

## How to Apply to Deal in or Manufacture Explosives (SH 860)

### Submit the following items to the address above:

1. A completed application (SH 860).
2. A check or money order made payable to the Commissioner of Labor for **\$100**.
3. A copy of your ATF Notice or Letter of Clearance as a Responsible Person or an Employee Possessor. If you do not have an ATF clearance, explain the status of your ATF application.
4. A completed Explosive Storage Information form.
5. Proof of Workers' Compensation coverage or exemption. The only acceptable proof are:
  - a. C-105.2 - Certificate of Workers' Compensation Insurance
  - b. CE-200 - Certificate of Attestation of Exemption
  - c. U-26.3 - State Insurance Fund Version of C-105.2
  - d. SI-12 - Certificate of Workers' Compensation Self-Insurance
  - e. GSI-12 - Certificate of Group Workers' Compensation Self-Insurance
  - f. GSI-105.2 - Certificate of Participation in Workers' Compensation Group Self-Insurance
6. Proof of Disability Insurance or exemption. The only acceptable proof are:
  - a. CE-200 - Certificate of Attestation of Exemption
  - b. DB-120.1 - Certificate of Disability Insurance
  - c. DB-155 - Certificate of Disability Benefit Self-Insurance
7. NYS Department of Motor Vehicle (DMV) ID number:
  - a. If you do not have a NYS DMV driver license or photo ID number as requested on the application, you must complete form ID-5DOL and take it to a NYS DMV office along with the required forms of identification.
    - i. Check with NYS DMV for required and acceptable proofs of identity; requirements are stringent.
    - ii. Go to their website [www.nysdmv.com](http://www.nysdmv.com) or call the License and Certification Unit if you have any questions.

### **Do you need to be fingerprinted?**

Fingerprints are used to perform a criminal history background check with the New York State Division of Criminal Justice Services (DCJS) and the FBI. Change, Correction, or Updating Procedures for obtaining a change, correction, or updating of an FBI criminal record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.

You **do not** need to be fingerprinted now if you are renewing an application **and** have current ATF clearance as a responsible person or an employee possessor.

You **must** have your fingerprints scanned at an L1 Enrollment Services (aka MorphoTrust USA) location in NYS if you are:

- A new applicant
- Renewing an application and do not have ATF clearance

Scheduling an appointment:

- Use the website [www.L1enrollment.com](http://www.L1enrollment.com) or call toll free 1-877-472-6915 to schedule an appointment and to find a New York State location near you
- Provide the following identification number when you schedule: **ORI #NY921260Z**

Fees:

- The total fee includes a fingerprinting fee of \$91.50 plus a vendor fee of approximately \$11.00 to \$12.00 (All prices are subject to change. Check with the vendor for the current charge.)
- You may pay the fee to L1 Enrollment Services either when you schedule online or at the time of the service

Identification:

- Take two forms of ID to your appointment (One of the ID's must include a photo.)

Follow up:

- You will be given a receipt after the fingerprint scan (Keep it for tracking purposes.)
- The service will transmit your prints to the New York State Division of Criminal Justice Services (DCJS) for processing
- DCJS will send the results to the License & Certification Unit at the NYS Department of Labor, using the ORI number listed above

Note: All monies due to the Department of Labor for unemployment insurance tax must be up to date before we will issue your license.

### **Experience required**

- Demonstrate knowledge of and ability in the basic safety precautions for the possession, handling, storage and transportation of explosives, and understanding of regulations in Code Rule 39
- Be at least 18 years of age

### **Other**

The license is required to manufacture, deal in, sell, give or dispose of explosives.

Organizations and businesses applying for a license must designate an officer, owner or partner as the license holder. We cannot issue a license in the name of the organization or business. The organization or business will be licensed when its name is on the application of the designated officer, owner or partner to whom we issue the license.

You must have an Explosives Magazine Certificate to store explosives. You can get applications for these certificates from the Division of Safety and Health district office listed in your local telephone directory.

Note: This license does not permit you to act as the blaster in charge or as the operator of a pyrotechnic display. You must have additional certification to engage in those occupations. You can print applications for either of these at [www.labor.ny.gov/formsdocs/wp/shformsandpublication.shtm](http://www.labor.ny.gov/formsdocs/wp/shformsandpublication.shtm).