



APPLICATION FOR PRIVATE SERVICE BUREAU LICENSE RENEWAL

OFFICE USE ONLY
Renewal Application Rec'd Date
Renewal Issued Date
PSB Renewal Fee \$50.00 (non-refundable)

Your Private Service Bureau license, issued by the Department of Motor Vehicles (DMV), expires on June 30th of this year. 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 NON-REFUNDABLE, two-year renewal fee).

INSTRUCTIONS:

- Print or type the information requested in this application.
Include a photocopy of the owner's and all employee's valid New York State driver licenses or non-driver identification cards.
Include a photocopy of the Workers' Compensation exemption form, or current proof of disability insurance.
Include a photocopy of the receipt that you give to your customers.

Name of Private Service Bureau as approved by DMV
Private Service Bureau License No.
Date of Application (Month/Day/Year)
Name of Website as approved by DMV
Mailing Address of Private Service Bureau (No. and Street)
City
State
Zip Code
Telephone No.
Fax No.
E-mail Address
Type of Business (check one of the following):
Sole Proprietor
Partnership
Corporation
Association
Other, specify

ANSWER QUESTIONS 1-8 below and on the next page.

1. List all URLs/websites and social media accounts associated with this business:

Note: According to Commissioner's Regulations Part 77.7: "In any case where a private service bureau maintains a website that offers services or transactions that an applicant could obtain or conduct or conduct directly via the Department's own website, the private service bureau must include the following language by means of a statement on its website on any pages that refer to licensing, registration or title transactions performed by the New York State Department of Motor Vehicles in a noticeably distinct manner and in bold type of a size equal to at least 24 point type:

NOTICE: THIS TRANSACTION OR SERVICE IS ALSO AVAILABLE, AT NO ADDITIONAL CHARGE, DIRECTLY FROM THE OFFICIAL DEPARTMENT OF MOTOR VEHICLES WEBSITE AT DMV.NY.GOV."

- 2. Has the name of the business changed since the current license was issued?
If YES, provide the former name of the business and the reason for the business name change. Please note that no changes or additions will be allowed without prior approval by the DMV.
3. If your business is a partnership, has any partner changed since the current license was issued?
If YES, provide the names of the previous and current partners and reason(s) for each change.
4. Have you changed your business address or the address of any branch office since your current license was issued?
If YES, provide the previous address(es) and the reason(s) for the change.
5. Have you discontinued your business or closed any branch office since your current license was issued?
If YES, explain why you discontinued your business or closed any branch office.

If YES, was the license certificate submitted to the DMV? Yes No

Yes  No

6. Do you have employees? .....

If YES, attach a photocopy of the valid New York State driver license or non-driver identification card for each employee, a Personal History Form (MV-521.1) for each employee, and a copy of your CURRENT disability insurance policy.

If you do not have employees, attach a photocopy of your valid New York State driver license or non-driver identification card and a CURRENT, completed copy of the Workers' Compensation exemption form. You can get this form at your local Workers' Compensation office or online at www.wcb.ny.gov. This form states that you do not have employees. You do not need employees in New York State to conduct business in New York State. You must complete the Workers' Compensation exemption form each time you renew your Private Service Bureau license.

7. Which DMV office(s) or Processing Center(s) processes your paperwork?

8. What services do you offer to your customers, and what fees do you charge for these services? If you need more space, attach an additional page.

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. Any employees/runners/agents (paid or unpaid) who have been convicted of a felony or misdemeanor shall not be permitted to be employed by the Private Service Bureau, unless the employer has conducted a review pursuant to article 23-A of the New York Correction Law and determined that the employee is qualified.
- 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. False statements are punishable by New York State Penal Law. Each owner, partner, manager, business officer and major stockholder (20% or more) of the Private Service Bureau must sign in the space provided below (if you need more space for additional signatures, please attach another page).

Signature <b>X</b> _____	_____	_____
	Title	Date (mm/dd/yyyy)
Signature <b>X</b> _____	_____	_____
	Title	Date (mm/dd/yyyy)
Signature <b>X</b> _____	_____	_____
	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 about this renewal application, contact our office at (518) 473-6586.

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  
 Partnering Programs  
 6 Empire State Plaza, Room 322  
 Albany, NY 12228