

**Application for AIP for Certificate of Fitness for
Fire Alarm Systems Inspection, Testing and Service Principal (S-97)**

Application & all required documents must be submitted online thru <https://www1.nyc.gov/nycbusiness/index#C>

Section 1: PRINCIPAL’S OFFICIAL DECLARATION

(check one that applies)

I am submitting the fire alarm company application with my S-97 Certificate of Fitness application. The fire alarm company name is: _____. The company application documents, and payment are in the same application package.

I am a principal of an FDNY approved fire alarm company. The fire alarm company name is: _____ and FDNY Company ID # _____.

<https://www1.nyc.gov/assets/fdny/downloads/pdf/business/approved-companies-fire-alarm-system-inspection-testing-service.pdf>

I, _____ a principal of the above company hereby certify that I have a reasonable understanding of and have received training in the manufacturer manual for different types of fire alarm systems and the Fire Code Chapter 1 and Chapter 9, Fire Rules § 901-01, Building Code Section 907 and applicable sections of NFPA 72, 2010 edition. I am thoroughly familiar with the fire protection and fire suppression systems in the premises where I will be servicing.

On this _____ day of _____, in the year _____, I have hereunto affixed my signature and I certify that, subject to penalty pursuant to the New York State Penal Law, New York City Administrative Code §15-220.1, Fire Department rule 3RCNY §6-02, and any other applicable law, rule or regulation, that the information provided in Section I is true and accurate.

Signature of Principal: _____ Date: _____

Section 2: APPLICANT INFORMATION *(Please print the information)*

Last Name: _____ First Name _____ MI _____

Address _____ City _____ State _____ Zip code _____

Experience Length _____ Date of Birth ___/___/___ Male Female Weight _____ Height _____
(MM / DD/ YYYY)

Phone: _____ E-mail: _____

Employer Company Name: _____

Address _____ City _____ State _____ Zipcode _____

Company Phone: _____ Company e-mail _____

Section 3: APPLICATION FEES

The application fee for this certificate is **\$ 25**. The following methods of payment are acceptable:

- Credit Card (American Express, Discover, MasterCard, or Visa)
- Debit card (MasterCard or Visa)
- E-Check

For fee waivers please submit: ***(Only government employees who will use their C of F for their work-related responsibilities are eligible for fee waivers.)***

- An agency letter with official letter head; **AND**
- Copy of identification card issued by the agency

A convenience fee of 2% will be applied to all credit card payments.

Section 4: PHOTO REQUIREMENT

A recent photo (2x2 head shot) in JPG or JPEG format.

Section 5: AFFIRMATION FORM

Complete and notarize the affirmation form.

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

Section 6: SPECIAL QUALIFICATIONS *(please select one and submit a copy of certificate or license electronically online)*

Applicant must hold one of the following certificate or license:

- National Institute for Certification in Engineering Technologies fire alarm certified Level II (NICET) or above or;
- NYC DOB Master Electrician License.

Section 7: STATEMENTS AND SIGNATURES

On this _____ day of _____, in the year _____, I have hereunto affixed my signature and I certify that, subject to penalty pursuant to the New York State Penal Law, New York City Administrative Code §15-220.1, Fire Department rule 3RCNY §6-02, and any other applicable law, rule or regulation, that the information provided in Section I is true and accurate.

Signature of Applicant: _____