



**Department
of Labor**

Division of Labor Standards
Permit and Certificate Unit
Harriman State Office Campus
Building 12, Room 185B
Albany, NY 12240
www.labor.ny.gov

Renewal of Employment Agency License Information

All employment agency licenses will expire on May 1st of this year. Enclosed is a renewal application. It is being sent now so that you will have enough time to apply for the renewal of your license before your current license expires.

Please complete the renewal application, have the agency owner, each principal, or president and treasurer sign it and return it promptly.

Mail the completed renewal application to the address above with all the required items, including:

1. The **original copy of the surety bond** or continuation certificate that expires on May 1st of the **next even numbered year**.
2. A **check or money order** payable to the "Commissioner of Labor" in the amount of:
 - Five hundred dollars (\$500), if the agency has 4 or fewer placement employees, or
 - Seven hundred dollars (\$700.00), if the agency has 5 or more placement employees
3. An **Appendix to a License Application - Child Support Obligations, GO 1** form (enclosed). It must be completed and notarized.
 - If the applicant is a partnership, any one of the partners may file this statement.
 - No employment agency license will be renewed until a completed and notarized Child Support Obligation form is received from the individual owner or each partner.
 - Corporations are not required to file this statement.

Note: Section 3-503 of the General Obligation Law requires that applicants for a renewal of a license or permit necessary to practice any occupation, trade, employment, vocation business, or profession file a sworn and notarized statement concerning his or her obligation to pay child support.

4. A **completed C-105.2** proving Workers' Compensation Insurance coverage and a **completed DB-120.1** proving Disability Insurance coverage (available from your insurance company).
 - Other acceptable forms of proof: U-26.3 from SIF; or if self-insured, SI-12 or GSI-105.2 for WC and DB-155 for disability.
 - If you are **not** liable for Workers' Compensation and/or Disability Insurance, submit a CE-200. This form is available at www.wcb.ny.gov. On the home page, click on "WC/DB Exemptions" then click on "Request for WC/DB Exemption." You may contact the Workers' Compensation Board at (866) 298-7830 for help. When calling, wait until after the menu finishes for someone to help you.
5. Also, you must send a **written notice** to the department whenever there is any change to the employment agency's information. This includes changes to the name, address, ownership, partners, corporate officers, stockholders, or agency manager. We will send you any necessary forms to make the change.

If you have any questions or need additional forms, please call (518) 457-1942 or write to the address above.