

**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. A copy of the Rules (**effective January 6, 2019**) is posted on the Department's website, at <http://www.nyc.gov/html/dep/html/asbestos/asbestos.shtml>
- b) Complete all items on the application form titled "Application for Asbestos Certification."
- 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 at <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, unless requested.
- 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, unless requested.
- f) Attach a copy of the NYS Department of Health (NYS DOH) certificate of asbestos safety training (Form DOH2832) 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) Initial applicants: Attach two (2) identical passport type color photographs with a white background. Renewal or duplicate applicants: Attach one (1) passport type photograph with a white background. **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 and jobs must be in chronological order.
- j) **Initial investigator applicants:**
 - a. Attach original notarized letters of reference from past or present employers verifying your experience in relevant building survey/hazard assessment work.
 - b. Attach proof of successful completion of an introductory 8-hour minimum blueprint reading course.

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- c. 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.

Note: Appendix "B" must be completed and signed by an Industrial Hygienist within the last three (3) months prior to the date of application submission.

Note: Appendix "E" must be notarized and surveys must be in chronological order.

- d. If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education Evaluation Guide located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf.

k) **All initial applicants:**

- a. You will be notified by mail when and where to report for the certification examination.
- b. You must bring a photo ID card and your appointment letter to the certification examination.

l) **Renewal investigator applicants:** complete and attach Appendices A and B.

Note: Read note in Section J regarding the requirements for appendices A and B.

m) **Duplicate certification applicants:**

- a. Attach a notarized letter explaining the reason (lost, stolen, damaged, or change of personal information) for a duplicate certificate request.
- b. Attach official documentation to support any requested change(s) (name change etc.) in your personal information.
- c. A duplicate/replacement certificate may only be obtained twice in any two-year validity period. Under no circumstances will additional replacement certificates be issued within the two-year validity period.

- 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) 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) The DMV will mail your certificate(s) to the address on your application.

- t) 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.

Note: Use this form only if you wish to withdraw consent in the future.

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APPLICATION FOR ASBESTOS CERTIFICATION

1. Certification Type: <input type="checkbox"/> Asbestos Handler <input type="checkbox"/> Restricted Asbestos Handler <input type="checkbox"/> Asbestos Supervisor <input type="checkbox"/> Asbestos Investigator <input type="checkbox"/> Duplicate	Application fee: \$100.00 \$50.00 \$100.00 \$250.00 \$50.00
2. Application Type: <input type="checkbox"/> Initial <input type="checkbox"/> Renewal Specify which certificate you are renewing #: _____ Expiration date: _____	
3. Social Security Number: _____ - _____ - _____	4. DMV Number: _____
5. Last Name: _____ 6. First Name: _____ Middle Initial: _____	
7. Mailing/ Home Street Address: _____ Apt. #: _____ 8. City: _____ State: _____ Zip Code: _____ 9. Home Telephone Number: (____) _____ - _____ 10. Work Telephone Number: (____) _____ - _____	
Note: For Asbestos Investigators: I want my work telephone number posted on the NYCDEP website: <input type="checkbox"/> Yes <input type="checkbox"/> No	
11. Birthday: ____ / ____ / ____ <small>(Month/ Day/ Year)</small>	12. Height: ____ Feet ____ Inches
13. Weight: ____ lbs.	14. Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
15. Applicants need to provide as attachments to this form: <input type="checkbox"/> Passport photo (2 for initial, 1 for renewal) <input type="checkbox"/> Copy of NYS DMV ID or License (initial only) <input type="checkbox"/> Copy of Social Security Card (initial only) <input type="checkbox"/> NYS DOH Form 2832 Proof of Training (all applicants)	15a. Duplicate certification: <input type="checkbox"/> Lost certificate <input type="checkbox"/> Damaged certificate <input type="checkbox"/> Information change
16. Name of current employer: _____ Street Address: _____ City: _____ State: _____ Zip: _____ Start Date of Employment: ____ / ____ / ____ <small>(Month/Year)</small>	
17. For all applicants: <ul style="list-style-type: none"> • Have you been found guilty after trial, or pleaded guilty, no contest, or nolo contender to a crime related to asbestos or occupational safety or health (felony or misdemeanor) in any court? <input type="checkbox"/> Yes <input type="checkbox"/> No • Has any licensing or disciplinary authority revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, or refused to issue or renew a professional license or certificate held by you now or previously, or fined, censured, reprimanded or otherwise disciplined you? <input type="checkbox"/> Yes <input type="checkbox"/> No • Are criminal charges related to asbestos or occupational safety or health pending against you in any court? <input type="checkbox"/> Yes <input type="checkbox"/> No 	

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- Are charges pending against you in any jurisdiction for any sort of professional misconduct?
☐ Yes ☐ No

18: Initial supervisors only need to provide as attachments to this form:

- ☐ Appendix C
- ☐ Appendix D

18a: Do you presently have a NYCDEP Asbestos handler certificate: ☐ Yes ☐ No

If yes, cert #: _____ Exp. date _____

Do you presently have a valid asbestos handling certificate/license for another state: ☐ Yes ☐ No

If yes, State: _____ Exp. Date _____

19: Initial investigators only need to provide as attachments to this form:

- ☐ Appendix A ☐ Appendix D
- ☐ Appendix B ☐ Appendix E
- ☐ Proof of successful completion of a 8-hour minimum Introductory Blueprint Reading Course

19a: Renewal investigators only need to provide as attachments to this form:

- ☐ Appendix A
- ☐ Appendix B

20. I, _____, the undersigned, authorize the New York City Department of Environmental Protection (NYCDEP) to request that the Department of Motor Vehicles of the State of New York (DMV) produce an ID card bearing my DMV photo subject to compliance with the identification requirements of the DMV. I understand that DMV will send this ID card to the address specified in my DEP application form. I also understand that DEP and DMV will use my photo to manufacture all my subsequent ID cards for as long as I maintain my license/certification with NYCDEP.

I certify that all statements on this application, including appendices and other documents I have submitted are true and complete to the best of my knowledge. I understand that false or misleading statements shall be sufficient cause for disqualification, suspension, or revocation of an asbestos certificate issued under this application.

Lastly, I acknowledge that lost certificates must be immediately reported; and that failure to report a lost or stolen certificate may result in a fine or other punitive action.

Applicant Signature: _____

Date: _____

Print Name: _____

In order to avoid delays in processing your application please carefully read the certification requirements in Title 15, Chapter 1 of the Rules of the City of New York and the accompanying instruction sheet. Incomplete or illegible information will cause a delay in receiving your certificate.