

SERVICE NOTICE

Follow up #2 to Service Notice on [Elevator Compliance Filings](#)

To accommodate owners and industry members in transitioning to DOB NOW, the Department will continue to allow paper filings in certain circumstances.

The table below sets forth the Calendar Year / Reporting Cycle filings that shall continue to be submitted on paper and those that must be submitted online at www.nyc.gov/dobnow. The table applies to the following reports/filings:

- Elevator Inspection/Test Reports (Form ELV3);
- Affirmation of Correction (“AOC”) (Form ELV29)

Calendar Year / Reporting Cycle	Filing Method
2017 & prior years	<ul style="list-style-type: none"> • All filings (ELV3 and ELV29) shall continue to be filed on paper. This includes AOCs for CAT1 Inspection / Test performed in 2017 or earlier and for PVT Violations that were issued in 2017 or earlier. • Resubmissions of ‘rejected’ filings must occur by November 30, 2018.
2018	<ul style="list-style-type: none"> • Previously ‘rejected’ paper filings (ELV3 and ELV29) must be resubmitted on paper by November 30, 2018. After November 30, 2018, previously ‘rejected’ paper filings (ELV3 and ELV29) must be submitted in DOB NOW: <i>Safety</i> as a new filing. • AOCs for which the rejected CAT1 ELV3 is resubmitted on/after September 17, 2018 must be submitted on paper by November 30, 2018. After November 30, 2018, the AOC must be submitted in DOB NOW: <i>Safety</i>. • AOCs for PVT Violations issued in 2018 shall continue to be filed on paper until further notice. • AOCs for an accepted ELV3 Inspection/Test Date between March 5 and March 21, 2018 must be submitted on paper by November 30, 2018. After November 30, 2018, the AOC must be submitted in DOB NOW: <i>Safety</i>. • CAT5 ELV3 where the last CAT5 occurred in July 2013 must be submitted on paper by November 30, 2018. After November 30, 2018, the CAT5 must be submitted in DOB NOW: <i>Safety</i>. • All other filings must be submitted in DOB NOW: <i>Safety</i>.
2019	<ul style="list-style-type: none"> • All filings must be submitted in DOB NOW: <i>Safety</i>.

Submit paper filings in person to the Elevators Unit at 280 Broadway, 1st Floor. (Note: new location effective September 12.)

eFiling Registration

- Owners, Agency Directors and Inspectors are reminded that they will need an [eFiling account](#) to submit filings in DOB NOW. If you need to register for an account, visit the Registration Information page at www.nyc.gov/dobnowtips for assistance.

DOB NOW: *Safety* Training

- Registration for training on DOB NOW: *Safety* continues to be available at www.nyc.gov/dobnowtraining and instructional guides are also available online.

To submit an inquiry about DOB NOW, visit www.nyc.gov/dobnowhelp.

POST UNTIL: December 2018