

Instructions for Adding a Salesman/Management Personnel to a Current Home Improvement License

To add a salesman/management personnel, please provide the following:

1. Completed and notarized [Salesman, Management Personnel or Technician Application](#).
2. 2 professional passport type photos.
3. Copy of valid NYS Driver's License.
4. Proof of home address (utility bill, lease or vehicle registration).
5. A letter dated from the licensed company's owner/officer, adding the individual as a salesman, management personnel or technician as an employee to business for which they will represent.