



EMPLOYMENT AGENCY RENEWAL SELF-CERTIFICATION

Compliance with Employment Agency Laws

Note: If you place or attempt to place job applicants in theatrical engagements (e.g., actors, singers, models, directors, writers, musicians), you must complete the “Theatrical Employment Agency Renewal Self-Certification” instead. This form is available at nyc.gov/BusinessToolbox.

If you have not previously submitted to DCA an Employment Agency Self-Certification or your agency has undergone a change in ownership, you must complete the full “Employment Agency Self-Certification” instead.

The owner (e.g., sole proprietor, general partner, director, corporate officer, or shareholder owning 10% or more of company stock) of your agency must complete this form.

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| Legal Name of Business: | |
| Business’s Trade or Doing-Business-As (DBA) Name, if applicable: | |
| DCA License Number: | |
| Employment Agency Address <i>(Building Number, Street Name, Unit, e.g., Floor, Suite):</i> | |
| Name of Owner <i>(e.g. sole proprietor, general partner, director, corporate officer, or shareholder owning 10% or more of company stock):</i> | |

5. I am authorized to complete and submit this Employment Agency Renewal Self-Certification.
6. If any of the information in this Employment Agency Renewal Self-Certification changes, the employment agency will inform DCA of those changes in writing.

FAILURE TO RETURN OR FULLY COMPLETE SELF-CERTIFICATION:

If you do not return or fully complete this Employment Agency Renewal Self-Certification or a full Employment Agency Self-Certification (if you did not submit one previously or your agency had a change in ownership), DCA may deny your license.

PENALTY FOR FALSE STATEMENTS:

It is against the law to make a statement in this Employment Agency Renewal Self-Certification that you know is false. If you make a statement that you know is false, you may be punished under New York State or City law.

By signing below, I certify that the statements in this Employment Agency Renewal Self-Certification are true, correct and complete.

If you submit this form as an electronically filled-in PDF, you may type your name in the signature field.

Signature

Print Name

Position/Title

Date

Please submit the signed original to DCA and make a copy for your records.

All laws and rules of the City of New York, including the New York City Consumer Protection Law and Rules, are accessible via nyc.gov/consumers. For convenience, sections of relevant New York State Law and/or New York City Law and Rules are also accessible at nyc.gov/BusinessToolbox.