

## Step 1: Renewal Application Submission

Concrete Safety Managers must submit their renewal applications online. Concrete Safety Managers that do not currently have an eFiling account will need to create an account by completing the [registration form](#). If you already have an eFiling account, please proceed to **Step 2**.

## Step 2: Upload Supporting Documentation

To complete the online renewal process, Concrete Safety Managers must submit the following documents in **PDF format** via the [DOB NOW Portal](#) in the **BIS Options section**:

*NOTE: See the [Licensing Renewal Application User Guide](#) for step-by-step directions.*

### Supporting documents include

- Completed original, typewritten **LIC2** License Application;
  - Recent utility bill (electric, gas, water), bank statement lease of deed with the Registrant's name and address if the home address has changed
- LIC50** or **LIC51** application

*NOTE: Renewal applicants with a home address outside of New York City's five (5) boroughs **must** complete the **LIC50** Authorization for Service of Process by Agent. Renewal applicants may also fill out the **LIC51** Voluntary Authorization for Service of Process by Email even if they reside within the City of New York.*
- LIC62: Physical Examination Form** (**must** be completed within 90 days)
- Completed **Child Support Certification Form**
- Copy of confirmation email for online payments
- 8-Hour Concrete Safety Refresher Course certificate

### Renewal Fees

- \$100.00 fee payment – paid at the time of renewal via the online renewal portal
- \$150.00 late renewal – paid at the time of renewal via the online renewal portal (this includes renewal and late fee)

*NOTE: To avoid a late fee, renewal applications **must** be submitted 30-60 days before the expiration date indicated on the registration card. You have up to one year to renew your registration after it has expired. After a year you will have to reapply for the registration. For more information please see our [License Reinstatement Guide](#).*

## Step 3: Obtaining The Registration Card

Receive registration card by mail.