falsification of any statement made to the Department is a misdemeanor and that it is also unlaw
give to a city emp	loyee, or for a city employee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing t
or in exchange	'or special consideration. Such actions are punishable by imprisonment, fine and/or loss of license/registration
qualification. In t	are event of an accident that involves my actions undertaken in connection with my license/registration and/or qualifica-
understand that t	he Administrative Code requires that I cooperate with any investigation and that failure to do so may result in imm
suspension, revoc	ation 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 agree
with all of its term	is. I understand that this electronic signature shall have the same validity and effect as a signature affixed by hand.*

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



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



#### 14) Click Create

By checking this box and clicking Create (below) you are affirming that y	you have read and agree to the terms of the New York City Department of Buildings.*
Email*	Date*
Youremailaddress.com	11/29/2018
V I'm not a robot	Create Cancel

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



**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.

	Action Required - DOB NOW: Licensing Profile Activation 😕 Indox 🛪
2	CRM Buildings NYC DEV <crmbuildnycdev@buildings.nyc.gov></crmbuildnycdev@buildings.nyc.gov>
	Click the below link to activate your Profile
	Click here to activate.
	After you click this link, you will receive an email confirming your Profile activation.
	This Profile Activationlink is valid for the next 30 days.
	This is an automated message. Please do not reply. If you have any questions, submit an inquiry at www.nyc.gov/dobnowhelp.
	Sincerety,
	NYC Department of Buildings

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#!/

DOB Submit Jobs for: - Antenna - Curb Curs - Curb Curs - Electrical -	Plumbing     Sidewalk Steds     Signs     Sproklars     Standpes     Samptpes     Supported Scaffelos	Submit Compliance filing for: • Boler • Eventor • Facades	DOB         Submit License filing for:           NOW         • Wealer           LICENSING         • Gas Work Qualification Crey
<b>ch</b> the Public Portal for Filings an	Permits Submitted in Row		Log In to even to Submit Jobs and Filings:
ddress puse Number rite Name Norther	Street Name Jater Charl	Borough Select Borough	Emili YOUREMAILADDRESS.COM * Yourpassword1\$
uilding Identification Nu	imber (BIN)		Loya The register for an account or reset your assessment, go to the reliving vestors Welder, lower-private and fast work for Microsine Application only every your DGB NOWL Licensing in ride result and patients how you will be the reliving the result and patients between the reliving the reliving the reliving the result and patients how you will be relived to the reliving the reliv
prough, Block, Lot			Forget passwurd? Need in re help? Contact us
censees Search			
Licensees Search	Enter Your		ion and then CLICK

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

DOR	DOB NOW	wwi.nyc.gov/home/search/index.page) Welcome Your Name
NOW	Submit Filings, Payments, and Requests to the NYC Department of Buildings	youremailaddress.c Need Help? (https://a810-efiling.nyc. Sign Out
	Welcome: QOB NOW provides robust online accounts, making it easier to submit applications, make payments, schedule appointments, check the status of an application or inspection, pull permits, and make mewals.	
	New License Applications, Renewals, Reissue, Change Requests are available under DOB NOW: Licensing.	
	Facade, Boiler and Elevator Compliance Phings are available under DOB NOW: Safety.	
	Plumbing, Sprinklers, Standpipe, Antenna, Curb Cut, Sidewalk Shed, Supported Scaffold, Construction Fence, Sign, Electrical, Elevators, Limited Alteration Application, Place of Assembly, Temporary Place of Assembly, Mechanical Systems and Structural Job Filings are available under <b>DOB NOW: Build</b> .	
	Get started by selecting a component below.	
		DOB
	DOB NOW BUILD SAFETY	DOB NOW CENSING

