

**INSTRUCTIONS FOR ADDING A SALESMAN/MANAGEMENT PERSONNEL TO A
CURRENT HOME IMPROVEMENT LICENSE**

1. A blue disclosure form must be filled out completely, (front & back) signed and notarized by each salesman and/or management personnel.
2. Three passport type photos of the individual are to be attached in the top left corner of the blue disclosure form. Polaroids are not acceptable.
3. 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 land-line telephone company bill. Cell phone bills are NOT acceptable.
 - A current LIPA bill.
 - A copy of a current lease or deed.
4. A dated letter from the company owner of officer adding the individual to their employ must accompany each application. (Must have original signatures. Copies will NOT be accepted.)