

## **Instructions for Adding a Partner to a Business Certificate on a Current License**

To add a partner to a current license, please provide the following:

1. Amended business certificate filed at the Nassau County Clerk's Office adding the partner.
2. Completed and notarized [disclosure form](#).
3. 2 passport sized photos.
4. Copy of driver's license.
5. Proof of home address (utility bill, lease or vehicle registration).
6. Once your paperwork has been reviewed, you will be sent a notice to be fingerprinted for the following licenses only:
  - a. Home Improvement
  - b. Environmental Hazard Remediation Technician
  - c. Locksmith
  - d. Scrap Metal Processors, Vehicle Dismantlers, & Junk Dealers