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

Profile S	Status : Pending QA	Review		Tra	eking Number : P00009924	Γ
Profile D	etails					
Persona	al Information					
Email YOUF	REMAILADDRESS.COM		Profile	Status : Pe	nding QA Review	
License	Information					_
License	Туре	License Class/ClassType	License Number	DOB Issued ID	Document Status	
Welder		Not Applicable	007420	<b>⊡</b> *View	Submitted	
	checking this box and clicking C Email* @ UNO.CC	reate(below) you are affirming that you have read a M	nd agree to the terms of the New York 0 Date* 03:30	ity Department of Buildings. * 2020	_	
			Create			

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 DOBNOW. 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**:

0		
https://2810_dobpow.p	ve gov/public	h/Indax html#1/
1111ps.//ao10-00010w.11	yc.yov/public	

BUTLD Submit Abbs for: A stranda Cach Cas Each Cas	Humborg     Sidenak Sheds     Sprokers     Sandgipes     Supported Scaffolds	Submit Compliance filing for:	Submit License filing for: • Weider Nown LICENSING
Address House Number	Street Name Josen Algert A. Age Search	Borough Select Borough	Enter your e-Filing account information Email YOUREMAILADDRESS.COM Password Yourpassword1\$
Building Identification No	umber (BIN)		To register for an account or reset your password, go to the effining website. Webse, buomeyman and Gas Work Qualification Applicants only enter your DOB NOVE. Licensing profile email and passwork above. Don thave one? Click here to Create a new DOB NOVE: Licensing profile.
Device Search			Forget passward? Need more help? Contact us

2) Click the DOB NOW Licensing Icon

	(https://www1.nyc.gov) Buildings 311 (https://www1.nyc.gov/311/index.page) Scarch all NVC.gov websites (https:/	//wwwl.nyc.gov/home/search/index.page)
	DOB NOW Submit Filings, Payments, and Requests to the NYC Department of Buildings	Welcome, <b>Your Name</b> youremailaddress.com Need Help? (https://a810-efiling.nyc.gov/c Sign Out
	Welcome! DOB NOW provides robust online accounts, making it easier to submit applications, make payments, schedule appointments, check the status of an application or inspection, pull permits, and make renewals.	
	New License Applications, Renewalt, Reissue, Change Requests are available under DOB NOW: Licensing.	
	Facade, Boiler and Elevator Compliance Filings are available under DOB NOW: Safety.	
	Plumbing, Sprinklers, Standpipe, Antenna, Curb Cut, Sidewalk Shed, Supported Scaffold, Construction Fence, Sign, Electrical, Elevators, Limited Aleration Application, Place of Assembly, Temporary Place of Assembly, Mechanical Systems and Structural Job Filings are available under DOB NOW: Build.	
	Get started by selecting a component below.	
	DOB NOW BUILD	DOB NOW ICENSING

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

N	C Buildings						311	Search all NYC.gov websites		
DOB NOW LICENSING	DOB NOW Submit Filings, Paymer	nts, and Requests to t	he NYC Depai	rtment of Buildings				Welcom YO Lart	e,YOUR NAM UREMAILADU ogu: 3/25/2020 6.0 Need Sig	E DRESS 5:17 PM Help? gn Out
★ New License       My Applications     N	Manage My Profile Iy Requests							_		
									SR	efresh
Application Number	<ul> <li>Application Type</li> </ul>	License Typ	e ~	License Class/Class Type ~	Application Status ~	Applicant of Record ~	Payment Status 🗸	Modified Date • ~	Actions $\sim$	Ξ
	► ►I 10 ▼ Items Per Pag	;e							1 - 1 of 1	items
Directory of City Agenci Notify NYC NYC Mobile Apps	es Contact NYC CityStore Maps	Government	City Employee Stay Connecte Resident Tooll	es d			City of New York. 2015 All Righ Privacy Policy. Terms of Use.	nch Q. Is Reserved,NYC is a trademark and serv	ce mark of the City of No	ew York
								Version=1.1		

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

A + New	License	Manage My Profile	<b>A</b>	+ New Lice	ens a	👤 Manage My Profil	le
My Application	s My F	Lequests	My A	pplications	Му	Change Profile Manage License	)   >
						My Profile	*

