

## 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**.)*

<b>REQUIRED (9) DOCUMENTS CHECKLIST</b>	<b>OBTAINED?</b>
<p><b>Notarized affidavit, signed and sealed by a Licensed Master Plumber</b>, stating the following:</p> <ul style="list-style-type: none"> <li>- Your Job Title;</li> <li>- A detailed description of your duties;</li> <li>- The time period you worked under the direct and continuous supervision of the licensee;</li> </ul> <p>Your affidavit must show a minimum of 6 months working under a NYC Licensed Master Plumber and should be based on the <a href="#">template affidavit</a> given to you.</p>	
<p><b>ITEMIZED, NON-CERTIFIED Social Security History of Earnings for your entire work history</b></p> <ul style="list-style-type: none"> <li>- THIS CAN BE OBTAINED BY VISITING ANY SOCIAL SECURITY OFFICE IN PERSON.</li> <li>- Check with your <a href="#">local Social Security office</a> for hours of operation. (If prompted for services needed, click “I Need Other Services.”)</li> <li>- Print and complete <a href="#">Form SSA-7050</a> prior to visiting a Social Security Office</li> <li>- Applicable Fees may be paid by Credit Card, Personal Check, or Money Order made payable to “Social Security Administration.”</li> </ul>	
<b>Plumbers Local One JATC Apprenticeship Enrollment Verification Letter</b>	
<b>AT-401 Apprenticeship Registration Form</b>	
<b>Valid Driver’s License, Learner’s Permit or Non-Driver ID</b>	
<b><u>Original</u> Government Issued Social Security Card</b>	
<b>Birth Certificate, Passport or Green Card</b>	
Completed <a href="#">Child Support Certification Form M-522</a>	
Completed DOB <a href="#">Form DPL-1</a> (Select “Gas Work Qualification Only”)	

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