

**NEW YORK CITY FIRE DEPARTMENT
BUREAU OF FIRE PREVENTION
PUBLIC CERTIFICATION AND EDUCATION**

MEMORANDUM OF UNDERSTANDING

BETWEEN THE NEW YORK CITY FIRE DEPARTMENT AND _____

This memorandum provides the procedures to follow in order to obtain an **Certificate of Fitness for: Fire Guard for Places of Public Assembly and Fire Guard for Film Studios (F-94)** without a written test administered by the New York City Fire Department. However, applicants may take advantage of this policy only when the administration of a written exam is not practicable. Applications for alternative issuance must be submitted **by mail only**.

1. SUBMIT NOTARIZED STATEMENTS

A) A notarized statement from the premises manager or building owner stating that the applicant has a reasonable understanding of and has received training in §27-4202 to 4207 and §27-4256 to 4264 from the NYC Fire Law Handbook. The statement must include the applicant's full name, character, physical condition, experience, and address of the premises where applicant will be employed. **Additionally, this statement must affirm that the applicant is thoroughly familiar with the fire protection and fire suppression systems in the premises where he/she will be employed.** This statement must be submitted on Company's official letterhead.

B) A notarized statement from the applicant stating that he/she is being issued a Certificate of Fitness for Fire Guard for Places of Public Assembly or Fire Guard for Film Studios, by the Fire Department, on the basis of his/her experience, education, and understanding of the specific premises' requirements. The statement must include the applicant's full name, experience, and address of premises where applicant will be employed. **Additionally, this statement must affirm that the applicant is thoroughly familiar with the fire protection and fire suppression systems in the premises where he/she will be employed.**

2. COMPLETE FORM A-20

All applicants must complete a Certificate of Fitness Application (Form A-20).

3. APPLICATION FEES

A check or money order for \$25.00 must accompany each application.

4. PHOTOS

All applicants must submit a recent 2x2 color photo.

5. SPECIAL QUALIFICATIONS

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Applicants holding a Certificate as a Site Safety Manager from the Department of Buildings; or having three years of paid fire-fighting experience may apply for alternative issuance.

6. ADDITIONAL INFORMATION

All applicants must submit proof of education, training, diplomas, certificates, licenses, etc.

All applicants wishing to renew their Certificate of Fitness must submit a notarized statement attesting to their knowledge and understanding of amendments to §27-4202 to 4207 and §27-4256 to 4264 from the NYC Fire Prevention Law Handbook prior to submission of Certificate of Fitness renewal.

Applicants who have failed the written exam will not be allowed to take advantage of this policy. **Qualified applicants must submit all documentation by mail.**

Further questions should be addressed, in writing, to Dr. Jorge Esquilin, Director of Examinations at 9 MetroTech Center, Brooklyn, NY 11201.

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