

CERTIFICATE OF CORRECTION

STATE OF NEW YORK)
)
COUNTY OF _____)

SS.:

I _____, being duly sworn, depose and say that I am the respondent cited in the Notice of Violation and that I admit the existence of the violation(s) described in the Notice of Violation.

Check one { I have corrected all said violations as ordered by the Commissioner
or
 I have only corrected the following violation(s) _____ and will attend hearing on the scheduled date.

(The respondent certifies that all violations have been corrected if no box is checked.)
I have attached legible copies of any and all bills, receipts and other proofs of correction to this certification as required.

Signature
(Sign only before a notary)

TO BE COMPLETED BY NOTARY

SEAL

County of _____ Registration Number _____
Sworn to before me this _____ day of _____ 20 ____ Notary Number _____
Signature of Notary _____ Commission Expires _____

The Fire Commissioner reserves the right to reject any Certificate of Correction that is incomplete. False certification is punishable by a fine of not less than \$1,000 nor more than \$5,000 and/or up to 6 months imprisonment pursuant to Administrative Code Section 15-220.1.

CERTIFICATION INSTRUCTIONS

For first offenses:

1. All respondents must correct the violation(s) cited on the Notice of Violation.
2. To certify correction of a violation, a respondent must complete the Certificate of Correction above and have it notarized. Attach this page to a copy of the Notice of Violation.
3. Attach legible copies of any and all bills, receipts and/or other proof of compliance to the Certificate of Correction and submit them along with this Certificate of Correction.
4. Return the complete Certificate of Correction with all appropriate documentation, to the **Bureau of Legal Affairs, Administrative Enforcement Unit, 9 MetroTech Center, Brooklyn, New York 11201-3857 on or before the return date specified on the Notice of Violation.**
5. Respondents will be notified by mail if their Certificate of Correction has been disapproved and of the appropriate action to take to correct the Notice of Violation.
6. If it is impossible to correct any or all violations within the time indicated, you may be eligible for a stipulation extending the time to correct. A request for a stipulation extending compliance time must be made at the hearing and is subject to the approval of the Fire Department and the ECB.
7. If you properly certify that all violations have been corrected, and the Certificate of Correction is accepted by the Fire Department, you will be excused from appearing at the scheduled ECB hearing and no penalty will be imposed.
8. If you fail to comply with 7 above, or if you are a repeat offender, you will be required to attend an ECB hearing on the date specified on the Notice of Violation and bring any and all proof of correction to the hearing.