

As of **September 7, 2021**, all new license applications are required to be submitted online at www.nyc.gov/dobnow. See the [New License Application User Guide](#) for step-by-step directions. Read the related [Service Notice](#) for more information.

The Licensing & Exams Unit will **not** be accepting any walk-in transactions, or paper applications for this process.

STEP 1: APPLYING FOR THE CARD

To obtain an **Elevator Agency Helper** card, you **must** meet the following qualifications:

- Be at least eighteen (18) years old
- Be able to read and write the English language
- Be fit to perform the work authorized by the particular license

STEP 2: SUBMITTING REQUIRED DOCUMENTS

To become an Elevator Agency Helper, you **must** submit the documents listed below as **scanned PDFs** via the [DOB NOW Portal](#). Applicants that do not currently have an eFiling account will need to create an account by completing the [registration form](#).

Please see the [New License Application User Guide](#) for step-by-step directions.

- [LIC2-EL Application](#)
- [Elevator Worker Attestation Form](#)
- Current Photo ID (Driver's license, State ID, permit, green card or passport)
- [Child Support Certification Form](#)
- Original Social Security Card
- Registration Issuance Fee – \$50.00 payable within the [DOB NOW Portal](#)

STEP 3: OBTAINING YOUR REGISTRATION CARD

Once all documentation has been submitted and approved, you will be able to schedule an appointment within the [DOB NOW Portal](#) to take picture and receive the Elevator Agency Helper card.

Due to the expected high volume of applicants, new card holders will receive a link to a downloadable version of the card until applicants are able to receive appointments to get a physical card.