

**Purpose of form:**

This form must be completed by any registrant seeking to applying for, renew, or change information on your Filing Representative Registration

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**1 Application Type**

- Select a transaction type: Original, Renewal, Reissue Change

**2 License Number**

- Complete if you are applying for a Renewal, Change or Reissue.

**3 Registration Class Type**

- Type an (X) in the appropriate box to indicate your answer.

**4 Applicant Information**

- The applicant must provide a complete set of information in this section. Provide first name, last name, middle initial, social security number, date of birth, home address, home telephone number, city, state, zip, mobile phone number, email address.
- If you selected renewal, change, or reissue in section 1, please provide the PENS PIN #. **This provision only applies to Class 2 registrants (not renewal).**

**5 Social Security Information Request**

- In accordance with Federal and State Laws, the New York City Department of Buildings requires that all applicants for licenses/license holders provide their Social Security Number (SSN). DOB will use the SSN to conduct background investigations and maintain accurate license and related records. This information may be shared with other government agencies, consistent with applicable laws and Departmental policy or with the SSN holder's written permission, but will otherwise be kept confidential. The specific statutory authority for requiring SSN's is in the following: Federal Law-Privacy Act of 1974 (Section 7 of P.L., 93-579); Welfare Reform Act of 1996 (42 USCA 666 (a)), and Section 5 of the NYS Tax Law.

**6 Business Information**

- The applicant must provide a complete set of information in this section.

**7 Education Information**

- For **Class 2 applicants only**. The applicant must provide a complete set of information in this section.

**8 Qualifying Education and Experience**

- For **Class 2 applicants only**. The applicant must provide a complete set of information in this section.

**9 Training**

- The applicant must provide a complete set of information.

**10 License History**

- List all licenses (including driver's license, certifications or registrations currently held).
- Answer the question as whether any of these licenses, certifications or registrations had been suspended/revoked or restricted/censured in any way.

**11 Employment History**

- Type an (X) in the appropriate box to indicate your answer.

**12 Comments**

- Must be completed if applicant checked "Yes" in section 10.
- Include additional comments if necessary.

**13 Comments**

- Must be completed if applicant checked "Yes" in section 9.
  - Include additional comments if necessary.
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**14 Convictions and Fines**

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- Type an (X) in the appropriate box to indicate your answer to the question in this section.
- If you answer "Yes" to the question, you MUST complete the Licensing Supplemental Affidavit (LIC34) and attach your completed Filing Representative Application Form (LIC8).

**15 Statements and Signatures**

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- All statements should be reviewed in detail in this section before it is signed.
- Print name, date and sign.

**16 Internal Use Only**

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- This section will be completed by Department of Buildings personnel.