

FIRE DEPARTMENT CITY OF NEW YORK 1/19

APPLICATION FOR AUXILIARY RADIO COMMUNICATION SYSTEM COMPANY CERTIFICATE



Submit completed form and all attachments to:
Executive Director of Licensing
Bureau of Fire Prevention
Fire Department – City of New York
9 MetroTech Center – Room 1S -1C
Brooklyn, NY 11201-3857



Instructions: This application must be completed by an owner or principal of the company. Please make sure to fill out every field accurately as all fields are required to qualify. Do not leave any fields blank, write "NONE" or "N/A" in fields that do not apply to your company. The complete application should be forwarded to the address above, with a check made payable to the New York City Fire Department with the application fee of \$105 for original applications and \$50 for renewal applications in addition to radio fees indicated in Section F. The fees are non refundable. Defective applications may be resubmitted one time within 30 days after FDNY notification without any financial penalty. A new application and fee is required after 30 days. Specific questions can be addressed to pubcert@fdny.nyc.gov or by calling 718-999-1988.

Original

Renewal* Date Inspected: ___ / ___ / ___ (Include Certificate Comp. # ___)

*Must have radios inspected. Attach the affidavit from the radio shop. Companies will receive an official letter from the FDNY after review. The approval will not allow you to use the radios for any other purpose than to test the Auxiliary Radio System within a building. Further steps are outlined in RCNY 511-01 and Fire Code Section 511.

Section A – Company Information

Company Name:

Address: City: State: Zip Code:

Public Telephone Number: Fax Number:
1(____) _____ - _____
Name of Owner or Principal Completing Application: Public Email Address:

Certificate of Fitness Number: Category Type: Expiration Date:
____ - ____ / ____ / ____

If your business is located outside of New York City, you must list an Agent for Receipt of Process located in New York City for Judicial OR Administrative Proceedings or Action. (P.O. Box not acceptable, please list a physical mailing address within the five boroughs of New York City that is authorized to receive legal documents if required)

Name: Address: City: Zip Code:

Official Use Only:
Application fee: Original \$105 (CC 62); Renewal \$50 (CC 63)

Section B - Conviction Record (to be completed by owner/principal only)

1. Are there any prior convictions and pending charges against you? **DO NOT** include parking violations. A guilty plea is a conviction even if you were never imprisoned and only fined. You must also disclose if you were conditionally/unconditionally discharged or received a Certificate of Relief from Disabilities. You do not have to disclose any material sealed or set aside under Federal and NY State law, or material pertaining to a youthful offender category. You may not be considered a youthful offender based on your age at the time of the offense. If you are unsure, list the offense. Yes No
2. Are there any criminal charges pending against you? Yes No

Section C – License

The principal of the company must obtain the Federal Communications Commission General Radiotelephone Operator License. **Attach a copy.**

License Number _ _ _ _ _

Section D- Owner/Principal Professional Experience

Please list at least 3 years of work experience related to the installation and/or testing of ARC systems or other relevant work experience related to in-building radio communication systems. Specify the addresses of the buildings where the services were performed. Include the dates of such installation and/or testing. List most recent experience first & continue backwards in chronological order. Attach additional sheets if required.

| Dates ____/____/____ to ____/____/____ | Length | Address of the Building C of F #: _____ | Describe the project in detail |
|---|--------|--|--------------------------------|
| | | | |
| | | | |
| | | | |

Section E – B-03 Certificate of Fitness Holders

List all employees that will perform installations and/or testing on the Auxiliary Radio Communicator System. A minimum of 1 Certificate Holder must be indicated.

| | |
|--------------|--------------|
| Name: _____ | Name: _____ |
| COF #: _____ | COF #: _____ |
| Name: _____ | Name: _____ |
| COF #: _____ | COF #: _____ |

Section F – Auxiliary Radio Fee

RCNY 511-01 mandates each company to pay \$75 (CC 64) per radio (maximum of 4). Please indicate the amount of radios that will be purchased by the approved vendor and proof of payment being submitted.

| | | |
|-------------------------|---------------------|-----------------------|
| Number of radios | Total Amount | Receipt Number |
| ____ X \$75 = | \$ _____ | _____ |

Section G – Insurance (Provide ACORD summary)

The minimum of a \$500,000 policy with the FDNY being co-named or listed as additionally insured on the policy is required. Include a copy of the ACORD summary of the policy, created within the last 30 days, in your application, including the category type. The policy must be issued by an approved insurance company that is licensed to do business in New York State and has an A.M. Best rating of A- or better. Termination or expiration of the policy will automatically terminate your company’s approval.

| | |
|---|--------------------------------------|
| Insurance Company Name: _____ | Amount of Insurance: \$ _____ |
| Address: _____ | Issuance Date: _____ |
| _____ | Expiration Date: _____ |
| Rating _____ | |
| AMB Six Digit Number _____ | |
| (Can be found at www.ambest.com/ratings) | |

Section H – Oath or Affirmation and Acknowledgement

I hereby affirm that all statements are true and could be persecuted under penalty of perjury.

I also affirm that this certificate, if issued, is subject to the attached requirements of all applicable provisions in the Agreement Allowing Use of Portable Radios Operating on Fire Department Radio Frequencies for Testing of ARC Systems which holds true for a period of five years.

Prior to installation at any premises, I affirm to submit the Agreement Allowing Use of In-Building Auxiliary Radio Communication System on Fire Department Radio Frequencies signed by the building owner to maintain the company approval and C of F valid.

I also affirm that I will notify the FDNY in writing within 24 hours of changes regarding this application.

I understand that the FDNY reserves the right to evaluate and distribute my performance as an Auxiliary Radio Communicator.

I understand that this application does not allow me to use the radios for any other purpose than to test the Auxiliary Radio System within a building and further requirements outlined in RCNY 511-01 are to be met including but not limited to obtaining a B-03 C of F.

I have read and have a thorough understanding of the regulation requirements under RCNY Rule 511-01 and Fire Code Section 511.

Signature

Date

Official Use Only:
Reviewed by _____ on ___/___/20___