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

Welder		(	6) Digits 000000
License E License C License S	xpiry Date : :lass/Class Ty tatus :	Your/Expiration/Date /pe : Not Applicable Active	
Renew	Reissue	Change Named Agent	Show info

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?*	○ Yes ○ No
	Are you fit to perform the work authorized by this license?*	○Yes ○No
	Are you able to speak and write the English language?*	○ Yes ○ No
	Are you of good moral character?*	○Yes ○No
	Next Cancel	

7) General Information. Fill in 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*
City*	Borough* 	State*
City* Zip Code*	Borough*	State"
City* - Zip Code* -	Borough*	State*

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

City Employee	
Are you a city employee?*	OYes ON₀
Named Agent Information	
Do you have a Named Agent?*	O Yes O No
Electronic Disposition	
Do you wish to receive the Department of Building's determination on your application by email in lieu of a paper copy?*	OYes ON₀

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

City Employee		
Are you a city employee?*	○ Yes ○ No	
Named Agent Information		
Do you have a Named Agent?"	Yes O No	
First Name*	Middle Initial	Last Name*
House Number*	Street Name*	Apartment/Building Number
City*	Borough*	State*
	Select	Select
Zip Code*	Email*	
	Enter email/sciername	
I hereby agree that the above Name d service to that Agree that the address the Herming Division and other applicable DOB at the address above, m any from I have personally reviewed all inform expressing my agreement with all of at Name	gent may accept service of Notices of Violation (NOV) Summonses issued by the N te down wall be deemed to be value service of the NOV's Summonses issued by the N Iarus to allow for the dockness of the Northern agree cost to arise any obtect in achieving before a hearing officer of OATH ECS, the Environmental Costnol Boar in achieving before a hearing officer of OATH ECS, the Environmental Costnol Boar tion entered on this application. I understand and agree that by personally clicking of terms. I understand that this electronic signature shall have the same validity and ff	ew York Cry Department of Buildings (DOB). I also agree V York Cry Chart (104-a, section 6.08 of the rules of OA) with respect to service for any NOV's Summonses received fur dimed," or in any count of law. In the box at left I am electronically signing this application a feet as a signature affixed by hand. <sup>6</sup>

#### **10)**Qualification Experience

Save Preview to File		
L00006394	Convictions and Fines	
General Information	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?"	⊖Yes ⊖No
Supplemental Affidavit	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?*	⊖Yes ⊖No
Documents	Supplementary Investigation Questionnaire	
tatements & Signature	Are you at least eighteen (18) years old?*	○Yes ○No
	Are you fit to perform the work authorized by this license?*	○Yes ○No
	Are you able to read and write the English language?*	◯ Yes ◯ No
	Are you of good moral character?*	○Yes ○No

#### > 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

.00006394	Convictions*				
eneral Information	+Add Convictions				
ualifications/Experience	Date of Conviction 🐣	Charge or Offense ~	Name of Court	Location of Court ~	Sentence or Disposition ~
pplemental Affidavit					
ocuments					
	<u>&lt;</u>				
	Penalties and Fines* +Add Penalties and Fines				

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

Date of Conviction*			=	
Charge or Offense*				
Name of Court*				
Location of Court*		_/		
Sentence or Disposition*				
	/			
500 characters remaining				

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

Convictions*				
Date of Conviction ~	Charge or Offense V	Name of Court Y	Location of Court Y	Sentence or Disposition Y
	-		-	

L00006905     Required Documents       Qualifications/Experience     + Add Document Name       Documents     Document Name	Card Issued	Lie	Approval Letter Sent	ing Background Review	iew P	Pending QA Ret	Pre-filipp Save Preview to File
Documents Document Name Document Type Document Status Av					ts	Required Document	0006905 ral Information ifications Experience
Statements & Signature	Actions	ument Status	Do	Document Type	nt Name	Docume	ments ments & Signature

