



## **SUFFOLK COUNTY DEPARTMENT OF LABOR, LICENSING & CONSUMER AFFAIRS**

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

### **REGISTRATION INSTRUCTIONS FOR THE BOARD UP INDUSTRY**

1. Complete application and sign where indicated.
2. Attach a passport sized photo to the application.
3. Attach the following to the application:
  - A) A copy of the New York State Corporate filing receipt. Please provide a list of all four (4) corporate officers. (President, Vice President, Secretary & Treasurer) You can hold multiple offices.

#### **OR**

- B) If your business is a d/b/a/ provide a copy of the d/b/a certificate. (Available from the Suffolk County Clerk's Office in Riverhead. Call (631) 852-2000 for information)
- C) A copy of the applicant's NYS driver's license or NYSDMV non-driver photo I.D.
- D) Submit a certificate of liability and property damage insurance in the minimum amount of one hundred thousand dollars, (\$100,000.00) combined single limit. Certificate shall contain a statement that in the event the Certificate of Insurance is either cancelled, not renewed, or materially changes, fifteen (15) days prior notice shall be given. **SUFFOLK COUNTY DEPARTMENT OF LABOR LICENSING & CONSUMER AFFAIRS** must be listed as the certificate holder.
- E) Furnish proof of a License & Permit bond in the amount of ten thousand (\$10,000.00) dollars.
- F) A certificate of Worker's Compensation as required by New York State Law.
- G) Submit a non-refundable one hundred dollar (\$100.00) application fee by check made payable to Suffolk County Consumer Affairs. An additional check in the amount \$200.00 to cover the two (2) year registration should be included.

#### **PLEASE NOTE SUFFOLK COUNTY LAW REQUIRES:**

Identification cards are required for all salesmen other than the individual who subscribes his/her name to the application. Applications can be downloaded on our website or supplied upon request.

Board up businesses shall display their County registration number on all vehicles and identification used by employees.

***Contractors holding a valid Suffolk County Home Improvement License shall be exempted from the registration requirements.***



Steven Bellone  
Suffolk County Executive

Rosalie Drago  
Commissioner

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**REGISTRATION FOR BOARD UP BUSINESS**

*Please Type or Print – Answer All Questions*

Applicant's Name: Last \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security #: \_\_\_\_\_

**Privacy Act Statement**

Pursuant to the Federal Privacy Act of 1974, as amended, the disclosure of Social Security numbers for applicants is mandatory and is required by 42 USCS § 666(a)(13), New York State General Obligation Law § 3-503, and Suffolk County Law § 563.5 and/or SCC 239, and/or sec 275-3A, and/or SCC 313-18A, and/or SCC 361-3A and/or SCC 391, and/or SCC 460-5, and/or SCC 483. Such numbers disclosed on the application are requested for the administration of Title IV-D of the Social Security Act (Child Support Enforcement Act) and related provisions of State law. Such numbers will be used by the Department of Labor, Licensing, & Consumer Affairs to facilitate application processing and to maintain a uniform system of identifying applicants.

Home Street Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Business Name(s): \_\_\_\_\_

Business Street Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

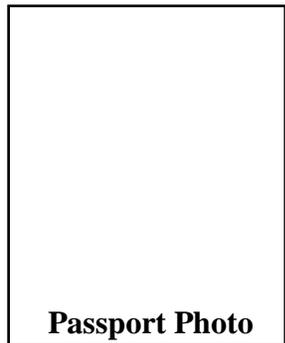
**IMPORTANT:** Note that your business telephone number listed here will be the key number by which people will be able to search the Consumer Affairs website to determine whether or not you have a valid registration. You must list this number correctly on business cards, contracts, advertising etc.

Additional Owners/Partners:  Yes  No If yes, list names and addresses.

\_\_\_\_\_  
Name Address

\_\_\_\_\_  
Name Address

*Use reverse side for more*



Are you in arrears on any child support and/or maintenance obligations? Yes  or No

**REMIT APPLICATION FEE OF \$100.00 (NON-REFUNDABLE) MADE PAYABLE TO: SUFFOLK COUNTY CONSUMER AFFAIRS. THERE IS AN ADDITIONAL \$200.00 BIENNIAL REGISTRATION FEE.**

Penal Law § 175.35: Offering a false instrument for filing in the first degree: A person is guilty of offering a false instrument for filing in the first degree when, knowing that a written instrument contains a false statement or false information, and with intent to defraud the state or any political subdivision thereof, he offers or presents it to a public office or public servant with the knowledge or belief that it will be filed with, registered or recorded in or otherwise become a part of the records of such public office or public servant. **Offering a false instrument for filing in the first degree is a class E felony.**

Signed: \_\_\_\_\_ Date \_\_\_\_\_



Steven Bellone  
Suffolk County Executive

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Commissioner

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Name Address

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