

Adding an Officer to a Current License

INSTRUCTIONS FOR ADDING A CORPORATE OFFICER TO A CURRENT HOME IMPROVEMENT LICENSE

A blue disclosure form must be filled out completely, (front & back), signed and notarized, by each corporate officer.

- Three (3) passport type photos of the individual are to be attached in the top left hand corner of the blue disclosure form. Polaroids are NOT acceptable.
- To show proof of residence for each individual, a copy of a valid New York State Drivers license or DMV Identification card must be submitted and a copy of ONE of the following will be accepted:
 - A valid New York State Registration.
 - A current Verizon Telephone Company bill. Cell phone bills are NOT acceptable.
 - A current LIPA bill.
 - A copy of a current lease or deed.
 - A copy of the corporate minutes showing the addition of a new officer must be submitted.