Steven Bellone
Suffolk County Executive

Frank Nardelli
Commissioner

SUFFOLK COUNTY DEPARTMENT OF LABOR, LICENSING & CONSUMER AFFAIRS

P.O. Box 6100, Hauppauge, NY 11788-0099 (631) 853-4600 FAX (631) 853-4825

TO: ALL SUFFOLK COUNTY MOTOR FUEL RETAILERS

All motor fuel facilities in Suffolk County must register with the Suffolk County Department of Labor, Licensing & Consumer Affairs. No motor fuel retailer shall offer for sale or sell motor fuel within the county of Suffolk unless the retailer has obtained a certificate of registration from the Suffolk County Department of Labor, Licensing & Consumer Affairs. Suffolk County law requires that the certificate must be available for inspection by authorized employees of Weights & Measures during the course of all hours of operation.

If you are renewing your registration, please remit a check for **$400.00** for a two-year registration. If this is a first time application, applicants must include a one-time application fee of **$200.00**, in addition to **$400.00** for a two-year registration, and attach the following to the application:

A) If incorporated, please provide a copy of your New York State filing receipt.

OR

B) If you are a dba, please provide a dba Certificate (May be obtained from the Suffolk County Clerk's Office in Riverhead. Call (631) 852-2000 for information).

Return to: Suffolk County Department of Labor, Licensing & Consumer Affairs
P.O. Box 6100, Hauppauge, NY 11788-0099
Attention: Weights & Measures

MOTOR FUELS FACILITIES APPLICATION FOR CERTIFICATE OF REGISTRATION

Business Name_____

If Corporation, DBA_____

Street Address_____

Cross Street, if any_____ Town_____

Owner(s)/President_____

Business Phone_____

Address of Main Business Office if other than above_____

Phone_____

Brand of gasoline dispensed (if unbranded, mark none)_____

New York State Sales Tax Identification# _____

Once your certificate is validated, it will be returned to you for posting at your place of business. The certificate may be issued to the above-named business only. It is nontransferable to any other business or to any other location. This certificate must be kept on the business premises described above and be available for inspection by authorized employees of the Suffolk County Department of Labor, Licensing & Consumer Affairs during the course of all hours of operation.

Declaration (to be completed by applicant): I declare under the penalties of the penal law, that I prepared this application and that the statements contained herein are, to the best of my knowledge and belief, true and correct and that I have not knowingly and willfully made a false statement or given information which I know to be false in connection herewith.

Signed _____ Date _____