



NASSAU COUNTY
 DEPARTMENT OF CONSUMER AFFAIRS
 240 Old Country Road, Mineola, NY 11501
 Phone: (516) 571-2600
 consumeraffairs@nassaucountyny.gov
 www.nassaucountyny.gov

FOR OFFICE USE ONLY
 Duplicate License \$60 Fee
 Date Paid: _____

DUPLICATE LICENSE REQUEST FORM

To request a duplicate license to be printed and mailed, the following is required:

- Fill out this Duplicate License Request Form. This form must be signed by a principal/owner of the company.
- Current Certificate of Business Liability Insurance with the description of work you are licensed to perform in the Description of Operations Box. If you are hiring sub-contractors, you must have "sub-contracting" listed on your certificate. Certificates that expire within 30 days are not acceptable.
- Current Certificate of Workman's Compensation Insurance on a 105.2 or U26 form; or if no employees, a current signed CE-200 form, (Waiver). Certificates that expire within 30 days are not acceptable.
- Business Check, Certified Bank Check, or Money Order for \$60 made payable to the "County of Nassau."
- Once approved, your license will be printed and mailed to your business mailing address.

Name of Principal/Owner Making Request: _____ Title/Position: _____

Name of Licensed Business: _____

License Number: _____

Business Phone: _____ Cell Phone: _____

Email Address: _____

Address of Business: _____

Mailing Address (If different than business address. PO Box or UPS Store Only): _____

Reason Duplicate License is Being Requested: _____

Signature of Principal/Owner: _____ Date: _____