



NASSAU COUNTY DEPARTMENT OF CONSUMER AFFAIRS

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**NASSAU COUNTY BUSINESS LICENSE
GENERAL INSTRUCTIONS – DISCLOSURE FORM**

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 and stockholders (including NY contacts for out of state corps)
 - 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 two proofs of residence. This proof must be:
 - a) A valid NYS DMV Driver's License or Non-Driver ID Card
 - b) and one of the following: a current utility bill (electric or home telephone), NYS Auto Registration or a copy of a current lease. Please be advised, PO Boxes are NOT acceptable.

4. All persons are required to answer all yes and no 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.

3. For the following, **at least ONE** of the owners, principals, partners, corporate officers, directors and/or stockholders must have the following:
 - Contractors, except the Landscaper/Gardener licensee, are required to submit a Certificate showing proof of completion in an RRP Lead Course. As per Rule 18 of the Rules & Regulations
 - Sprinkler Licensees' must have a Back Flow Certificate from New York State
 - **For Swimming Pool & Spa Contractors and Builders Only:** As per Rule 16 of the Rules & Regulations, you are required to submit the proper Pool Certifications if applicable.
 - a) All Pool & Spa Contractors must use licensed plumbers and licensed electricians where required.
 - b) All Pool & Spa Contractors must have a back flow certification/license where required.
 - c) Five years of experience and a CBP (certified building professional certification) or equivalent certification is required for pool & spa builders
 - d) Five years of experience and a CST(certified service technician) , a CSP(Certified Service Professional) or equivalent certification is required for Pool & Spa Contractors who make repairs or perform maintenance on equipment.
 - e) Five years of experience and a CMS(certified maintenance specialist) certification is required for those who are seasonal contractors who perform pool cleaning on a designated route.

4. For Licenses regarding Locksmiths, Second Hand Precious Metal & Gem Dealers, Scrap Metal Processors, Vehicle Dismantlers & Junk Dealers and Environmental Hazard Remediation Providers & technicians, all applicants must submit to a fingerprint-based background check. Once your application has been received and reviewed, you will be notified with instructions to be fingerprinted.

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.

ALL FORMS ARE TO BE COMPLETED **LEGIBLY** IN BLUE OR BLACK INK OR TYPED.