



Your Private Service Bureau license, issued by the Department of Motor Vehicles, expires on June 30. In order to renew your license, you must answer all of the questions on this application and return the completed application with a check or money order payable to the Commissioner of Motor Vehicles in the amount of \$50.00 (the two-year, NON-REFUNDABLE, renewal fee).

- INSTRUCTIONS: ♦ Print or type the information requested in this application.
♦ Include a photocopy of the owner's or employee's valid New York State driver license or non-driver ID card.
♦ Include a photocopy of the Workers' Compensation exemption form, or proof of disability insurance.
♦ Include a photocopy of the receipt that you give to your customers.

Form with fields: Name of Private Service Bureau, PSB License No., Date of Application (Month/Day/Year), Mailing Address of Private Service Bureau (No. and Street), City, State, Zip Code, Telephone No., Fax No., E-mail Address, Type of Business (Sole Proprietor, Partnership, Corporation, Association, Other).

ANSWER QUESTIONS #1-#7 below.

1. Has there been a change in the name of the business since the current license was issued? Yes No
If YES, provide the former name of the business and the reason for the business name change.

2. If your business is a partnership, has any partner changed since the current license was issued? Yes No
If YES, provide the names of the previous and current partners and reason(s) for each change.

3. Have you changed your business address or the address of any branch office since your current license was issued? Yes No
If YES, provide the previous address(es) and the reason(s) for the change.

4. Have you discontinued your business or closed any branch office since your current license was issued? Yes No
If YES, provide an explanation for discontinuing your business or closing any branch office of your business.

If YES, was the license certificate surrendered to the Department of Motor Vehicles? YES NO

5. Do you have employees who are not volunteers? Yes No
If YES, are these employees paid? YES NO

If you have employees, attach a photocopy of your valid NYS driver license or non-driver ID card and attach a photocopy of the valid NYS driver license or non-driver ID card for every employee, along with a copy of your CURRENT disability insurance policy.

If you do not have employees, attach a photocopy of your valid NYS driver license or non-driver ID card and a CURRENT, completed copy of the Workers' Compensation exemption form. You can obtain this form at your local Workers' Compensation office or online at www.wcb.ny.gov. This form states that you have NO employees. You do not have to have employees in New York State in order to conduct business in New York State. The Workers' Compensation exemption form must be updated every time you renew your PSB license.

6. At which DMV office or processing center is your paperwork processed?

7. What services do you offer to your customers, and what fees do you charge for these services?

Service Provided	Fee Charged
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

**REQUIREMENTS**

As a condition for receiving a renewed Private Service Bureau license, the undersigned agree to all of the following requirements:

- A. To maintain adequate records, as required by the New York State Vehicle and Traffic Law and Commissioner’s Rules and Regulations, and to permit the inspection of such records at reasonable times by an authorized representative of the Department. The Department of Motor Vehicles considers “reasonable times” to be 9:00 A.M. to 5:00 P.M., Monday through Friday.
- B. Not to employ or use employees, runners or agents (paid or unpaid) who have been convicted of a felony or misdemeanor unless each employee, runner or agent is approved by the Commissioner of Motor Vehicles.
- C. To comply with all state laws and regulations, and all municipal ordinances and regulations relating to public health and public safety, for the business facility.
- D. To comply with all provisions of the New York State Vehicle and Traffic Law, Commissioner’s Rules and Regulations, and Department directives relating to a Private Service Bureau.

**CERTIFICATION**

The Undersigned certify that they have read and understood the foregoing application, and possess sufficient knowledge of the contents hereof to state that all information provided in this application is true and accurate. Each owner, partner, manager, business officer and major stockholder (20% or more) of the Private Service Bureau must sign in the space provided below.

Signature	_____	_____	_____
		Title	Date (mm/dd/yyyy)
Signature	_____	_____	_____
		Title	Date (mm/dd/yyyy)
Signature	_____	_____	_____
		Title	Date (mm/dd/yyyy)
Signature	_____	_____	_____
		Title	Date (mm/dd/yyyy)
Signature	_____	_____	_____
		Title	Date (mm/dd/yyyy)

**New York State Vehicle and Traffic Law Section 394(5) authorizes the Department to suspend or revoke a Private Service Bureau license or to refuse to renew a license in the event that the licensee makes a materially false statement or conceals a material fact in connection with his or her application for a license or renewal of a license.**

If you have any questions concerning this renewal application, you may contact our office at (518) 473-6586 or (518) 473-9947.

Please return this completed, signed form with all required documentation and your non-refundable, two-year, \$50.00 renewal fee to:

NYS Department of Motor Vehicles  
 Registration Services  
 6 Empire State Plaza, Room 322  
 Albany, NY 12228