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

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

Upload a Document	Upload a Document
Document Name*	Document Name*
Document Type*	Document Type*
Select	Select Select
Document Choose File No file chosen	Aws of A ISDOT Certification Land Birth Certificate of Current Passport of Green Card Child Support DPL-1: Design Professional Seal & Signature LIC 62 Physical Exam Form
Upload Cancel	Photo ID Social Security Card or ITIN Visual Acuity Test Form

**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.

eneral Information	1		
Qualifications/Experience	+ Add Document		
upplemental Affidavit	Document Name	Document Type	Document Status
ocuments	YOUR NAME AWS WELDERCERTIFICATION CARDS	AWS or NYSDOT Certification Card	Accepted
Statements & Signature	YOUR NAME BIRTH CERTIFICATE	Birth Certificate or Current Passport or Green Card	Accepted
	YOUR NAME CHILD SUPPORT	Child Support	Accepted
	YOUR NAME DPL-1	DPL-1: Design Professional Seal & Signature	Accepted
	YOUR NAME LIC62 PHYSICAL FORM	LIC 62 Physical Exam Form	Accepted
	YOUR NAME PHOTO ID	Photo ID	Accepted
	YOUR NAMENYCDOB LIC 005696	Photo ID	Accepted
	YOUR NAMESOCIAL SECURITY CARD	Social Security Card or ITIN	Accepted
	YOUR NAME PROOF RESIDENCE	Photo ID	Accepted
	YOUR NAMELIC60 VISUAL FORM	Visual Acuity Test Form	Accepted

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

H Save Preview to File	Notification	
	Application has been saved.	
L00005276		
General Information		
Qualifications/Experience		
Documents		
Statements & Signature		

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

Dicense ipp	lication*	
As a co regulati	ndition of being granted a license/registration and/or qualification from the N ions, and directives governing how licensees/ registrants/qualification holders	ew York City Department of Buildings, I attest that I comply with all New York City Administrative Code and Departmen conduct their specific trade.
I have misden	reviewed the information provided in this application and, to the best of n seanor and that it is also unlawful to give to a city employee, or for a city e	y knowledge and belief, attest to its accuracy. I understand that falsification of any statement made to the Departm mployee to accept, any benefit, monetary or otherwise, either as a gratuity for properly performing the job or in excha
In the	event of an accident that involves my actions undertaken in connection wi	or incerse registration and or qualification. th my license/registration and/or qualification, I understand that the Administrative Code requires that I cooperate w
investig	ration and that failure to do so may result in immediate suspension, revocation stand and agree that by personally clicking on the box at left I am electronic	or other disciplinary action. ally signing this application and expressing my agreement with all of its terms. I understand that this electronic signatu
have th	e same validity and effect as a signature affixed by hand.*	
	Name	Date
Voluntary.	Authorization for License Disposition by Email*	
I here	eby authorize and accept email transmission of the New York City De	epartment of Building's (the "Department") final determination on my application to the email address listed
this s	submission for all purposes relevant to the laws and regulations e	inforced by the Department. I understand that I will not receive such final determination by regular r
corre	spondence. I further agree that, for purposes of relevant reconsideratio	n timelines, the date of the Department's denial notification email will be the relevant date of denial.
✓ I und	erstand 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
ciccu	ome signatore shari nave the same variony and enter as a signatore at	ince of hand.
	Name	Date
	(The description the Classed)	
	(Electronically Signed)	
	(Electronically Signed)	
	(Electronically Signed)	
Voluntary	(Electronically Signed)	
Voluntary .	(Electronically Signed) Authorization for Service of Process by Email	
Voluntary .	(Electronically Signed) Authorization for Service of Process by Email	V)/ Summonses issued by the New York City Department of Buildings (DOB) by the email address listed abc
Voluntary . V I here I agree	(Electronically Signed) Authorization for Service of Process by Email above voluntarily agree to accept the service of Notices of Violation (NO te that email service of the NOV shall be deemed valid service of the	V) Summonses issued by the New York City Department of Buildings (DOB) by the email address listed ab NOV's Summonses under New York City Charter 1049-a. Section 6-08 of the rules of OATH Hearings Divi
Voluntary V I here I agre and c	(Electronically Signed) Authorization for Service of Process by Email by voluntarily agree to accept the service of Notices of Violation (NO te that email service of the NOV shall be deemed valid service of the ther applicable laws to allow for the docketing of judgments. I further	V)/ Summonses issued by the New York City Department of Buildings (DOB) by the email address listed ab NOVs' Summonses under New York City Charter 1049-a. Section 6-08 of the rules of OATH Hearings Divi agree not to raise any defect with respect to service for any NOVs' Summonses received from DOB at the es
Voluntary . V I here I agre and o addre	(Electronically Signed) Authorization for Service of Process by Email by voluntarily agree to accept the service of Notices of Violation (NO te that email service of the NOV shall be deemed valid service of the ther applicable laws to allow for the docketing of judgments. I further as above, in any forum, including before a hearing officer of OATH or	V)/ Summonses issued by the New York City Department of Buildings (DOB) by the email address listed abs NOVs 'Summonses under New York City Charter 1049-a. Section 6-08 of the rules of OATH Hearings Divi agree not to raise any defect with respect to service for any NOVs 'Summonses received from DOB at the er the Environmental Control Board (ECB) itself or in any court of law.
Voluntary . V I here I agre and c addre	(Electronically Signed) Authorization for Service of Process by Email by voluntarily agree to accept the service of Notices of Violation (NO te that email service of the NOV shall be deemed valid service of the i ther applicable laws to allow for the docketing of judgments. I further as above, in any forum, including before a hearing officer of OATH or	V)/ Summonses issued by the New York City Department of Buildings (DOB) by the email address listed ab NOVs' Summonses under New York City Charter 1049-4. Section 6-08 of the rules of OATH Hearings Divi agree not to raise any defect with respect to service for any NOVs/ Summonses received from DOB at the en the Environmental Control Board (ECB) itself or in any court of law.
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21) Payment Confirmation. Click Yes to proceed to payment.



