



Submitting your Part 3: Request for Certification of Completed Work Form Through DocuSign

Please review and reference this guide when completing the form. If you have questions about completing your application, please contact your Part 2 reviewer.

When you are ready to complete your Part 3: Request for Certification of Completed Work, click the blue “Submit Application” button. A link to start the form through DocuSign will open in a new window.

Please be prepared to complete the form once you open the link. If you need to step away from your computer, save your progress by:

- Click the “Finish Later” button on the blue options ribbon at the top of the page.
- A dialogue box will open and your email address that you used to begin the form will auto-populate.
- Click ‘save and close’. A link will be sent to your email for you to complete later.
- **Please do not start a new form if you have a saved form in progress.**

Step 1: Signer Information

- Enter in your name and email address when prompted. If there is a second homeowner, enter their name and email address. Click “Begin Signing” to start filling in the form.

Step 2: Fill in the Form

- Section 1.: Enter the project number. The number can be found on the Part 1 & 2 review letter that you received from the Division for Historic Preservation (DHP).
 - If you cannot find your project number, please contact your Part 2 reviewer.
- Section 2: Complete the owner information
- Section 3. Enter your project start and end dates
- Section 4. Attachments are required to complete your form. Please use the second page of the form, the Project Completion Worksheet, to indicate the associated photo for completed work item, a description of the work, the final cost of each work items, and the total cost for your project.
 - Photos are needed for Part 3 approval. The best way to submit your photos is to combine them into a single document (Word or PDF), and then upload that by clicking on the attachment icon in the form.
 - If you cannot combine the photos, please make sure that you are uploading JPG image files, other file formats are not accepted.





Step 3: Payment Authorization

After you complete the Project Completion Worksheet, you will be directed to the Fee Payment Authorization page. The amount you owe will autofill on this form based on your response to the Final Rehabilitation Expenses question in Section 4.

You can submit payment with a check or securely with a credit card.

Check Payments:

- If submitting a check, please make checks payable to NYSOPRHP and include your project number (ex. 21PR00000) in the check memo. Then, print a copy of the Fee Payment page and mail it along with the check to:

OPRHP
PO Box 189
Waterford, NY 12188-0189

- To print the form for check payments: Once you have completed a submitted the form, DocuSign will email you a copy of your form. Download the form and print the Fee Payment Authorization page.
- Your application will not be processed until your check is received.

Credit Card Payments:

- Enter your credit card and billing information. A DHP staff member will securely process your payment after the form has been submitted. Your credit card statement will show the charge is from ASPIRA NYS PARKS or RAO NY STATE PARKS.

Submit the Form:

- When you're ready to submit the form, click the yellow "Finish" button on the upper right-hand corner of the screen. A pop-up screen will appear to confirm the form was submitted. No other steps are needed unless you need to mail in a check for payment.
- You will receive an email confirmation after you application is submitted, and it will contain a link that will allow you to download your completed form.
- After your application is reviewed, you will receive another email with a link to download the form, which will include your Certificate of Completion.