



NASSAU COUNTY DEPARTMENT OF CONSUMER AFFAIRS

240 Old Country Road, Mineola, NY 11501

Phone: (516) 571-2600

consumeraffairs@nassaucountyny.gov

www.nassaucountyny.gov

**DISCLOSURE FORM INSTRUCTIONS FOR A
NASSAU COUNTY BUSINESS LICENSE**

1. The following Disclosure Form must be **completed** and **notarized** for:
 - a) each individual/owner
 - b) all partners in a partnership
 - c) all corporate officers, directors, members or managers, and stockholders (including NY contacts for out of state corporations)
 - d) all employees and/or salespersons who have the authority to estimate and/or negotiate a contract.
2. Two (2) professional passport (2"x2") photographs for each person **MUST** be submitted with each disclosure form. Photos must be free of any hats and/or sunglasses and taken within the past 6 months. **Home photos are NOT acceptable.**
3. Each person **MUST SUBMIT** a copy of a valid NYS DMV Driver's License or Non-Driver ID Card (for those who do not drive) **and ONE of the following**: a current utility bill (electric or home telephone), NYS Auto Registration or a copy of a current lease. (P.O. Boxes are not acceptable)
4. All persons are required to answer yes or no to all questions and must state all criminal convictions, including DWI, DWAI and DUI, and provide an official disposition from the applicable court. A complete copy of the court case may be required.
5. **FINGERPRINTING**: The following licensees must submit to a fingerprint-based background check: **Environmental Hazard Remediation Providers and Technicians; Locksmiths; Scrap Metal Processors, Vehicle Dismantles & Junk Dealers; and Second-Hand Precious Metal and Gem Dealers.** Once your license application has been received and reviewed, you will be sent instructions for the fingerprinting process.
6. **JUDGMENT SEARCH**: As part of the review process, a judgment search for industry related judgments, tax liens and warrants, and unpaid child support, will be conducted for each owner, principal, partner, corporate officer, director, member/manager, stockholder, and salesperson, individually, and under the business name and under the name of any prior business name. In order to proceed with the license application or renewal, outstanding judgments must be paid or satisfied, vacated, in the process of being vacated or paid under an agreed upon payment plan with proof of up-to-date payments.
7. **OPEN/UNRESOLVED CONSUMER COMPLAINTS AND UNPAID CONSUMER AFFAIRS' VIOLATION FINES**: As part of the review process, a search for open/unresolved consumer complaints and unpaid Consumer Affairs' violation fines, will be conducted for each owner, principal, partner, corporate officer, director, member/manager, stockholder, manager, and salesperson, individually, and under the business name, and the name of any prior business name. In order to proceed with the license application or renewal, the violation fines must be paid in full and any open/unresolved consumer complaints must be resolved or in the process of being resolved.

PENALTY FOR FALSIFICATION: Falsification of any statement made herein is an offense punishable by a fine, and/or revocation or denial of license and criminal action.

IF YOU HAVE ANY QUESTIONS ABOUT THE LICENSE PROCESS, PLEASE EMAIL US AT:
consumeraffairs@nassaucountyny.gov