

OFFICE USE ONLY	
Application No.	Date
Lic. No.	Date



Department of
Motor Vehicles

APPLICATION FOR A LICENSE TO OPERATE A PRIVATE SERVICE BUREAU OR OPEN A BRANCH OFFICE

FEE SCHEDULE

Original Application \$25.00
Branch Office(per branch). \$ 1.50
An additional \$25.00 license fee
will be required upon approval

INSTRUCTIONS:

- ♦ Print or type the information in this application.
- ♦ Refer to the Private Service Bureau page of the NYS DMV website (<http://dmv.ny.gov/more-info/about-private-service-bureau-licenses>) for information about the documents that must accompany this application.

Name of Private Service Bureau				Date of Application (Mo./Day/Yr.)	
Mailing Address of Private Service Bureau (Street & No.)			City	State	Zip Code County
Name of Website/URL Address (must match the name that NYS DMV approved on the PSB license)					
If you also plan to operate a branch office, provide the branch office address:					
Telephone () ()		Cell No. () ()		Type of Business (check one of the following): <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Association	
List names and addresses of all owners, partners, corporate officers, and managers (continue on additional sheet, if necessary). A photocopy of the driver license or non-driver ID card for all owners, partners, corporation officers, managers and employees is required.					
Name		Last 4 Digits of Social Security Number*		Address	
Owners					
Partners					
Corp. Officers					
Managers					

ANSWER ALL QUESTIONS IN THE FOLLOWING SECTION:

CHECK ONE

- | | | |
|---|--------------------------|--------------------------|
| 1. Have any of the owners, partners, corporation officers, or managers ever operated a Private Service Bureau?
(If Yes , provide name and license number of the Private Service Bureau in the "Remarks" section on the next page. Be sure to provide dates of operation and reason for discontinuance if not still in operation.) | Yes | No |
| 2. Where is your Private Service Bureau operated from? (for example, office space, residence, etc.) _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is the Private Service Bureau conducted in conjunction with any other business?
If Yes , what kind of business? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Is your Private Service Bureau within 1,500 feet from the nearest state or county office where driver licenses or vehicle registrations are issued? . . .
If Yes , list the address of the nearest DMV office: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Does your current business have a website and/or social media site?
If Yes , provide the URL/websites and social media sites associated with the current business: _____ | <input type="checkbox"/> | <input type="checkbox"/> |

Note: Commissioner's Regulations Part 77.7 states:

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**

QUESTIONS (CONTINUED)

CHECK ONE

Yes No

6. Do you share office space or desk room with any other business? ☐ ☐
- If **Yes**, list the following:
- Type of business: _____
- List business name and owner: _____
7. Please list the names and facility numbers of any businesses licensed by DMV that you have owned or been employed by or are/were principle in.
- | Business Name | Facility Number |
|---------------|-----------------|
| | |
| | |
| | |
| | |
8. Have you had any business licensed by DMV that has had its license(s) suspended or revoked? ☐ ☐
- If **Yes**, do you have any pending or unresolved charges? ☐ ☐
9. Have you ever been denied an application and/or license by the NYS Department of Motor Vehicles? ☐ ☐
- If **Yes**, provide the date and reason for the denial in the Remarks section.
10. Does your facility share your address with any other facility licensed by DMV? ☐ ☐
- If **Yes**, list the following:
- Business name: _____
- Business license number and/or facility number: _____
11. Has any owner, principle or partner been convicted of any misdemeanors or felonies or forfeited bail? ☐ ☐
12. Are you working for the NYS Department of Motor Vehicles or have you ever worked for the NYS Department of Motor Vehicles? ☐ ☐
- If **Yes**, list the following:
- Address of DMV Office: _____
- Dates of Employment: _____
13. Has any licensing or certification organization, including a government agency, ever determined that you committed misconduct, unprofessional conduct, or negligence that resulted in criminal charges? ☐ ☐
- If **Yes**, explain in the Remarks section.
14. Have you ever been convicted of a criminal offense (felony or misdemeanor)? ☐ ☐
- If **Yes**, explain in the Remarks section.
15. Do you have an arrest or criminal accusation against you currently pending? ☐ ☐
- If **Yes**, explain in the Remarks section.

REMARKS

EMPLOYEES/RUNNERS/AGENTS (PAID OR UNPAID)

List all employees/runners/agents (paid or unpaid) working at or associated with the Private Service Bureau.

