

Guide for Amusement Device Operators in New York State

Amusement device operators operating in New York State must submit all of the following, annually, at least 10 days before the ride's first use:

- **Application for Amusement Device, Viewing Stand or Tent Operating Permit (Form SH 80).** Download the form at: <https://labor.ny.gov/formsdocs/wp/SH80.pdf>. It must be completely filled out and signed.
- **Proof of Liability, Workers' Compensation and Disability Insurance.** See page 2 of the SH 80 form for a list of acceptable forms of proof. The liability insurance coverage must be for a minimum of \$1,000,000 per occurrence. An Accord 25 or its equivalent is suggested.
- **Location Notice (Form SH 87).** Download the form at: <https://labor.ny.gov/formsdocs/wp/SH87.pdf>. It must be completely filled out and signed.
- **Equipment Inventory (Form SH 87.1).** Download the form at: <https://labor.ny.gov/formsdocs/wp/SH87.1.pdf>. It must be completely filled out.
- **\$100 application fee, per device**, payable by check or money order.

You must do this annually. Mail all of the above, together in a single packet, to the Department of Labor at least 10 days before the ride's first use in New York State. For your recordkeeping, we recommend that you send the packet via Certified Mail, so you will have proof of the delivery date. We also advise you to keep a copy of everything you send. Please see the reverse side for the correct mailing address.

Adding a new location

If you need to add to your **Location Notice** during the season, you must fill out an additional SH 87 and send it to the License and Certification Unit 10 days in advance of the ride's first use in New York State. You can send it by mail to the address on the reverse side. You may also send it by email or fax. If you fail to do so, you may be issued a violation.

Adding a new amusement device

If you need to add another amusement device during the season, you must submit:

- an additional **Application for Amusement Device, Viewing Stand or Tent Operating Permit (SH 80)**
- an updated **Equipment Inventory (SH 87.1)**
- an additional **\$100 application fee, per device**, payable by check or money order

Mail all of the above, together in a single packet, to the Department of Labor at least 10 days before the ride's first use in New York State. Please see below for the correct mailing address. If you submit the forms and payment late, the Department of Labor ride inspector may take them in the field with the permission of a supervisor and an Amusement Device Administrator. However, a violation will be issued.



Updating insurance information during the season

Many times, insurance policies are renewed during the season. If this happens, please provide updated copies of the required insurance forms to the License and Certification Unit. You can send them via mail to the address below. You may also send them by email or fax, or give them to the Department of Labor ride inspector at the time of the inspection.

License and Certification Unit contact information

Mail:

NYS Department of Labor
Division of Safety and Health
License and Certification Unit
Harriman State Office Campus
Building 12, Room 161A
Albany, NY 12240

Email: license&certificate@labor.ny.gov

Fax: 518-485-8530

Phone: 518-457-2735