

New York City Department of Environmental Protection
Bureau of Environmental Compliance
Asbestos Control Program
59-17 Junction Boulevard, 8th floor
Flushing, New York 11373-5108

ASBESTOS CERTIFICATION INSTRUCTION SHEET

- a) **Read the requirements** for asbestos handler, restricted handler, supervisor, and/or investigator certification that are detailed in Title 15, Chapter 1, Sections §1-11, §1-12, §1-13, §1-14, §1-15, §1-16, and §1-17. A copy of the *Rules* is posted on the Department's website, @ <http://www.nyc.gov/html/dep/html/asbestos/asbestos.shtml>
- b) **Complete** items 1 through 20 of this application.
- c) All applicants for new and renewed certifications will have a current New York State photo Driver's License or Non-Driver ID card. Anyone without either of these may have their photograph taken at any nearby NYS Department of Motor Vehicles Office. You may call '311' to locate the nearest office. **Read** the New York State Department of Motor Vehicles (NYS DMV) *request for a Photo Image instruction sheet*. Check with the DMV for acceptable proofs of identity before going to the DMV for photographs. Telephone or check the website @ <http://www.dmv.ny.gov/license.htm#identification> for the *New York State Department of Motor Vehicles General Requirements for Proof of Identity*
- d) **Attach** a clear copy of your NYS DMV driver license, non-driver ID or the FS-6T receipt received from NYS DMV to your application. **Note for All Renewal Applicants:** there is no need to resubmit a copy of a valid New York State Department of Motor Vehicles ID card if the documentation is already in the Department's files.
- e) **Attach copies** of your social security card, all current New York City Department of Environmental Protection (NYC DEP) asbestos certificate(s), and/or all current state licenses or certificates which may be required for your application. **Note for All Renewal Applicants:** there is no need to resubmit copies of a valid social security card, current NYC DEP certificate(s), and/or all current state licenses or certificates if the documentation is already in the Department's files.
- f) **Attach a copy** of the NYS Department of Health (NYS DOH) certificate of asbestos safety training (Form DOH 2832) for the asbestos certification type (handler, restricted handler, supervisor or investigator/inspector) for which you are applying. **Note:** the form must be **current** at the time of application submission.
- g) **Attach** two (2) identical passport type color photographs with a white background (**initial applicants only**). One (1) passport type photograph is required for **renewal** and/or **duplicate** applicants. **Note:** The photographs must not contain **hats, eyeglasses, or full-face beards**.
- h) **Attach** the required non-refundable application-processing fee (check or money order) payable to the New York City Department of Environmental Protection. *Refer to item 1 of the application form.*

- i) **Initial supervisor applicants:** complete and attach appendices C and F. **Note: Appendix “F” must be notarized.**
- j) **Initial investigator applicants:** attach original **notarized** letters of reference from past or present employers verifying your experience in relevant building survey/hazard assessment work; complete and attach appendices A, B, D and E if required. **Note: Appendix “A” must be completed and signed by a physician within the last twelve (12) months** prior to date of application submission. **Appendix “B” must be completed and signed by an Industrial Hygienist within the last three (3) months** prior to the date of application submission. **Appendix “E” must be notarized** (if applicable).
- k) **All initial applicants:** You will be notified by mail when and where to report for the certification examination.
- l) **All initial applicants:** you must bring a photo ID card and your appointment letter to the certification examination.
- m) **Renewal Investigators:** current completed Appendices “A” and “B” are required for renewal certification. Please read note in section j regarding the requirements for appendices “A” and “B”.
- n) **Applicants for Duplicate Certification:** attach a notarized letter explaining the reason (lost, stolen, damaged, or change of personal information) for a duplicate certificate request.
- o) **Applicants for Duplicate Certification:** attach official documentation to support any requested change(s) (name change etc.) in your personal information.
- p) **Make and keep** copies of all documents before submitting the application to the Department.
- q) **Hand deliver or send** by regular or certified mail the completed application, attachment(s), and relevant appendices to:

CITY OF NEW YORK
 DEPARTMENT OF ENVIRONMENTAL PROTECTION
 ASBESTOS CONTROL PROGRAM
 59-17 JUNCTION BOULEVARD, 8TH FLOOR
 FLUSHING, NEW YORK 11373-5108

- r) **All applicants:** in addition to the mailing address above, you may contact the Asbestos Control Program at (718) 595-3693, (718) 595-3695 or by fax to (718) 595-3776.
- s) **All applicants:** The DMV will mail your certificate(s) to the address on your application.
- t) **All applicants:** You may withdraw your consent to the NYC DEP and NYS DMV to use your NYSDMV photo for ID purposes by sending a signed and notarized copy of the **Withdrawal of Consent** form to the NYC DEP by certified mail at the address on the form. Do not return this form with your application. Use this form **ONLY** if you wish to withdraw consent in the **FUTURE**.
- u) **Initial and Renewal Investigator Applicants:** Please carefully read the attached memorandum from the New York State Department of Labor (NYSDOL). Please call the NYSDOL if you have any questions.