Date Hired	Name	Address	Driver License or Non-Driver ID No.*

***Note: ALL EMPLOYEES/RUNNERS/AGENTS (PAID OR UNPAID) WHO HAVE DIRECT IN-PERSON CONTACT WITH CUSTOMERS AND/OR DMV, MUST HAVE EITHER A VALID DRIVER LICENSE OR A VALID NON-DRIVER IDENTIFICATION CARD.**

CONDITIONS

As a condition for issuance and continued approval of a Private Service Bureau License, the undersigned Licensee agrees to all of the following terms and conditions:

- A. To maintain adequate records, as required by the New York State Vehicle and Traffic Law and the DMV Commissioner's Rules and Regulations, and to permit the inspection of such records at reasonable times by an authorized representative of DMV. The Department of Motor Vehicles considers "reasonable time" to be 9:00 A.M. to 5:00 P.M., Monday thru Friday.
- B. Not to employ or use employees/runners/agents (paid or unpaid) who have been convicted of a felony or misdemeanor unless each employee 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 and the DMV Commissioner's Rules and Regulations relating to a Private Service Bureau.
- E. The Licensee must maintain and use only the name approved by the NYS Department of Motor Vehicles. This includes but is not limited to receipts, advertising, websites, etc.
- F. The Licensee must maintain current Workers Compensation and Disability Insurance Coverage if the Licensee has employees.
- G. The Licensee must immediately notify DMV when additional or substitute employees are employed by the Licensee.
- H. The Licensee must maintain a Book of Registry which sets forth the name, address, services rendered and the costs of each person obtaining services provided by the Licensee.
- I. The Licensee must issue receipts in carbon or computer-generated duplicate. The original must be given to the customer at the time the transaction is made, and the carbon or computer-generated duplicate must be retained by the Licensee.
- J. The Licensee's receipt forms shall be numbered consecutively, and in addition, the receipts shall contain the name and address of the Licensee and the following statement: "This is a licensed Private Service Bureau but is not an official agent of the Department of Motor Vehicles, State of New York."
- K. If the Licensee maintains a website that offers services or transactions through its Private Service Bureau license, the website must also utilize only the business name approved by NYS Department of Motor Vehicles. In addition, if a Licensee maintains a website that offers services or transactions that an applicant could obtain or conduct directly via the DMV's public website, the Licensee must include the following statement on its website on any and all pages that refer to licensing, registration or title transactions performed by the NYS Department of Motor Vehicles in a noticeably distinct manner and in bold type of a size equal to at least 24-point type.

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- L. The Licensee must install and maintain a security system to deter unauthorized access to the secure area where DMV funds and/or paperwork are stored.
- M. The Licensee must have a secure document storage container that is large enough to deter unauthorized access to the secure area where DMV supplies and/or customer personal information is stored.
- N. The secure document storage container must be in an area that is limited to authorized personnel and that cannot be accessed by the public.
- O. The Licensee must store DMV funds in a secure, locked filing cabinet or combination safe.

CERTIFICATION

I have read and understand the requirements. I certify that _____
Name of Private Service Bureau
 will comply with these requirements and I understand that failure to maintain the above requirements will result in the suspension or revocation of the Private Service Bureau license.

Print Name of Owner/Partner(s): _____ **Title:** _____
Signature: _____ **Date:** _____

AFFIRMATION

All of the undersigned affirm they have read the entire application, are familiar with all its contents, and all answers, statements and all other matters in it are true. Each owner, partner, manager, and corporation officer of the Private Service Bureau must sign in the space provided below.

1)	Signature X	Title
2)	Signature X	Title
3)	Signature X	Title
4)	Signature X	Title
5)	Signature X	Title
6)	Signature X	Title
7)	Signature X	Title
8)	Signature X	Title
9)	Signature X	Title
10)	Signature X	Title

To knowingly make a false statement or conceal a material fact in this application is a criminal offense, and will result in the revocation of your Private Service Bureau License. False statements are punishable under Section 210.45 of the Penal Code.

Pursuant to Vehicle and Traffic Law Section 392, any person knowingly making a false statement in an application for any document issued by the Department or in any proof or statement in writing in connection with such an application shall be guilty of a misdemeanor.

Vehicle and Traffic Law Section 394(5) authorizes the Department to suspend or revoke a Private Service Bureau license or refuse to issue a renewal thereof where the licensee has made a material false statement or concealed a material fact in connection with the licensee's application for a license or renewal.

RETURN THIS FORM WITH ALL REQUIRED DOCUMENTATION AND THE APPLICATION FEE TO:

Partnering Programs
NYS Department of Motor Vehicles
6 Empire Plaza Room 322
Albany NY 12228