



New York State Department of Labor
 Division of Labor Standards
 Permit and Certificate Unit, Room 266A
 State Office Campus, Building 12
 Albany, NY 12240
 (518) 457-1942

Employment Agency Information for New Applicants

Article 11 of the General Business Law of the State of New York requires that "no person shall open, keep, maintain, own, operate or carry on any employment agency unless such person shall have first procured a license".

Enclosed is the application for requesting an Employment Agency License. Make sure that **all** items are answered in full on both the front and back of the form.

Note: The application is to be returned with all the items noted on the reverse of the application. Failure to submit all of these documents could result in the application being returned to you. As part of the application process, all applicants must have their fingerprints scanned at an L1 Enrollment Service location in New York State. (See "fingerprinting" sheet for instructions, including fees.) You are required to submit fingerprints for each principal of the agency (and the agency placement manager, if not a principal of the agency).

All licenses are issued for two years and expire on May 1 of **each even-numbered year**. The amount of the license fee to be submitted is determined by the number of anticipated placement employees and is prorated depending upon the length of time the license will be in force, i.e.:

Number of placement employees is	License to run 1 yr. or more up to 2 yrs., fee is	License to run 6 months or more but less than 1 yr., fee is	License to run for less than 6 months, fee is
4 or less	\$500.00	\$250.00	\$125.00
5 or more	\$700.00	\$350.00	\$175.00

Your application must be accompanied with a certified check or money order for the license, made payable to the "Commissioner of Labor." Valid forms of payment are: bank money orders, postal money orders, Western Union money orders, and Travelers Express money orders.

Note: The Department of Labor will **not** accept any personal checks.

Also required is a surety bond in the penal sum of five thousand dollars (\$5,000.00) made payable to "the People of the State of New York." If the agency will engage in the recruitment of domestic or household employees from outside the continental United States, or conduct a modeling agency, the bond shall be in the penal sum of ten thousand dollars (\$10,000.00). Please refer to Sections 177 and 178 of the Employment Agency Law.

If your application is withdrawn or the license is denied, one-half of the license fee is refundable.

Before a license can be issued, all applicants for an Employment Agency License and Agency Manager's Permit **must** complete the Child Support Obligations form enclosed. Section 3-503 of the General Obligations Law requires that applicants for a license or permit necessary to practice any occupation, employment, trade, vocation, business, or profession file a statement concerning his or her obligation to pay child support. **Corporations** are **not** required to file this statement. If the applicant is a partnership, any one of the partners may file this statement. In addition, the Statement of Character form must be completed.

Note: No Employment Agency License or Agency Manager's Permit will be issued until a completed Child Support Obligation form is received from the individual owner or partner.

Also, before a license can be issued, the agency premises must be inspected to assure that it meets the requirements of the law. Please see Section 174.1 and 174.4 of the Employment Agency Law.

A copy of the Employment Agency Law is enclosed for your guidance. You should familiarize yourself with the provisions of the law.

Please return your completed application and all required forms to the address at the top of this form.