

**FIRE DEPARTMENT • CITY OF NEW YORK  
BUREAU OF FIRE PREVENTION  
9 METROTECH CENTER  
BROOKLYN, N.Y. 11201-3857**

Verification Letter for Application for Fire Safety Director

**INSTRUCTIONS**

In accordance with the procedure of the New York City Fire Department, applicants for the Fire Safety Director test must possess experience involving fire protection and fire prevention activity, or responsible positions pertaining to the operations of building service equipment.

The applicant has listed your firm for experience and dates. All information must be verified. Please complete the form below. The form below must be notarized. We thank you in advance for your cooperation.

**Firm or Company Name** \_\_\_\_\_

**Business Address** \_\_\_\_\_

Sir/Madam:

I am pleased to confirm the employment of \_\_\_\_\_ for  
(APPLICANT'S NAME)  
application for a Certificate of Fitness as a Fire Safety Director. The applicant was/is employed here in the  
title of \_\_\_\_\_ during the following dates: from \_\_\_\_\_ to \_\_\_\_\_.  
The applicant specific job responsibilities involves fire prevention activities or responsible position pretaining  
to operation of building service equipment include(d) \_\_\_\_\_  
(STATE SPECIFIC DUTIES)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF EMPLOYER TITLE  
(Sign only before a Notary)

Date: \_\_\_\_\_

STATE OF NEW YORK

COUNTY OF \_\_\_\_\_

Sworn to before me, this \_\_\_\_\_ day

of \_\_\_\_\_, 19\_\_\_\_

Notary Number \_\_\_\_\_

\_\_\_\_\_  
(SIGNATURE OF NOTARY)

Commission Expires \_\_\_\_\_

**Note:** Upon completion, this form must be forwarded promptly to the New York City Fire Department, 9 MetroTech Center, Brooklyn, N.Y. 11201-3857— Certificate of Fitness Unit (F.S.D. Verification Section). Failure to submit this form will delay the processing of the candidate above.

For additional information, please call (718) 999-2506, 2511 during business hours.



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BUREAU OF FIRE PREVENTION

Effective February 14, 1990 the FDNY began expanding the verification requirements for new Fire Safety Director candidates. We will be verifying all duties associated with fire related experience covering any prior five years. For each employer, an individual affidavit will be required.

This means that if you worked for:

- your current company for 2 years and worked for a previous company for 3 years, two affidavits are required;

*OR*

- your current company for 5 years, one affidavit is required;

*OR*

- your current company for 1 year, one previous employer for 2 years, and another previous employer for 1 year, three affidavits are required;

*OR*

- your current company for 2 years, one previous employer for 3 years, and another previous employer for 5 years, two affidavits are required.

Administratively, we have taken the following actions:

- time period of 30 days for submitting all documents has been extended to 45 days;
- your present employer will be advised which experience listed on the FSD application is acceptable as "Fire Related". This will eliminate obtaining non pertinent affidavits;
- all previous employers' affidavits may be submitted directly by the employer to the FDNY or may be first forwarded to you. You may then forward the affidavit to the FDNY.

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CHIEF OF FIRE PREVENTION