





**FIRE DEPARTMENT**  
9 METROTECH CENTER      BROOKLYN, N.Y. 11201-3857

BUREAU OF FIRE PREVENTION

Effective February 14, 1990 the FDNY began expanding the verification requirements for new Fire Safety Director candidates. We will be verifying all duties associated with fire related experience covering any prior five years. For each employer, an individual affidavit will be required.

This means that if you worked for:

- your current company for 2 years and worked for a previous company for 3 years, two affidavits are required;

*OR*

- your current company for 5 years, one affidavit is required;

*OR*

- your current company for 1 year, one previous employer for 2 years, and another previous employer for 1 year, three affidavits are required;

*OR*

- your current company for 2 years, one previous employer for 3 years, and another previous employer for 5 years, two affidavits are required.

Administratively, we have taken the following actions:

- time period of 30 days for submitting all documents has been extended to 45 days;
- your present employer will be advised which experience listed on the FSD application is acceptable as "Fire Related". This will eliminate obtaining non pertinent affidavits;
- all previous employers' affidavits may be submitted directly by the employer to the FDNY or may be first forwarded to you. You may then forward the affidavit to the FDNY.

---

CHIEF OF FIRE PREVENTION