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

	NYC CityPay
Enter P	yment Details 1. Select Items 2. Enter Payment 3. Review 2
Item Total: Service Fee: Payment Amoun Renewal Fee DOB NOW Licensing L0006893: Renewal License Fee	\$45.00 \$45.90         bder         545.00         545.00         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 dard.         First Name *         Country *       United States         Address *
	Phone * Email * Re-enter Email * CONTINUE CANCEL PAYMENT You can review the payment before it's final.
23) Click Next	* Indicates required field
	Choose method of payment Pay by credit card VISA Second

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Service Fee: 0.90 USD		
Total: 45.90 USD		
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24) The Payment Information you entered is shown here. Click Pay Now

25) Payment submitted. Click OK



26) Click Save after payment has been submitted.



## 27) Application Preview Page 1.

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	DOB Now ICENSING		<b>NYC</b> Buildings	
_	Аррі	ication Highlights		
	Application Monitory	100006803		
	Application Number: Application Type:	Renewal		
	License Type:	Welder		
	License Application Status:	Pre-filing		
<u></u>	Pa	ment Summary		
	Application Fee:	\$45.00		
	License Card Fee:	\$0.00		
	Renewal Late Fee:	\$0.00		
	Total Fee:	\$45.00		
	Amount Paid:	\$45.00		
	Amount Due:	\$0.00		

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



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

Voluntary Al	orize and accept email transmise	sion of the New York City De	partment of Building's (th	e "Department") final determination on	my
application to understand # reconsiderati	the email address listed in this a nat I will not receive such final de on timelines, the date of the Dep	ubmission for all purposes n termination by regular mail o artment's denial notification (	elevant to the laws and n orrespondence. I further smail will be the relevant	egulations enforced by the Department agree that, for purposes of relevant date of denial.	.1
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	1	File C Return t	o Application View	8	

- 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

	Notification
	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.
<ul> <li>Click OK to exit.</li> <li>Click View Applic</li> </ul>	cation to Save Application Preview in your documents

or Print a copy.



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

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