

Did You Remember To:

- ✓ **Answer all the questions on the application form**

- ✓ **Sign and date the application form**

- ✓ **Enclose all required documents with the application:**
 - **New Application:**
 - Proof of child's age
 - Parent identification (ID)
 - School document
 - Health document
 - Trust document
 - **Renewal Application:**
 - Parent Identification (ID), if not on file
 - School document
 - Health document

- ✓ **Mail the completed application package and all attachments to:**
 - New York State Department of Labor
 - Division of Labor Standards
 - Permit and Certificate Unit
 - Harriman State Office Campus
 - Building 12, Room 185B
 - Albany, NY 12240