

REQUIRED DOCUMENTS FOR DOB NOW: LICENSING APPLICATIONS (updated October 2024)



Y = document is **always required** for that license type

N = document is **never required** for that license type

C = document is **conditional**. It will populate in the application based on questions answered in the Supplemental Investigation Questionnaire or elsewhere in the Application.

NEW LICENSE APPLICATIONS

DOCUMENT	SSM	SSC	CS	HMO	LD
18 months of on-the-job training program documentation (monthly summaries completed by supervising Site Safety Manager)	C	N	N	N	N
32-hour Lift Director Training Course Certificate	N	N	N	N	Y
40-hour Site Safety Coordinator Course Certificate	N	Y	N	N	N
40-hour Site Safety Course Certificate	N	N	Y	N	N
40-hour Site Safety Manager Course Certificate	Y	N	N	N	N
Apprentice Course documentation (Certificate of Completion, Apprenticeship Completing Card, and Course Approval Letter from the Department)	C	N	N	N	N
Articulating Boom Crane, Mini Crane, Telehandler – Experience Affidavit	N	N	N	C	N
Certificate of Completion for the 40-hour HMO Department approved course	N	N	N	Y	N
Certified Safety Professional designation card and certificate from the Board of Certified Safety Professionals (BCSP) (if applicable)	C	C	C	N	N
Child Support: HRA Letter	C	C	C	C	C
Construction Health and Safety Technician (CHST) designation card and certificate from the Board of Certified Safety Professionals (BCSP)	C	C	C	N	N
Construction Health and Safety Technician certificate and wallet card	C	C	C	N	N
Current Driver's Abstract	N	N	N	Y	N

Current NYS Professional Engineer or Registered Architect License Card or certificate (required only if applying as NYS PE or RA)	C	C	C	N	N
Educational Transcripts or Course Curriculum indicating full-time credits	N	N	C	N	N
Examination Score Report Form	Y	N	N	N	N
Experience Verification Form	Y	Y	Y	Y	Y
LIC4 – Work History for Registration Application	N	N	C	N	N
Most recent pay stub or latest W-2 Statement	Y	Y	N	Y	Y
National Certification Practical Exam Results	N	N	N	Y	N
NCCCO Certification Card	N	N	N	Y	C
Original proof of certification as an NYS Licensed Professional	N	Y	N	N	N
Photo ID (Current Driver's License, Learner's Permit, State ID, Green Card, or Passport)	Y	Y	Y	Y	Y
Physical Examination-LIC 61	N	N	N	Y	Y
Physical Examination-LIC 62	Y	Y	Y	N	N
Site Safety Management Certificate	Y	N	N	N	N
Site Safety Training (SST) Supervisor Card	N	Y	Y	N	N
Social Security Card	Y	Y	Y	Y	Y
Social Security History of Earnings	Y	Y	Y	Y	Y

FOR THE 3 NEW HMO LIMITED LICENSES (Articulating Boom Crane, Mini Crane, Telehandler):

DATE	EXPERIENCE VERIFICATION FORM	DOCUMENT: Experience Affidavit	DOCUMENT: Experience Verification Forms
Prior to November 7, 2024	OPTIONAL	REQUIRED	N/A
November 7, 2024 - November 6, 2027	OPTIONAL	OPTIONAL	REQUIRED
On or After November 7, 2027	REQUIRED	N/A	REQUIRED

LICENSE RENEWAL APPLICATIONS

DOCUMENT	SSM	SSC	CS	HMO	LD
8-hour HMO Refresher Course Certificate of Completion	N	N	N	Y	N
8-hour Lift Director Refresher Course Certificate	N	N	N	N	Y
8-hour Site Safety Manager refresher course certificate	Y	N	Y	N	N
Crane HMO B Rating Exam Results (Certificates and the Crane HMO B Exam form) for Renewal plus Crane B Rating only	N	N	N	C	N
Current Government-Issued Photo ID	N	N	N	Y	N
Latest Paystub or W2	N	N	N	Y	N
National Certification Practical Exam Results	N	N	N	Y	N
NCCCO Certification Card	N	N	N	Y	N
Physical Examination LIC 61	N	N	N	Y	Y
Physical Examination LIC 62	Y	Y	Y	N	N

Proof of name change (Birth Certificate/Passport/Green Card) for Renewal with Change only	C	C	C	C	C
Proof of residence (utility bill) for Renewal with Change only	C	C	C	C	C
Substance Abuse Lab Consent Form	N	N	N	Y	N
Supporting Document: Child Support (HRA Letter)	C	C	C	C	C

BUSINESS CHANGE APPLICATIONS			
DOCUMENT	SSM	SSC	CS
Proof of Name Change	Y	Y	Y
Notarized Letter	Y	Y	Y
Proof of residence (utility bill for address change)	Y	Y	Y

HMO LICENSES TO UPDATE DESIGNATIONS APPLICATIONS	
DOCUMENT	HMO
National Certification Practical Exam Results	Y
NCCCO Certification Card	Y

LICENSE REISSUE APPLICATIONS			
DOCUMENT	SSP	HMO	LD
Lost/Stolen – Affidavit	Y	Y	Y
State Issued ID – State/Federal-issued photo ID (Driver’s License, State ID, passport, or green card)	Y	Y	Y

Police Report for Missing Card (if card reported as missing)	Y	Y	Y
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CHANGE NAME AND/OR ADDRESS REQUESTS			
DOCUMENT	SSP	HMO	LD
Proof of Name Change (Birth Certificate/Passport/Green Card) (for Name Change only)	Y	Y	Y
Proof of Residence (Utility Bill) (for Address Change only)	Y	Y	Y