

Obtain documents here for FDNY Certificate of



**Fitness - Alternative Issuance Program (AIP)
For C-94 Certification**

Step one: Complete FDNY Application A-20:
<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-application-form.pdf>

Step two: Complete employer's authorization
<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-samplerec-letter.pdf>

OR

Self-Employed affidavit
<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-sample-selfrec-letter.pdf>

Step three: Download training manual study guide

<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-c94-noe-study-materials.pdf>

Step four: Affirmation that you have studied the training manual

<http://www1.nyc.gov/assets/fdny/downloads/pdf/business/cof-aip-employee-affirmation.pdf>

Final Instructions:

Mail the following to the FDNY:

- 1) a business check made payable to the FDNY for \$25
- 2) Application form A-20 (from step 1)
- 3) The employers letter or the self-employment affidavit (from step 2)
- 4) Affirmation form signed and notarized (from step 4)
- 5) Two (2) passport size photos
- 6) Photocopy of your NYS Funeral Director pocket card
- 7) Photocopy of the NYS DOH Funeral Home registration
- 8) Your current Federal Mandated OSHA training CEU certificate

Mail all documentation to:

**FDNY/ Public Certification Unit
Attn: Deputy Director/ Elsa Araya
9 Metro Tech Center - Room 1S-1A,
Brooklyn, NY 11201**

**NOTE: You MUST mail the documents to the address shown.
The FDNY utilizes a secure mail service via the USPS therefore you
CANNOT hand deliver documents to the Metrotech Center.**

Please allow 4 to 6 weeks for processing