



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

GENERAL INSTRUCTIONS FOR THE SALESPERSON REGISTRATION APPLICATION

1. Applicants must submit a completed application and notarized affidavit form.
2. Applicants must provide two (2) professional passport type photos and attach them to the top left-hand corner of the registration application. (home photos are NOT acceptable)
3. Applicants must submit as proof of residence: a copy of a valid Driver's license or DMV Identification card; and a copy of ONE of the following:
 - a. a valid DMV vehicle registration.
 - b. a current landline telephone bill (cell phone bills are NOT acceptable).
 - c. current PSEG or National Grid bill.
 - d. a copy of a current mortgage, lease or deed.
4. Applicants must provide a letter from the owner or an officer of the **licensed business** requesting that the applicant be added as a registered salesperson for the business. The letter must be dated and have an original signature- copies will not be accepted.

ALL APPLICATION MATERIALS ARE NON-RETURNABLE.

PENALTY FOR FALSIFICATION: Falsification of any statement made herein is an offense punishable by a fine, suspension or denial of registration and criminal prosecution by the Office of the District Attorney.

**FAILURE TO COMPLETE ALL REQUIREMENTS WITHIN 90 DAYS OF SUBMITTING
YOUR APPLICATION WILL RESULT IN THE AUTOMATIC DENIAL OF YOUR
APPLICATION.**



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SALESPERSON REGISTRATION APPLICATION

A salesperson affiliated with a home improvement business must apply for registration as a salesperson for the business, if the salesperson's duties include visiting Nassau County homes to solicit business or signing contracts on behalf of the business.

TYPE OR PRINT CLEARLY IN BLACK OR BLUE INK.

Applicant Name: _____	Date of Birth: _____
Home Address: _____	Home Phone: _____
City, State, Zip: _____	Cell Phone: _____
Email Address: _____	DMV ID#: _____
	Social Security #: _____

Name of Home Improvement Business: _____

License #: _____

Name of Owner: _____

Business Address: _____

City, State, Zip: _____

Business Phone #: _____

Email Address: _____

PLEASE READ THE QUESTIONS CAREFULLY AND ANSWER ACCURATELY AND TRUTHFULLY.

1. HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR OR FELONY CRIME?
(if YES, provide a Certificate of Disposition from the Court and a written explanation.) ☐ Yes ☐ No
2. DO YOU CURRENTLY HAVE ANY CRIMINAL CHARGES PENDING AGAINST YOU?
(if YES, provide court documents listing the charges and the next court date.) ☐ Yes ☐ No
3. DO YOU HAVE ANY CIVIL LAWSUITS PENDING AGAINST YOU?
(if YES, provide a copy of the Summons and Complaint, and the status of the lawsuit.) ☐ Yes ☐ No
4. DO YOU (OR DID YOU) HAVE A CHILD SUPPORT ORDER?
(if YES, provide a copy of the Order and proof that all scheduled payments have been made.) ☐ Yes ☐ No
5. DO YOU HAVE ANY OUTSTANDING (UNPAID) JUDGMENTS, LIENS OR TAX
WARRANTS?
(if YES, please provide proof that the judgments, liens, or warrants, were paid, vacated, or are in the
process of being vacated or appealed, or being paid under a payment plan.) ☐ Yes ☐ No
6. HAVE YOU EVER FILED BANKRUPTCY (BUSINESS OR PERSONAL)?
(if YES, provide a copy of the Bankruptcy Petition including Schedule D: Secured Creditors,
Schedule E: Unsecured Creditors, and the Discharge Decree, if granted by the court.) ☐ Yes ☐ No
7. DO YOU CURRENTLY OWE ANY NASSAU COUNTY AGENCY OR DEPARTMENT
MONEY?
(if YES, you must provide proof of payment.) ☐ Yes ☐ No
8. ARE YOU OR HAVE YOU BEEN AN APPROVED SALESPERSON IN NASSAU
COUNTY?
(if YES, provide the name of the company.) COMPANY NAME: _____ ☐ Yes ☐ No
9. HAVE YOU EVER HELD ANY NASSAU COUNTY LICENSE?
(if YES, please state license number.) LICENSE NUMBER: _____ ☐ Yes ☐ No

I AGREE TO **COMPLY** WITH THE **RULES AND REGULATIONS** OF THE DEPARTMENT OF CONSUMER AFFAIRS THAT ARE NOW IN EFFECT AND MAY BE IN EFFECT IN THE FUTURE.

If you knowingly possess a written document or instrument containing a **false statement** or information, and you **submit** the document or instrument to a public authority or public office, you can be charged with Offering a False Instrument For Filing in the First Degree, a **Class E Felony**. See NY Penal Law Section 175.35

MUST BE NOTARIZED

Sworn to before me

this _____ day of _____, 20____

Notary's Signature

(Applicant Printed Name)

(Applicant Signature)