



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

Additional Location for all licenses except Dry Cleaners/
Laundromats, \$110 ____
Additional Location for Dry Cleaners/Laundromats, \$100 ____
Date Paid: _____

**FORM TO ADD A LOCATION
TO A CURRENT LICENSE**

Main License No: _____

To add an additional location to a current license, the following is required:

- Fill out this Additional Location Form. This form must be signed by a principal/owner of the company.
- Provide a current Certificate of Business Liability Insurance with the additional business address and description of work you are licensed to perform in the Description of Operations Box. Certificates that expire within 30 days are not acceptable.
- Provide a current Certificate of Workman's Compensation Insurance on a U26 or 105.2 form; or if no employees, a current signed Certificate of Attestation Exemption (CE-200) with the additional business address. Certificates that expire within 30 days are not acceptable.
- Provide proof of address for the additional location (utility bill or lease).
- There is a \$110 fee to add a location for all licenses except Dry/Cleaners Laundromats. There is a \$100 fee to add a location for Dry Cleaners/Laundromats. Payments can be made by business check, certified bank check, or money order. Payments must be made payable to the "County of Nassau."

Name of Business: _____

Main Business Address: _____ Business Phone: _____

Cell Phone: _____

Email Address: _____

ADDITIONAL LOCATION BUSINESS ADDRESS:

Additional Location

Business Address: _____ New Location Phone: _____

New Location Cell: _____

Email Address: _____

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

MUST BE NOTARIZED

Sworn to before me

this ____ day of _____, 20____

Notary's Signature

(Applicant Printed Name)

(Applicant Signature)