Acquiring a DOB Limited Gas Work Qualification as an Apprentice:

In order to be engaged in gas work, you **MUST** first be in the employ of and under supervision of an NYC Licensed Master Plumber.

While you are performing such gas work, you must be with a “Full Gas Work Qualified Journeyman” and under his/her “PERSONAL and IMMEDIATE supervision.” Limited card holders **MUST NOT** perform any gas work on their own under any circumstances.

### Apprentice Limited Gas Work Qualification Action Items

1. **Create your ID on “DOB NOW: Licensing”**.
2. **Collect the (9) documents listed in the Checklist below**.
3. **Submit your application online**. *(An instructional video showing the online application submission process may be viewed by Clicking Here. The password to view the video is Meany1.)*

### REQUIRED (9) DOCUMENTS CHECKLIST

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<tr>
<th>Description</th>
<th>Obtained?</th>
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<td><strong>Notarized affidavit, signed and sealed by a Licensed Master Plumber</strong>, stating the following:</td>
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<td>- Your Job Title;</td>
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<td>- A detailed description of your duties;</td>
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<td>- The time period you worked under the direct and continuous supervision of the licensee;</td>
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<td>Your affidavit must show a minimum of 6 months working under a NYC Licensed Master Plumber and should be based on the template affidavit given to you.</td>
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**ITEMIZED, NON-CERTIFIED Social Security History of Earnings for your entire work history**

- **THIS CAN BE OBTAINED BY VISITING ANY SOCIAL SECURITY OFFICE IN PERSON.**
- Check with your [local Social Security office](http://www.ssa.gov) for hours of operation.
- Print and complete [Form SSA-7050](http://www.ssa.gov) prior to visiting a Social Security Office.
- Applicable Fees may be paid by Credit Card, Personal Check, or Money Order made payable to “Social Security Administration.”

### Plumbers Local One JATC Apprenticeship Enrollment Verification Letter

- **AT-401 Apprenticeship Registration Form**
- **Valid Driver’s License, Learner’s Permit or Non-Driver ID**
- **Original Government Issued Social Security Card**
- **Birth Certificate, Passport or Green Card**
- **Completed [Child Support Certification Form M-522](http://www.ssa.gov)**
- **Completed DOB [Form DPL-1](http://www.ssa.gov)** (Select “Gas Work Qualification Only”)

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Once you have completed the process, be on the lookout for emails with further instructions from: DOBNOWdonotreply@buildings.nyc.gov