



The City of New York
BUSINESS INTEGRITY COMMISSION
100 Church Street · 20th Floor
New York · New York 10007
Tel. (212) 437-0500 · Fax (646) 500-7096
www.nyc.gov/bic

INSTRUCTIONS

LABOR UNION OR LABOR ORGANIZATION REGISTRATION APPLICATION

**PLEASE READ THESE INSTRUCTIONS AND ALL QUESTIONS CAREFULLY
AS THE APPLICATION HAS RECENTLY BEEN REVISED**

Definitions of terms used in the application are set forth in Title 22, Chapters 1-A and 1-B of the Administrative Code of the City of New York (“Code”) and in Title 17, Chapter 2 of the Rules of the City of New York. Before completing this application, the applicant and all others required to execute documents hereunder should read and familiarize themselves with Title 22 of the Code and the related rules. These instructions are not a substitute for such a complete review and may not be relied on in lieu of the law and rules. Copies of applicable statutes and rules are available at the office of the New York City Business Integrity Commission (“Commission”).

Attached is the application for a labor union or labor organization registration. If a question is not applicable, write "not applicable" or "N.A." An application that has not been completed properly may be denied as incomplete and/or on the basis of the Commission's investigation and review of the incomplete application, or the application may be returned to the applicant without being processed. An application returned as incomplete will not be deemed submitted.

DOCUMENTS TO BE SUBMITTED

A number of documents must be submitted to the Commission in order for the application to be considered. The applicant must submit the following documents (to the extent applicable), some of which are described in these instructions, some in the body of the application and attachments, and some in the applicable rules. Examples of some of the required documents include but are not limited to the following:

- Labor Union or Labor Organization Registration Application
- Notarized Certification (signed by an officer)
- Documents relating to any forfeiture, receivership, or independent monitoring
- Officer Registration Disclosure Form (for each officer of the labor union or labor organization)
- Payment by credit card,¹ money orders, or checks made **payable to the “New York City Business Integrity Commission”** to cover the following fees:
 - \$4000 – Labor Union Registration application fee
 - \$600 – for each Officer Registration Disclosure Form

ALL FEES NON-REFUNDABLE

THE APPLICANT MUST SUBMIT AN ORIGINAL AND ONE (1) COPY OF THE APPLICATION AND ALL DOCUMENTS.

NOTE: REQUEST(S) TO WITHDRAW AN APPLICATION WILL BE EVALUATED ON A CASE BY CASE BASIS AND WILL NOT NECESSARILY BE APPROVED.

¹ Effective Monday, October 15, 2018, due to City-wide policy, all credit card and debit card transactions will be charged a fee of 2% of the payment amount.

LABOR UNION OR LABOR ORGANIZATION REGISTRATION APPLICATION

Each page submitted by the applicant must contain in the lower left hand corner the applicant's social security or tax identification number and each page must be numbered sequentially as "Page ___ of ___ Pages" (*i.e.*, if a twenty-five (25) page application were submitted, the first page would be marked: "Page 1 of 25 Pages").

Applicant requiring additional space to complete any answer may attach additional pages to the application. Indicate on the top of each such additional page, the Part and question number to which the additional page relates. The Schedules in the application also may be copied if additional schedule pages are needed. All additional pages and Schedules also must be identified in the lower left-hand corner with the applicant's social security or tax identification number. Each added page must be numbered sequentially like the rest of the application (*i.e.*, "Page ___ of Pages").

The applicant is under a continuing obligation to update answers to all application questions. Any change in the answer to such a question must be provided to the Commission in notarized writing, as specifically set forth in Title 22, Chapters 1-A and 1-B of the Code and the rules promulgated thereunder. Applicants who represent employees located within a Seafood Distribution Area must notify the Commission within ten (10) business days of the change. Applicants who represent employees located within a Public Wholesale Market that is not within a Seafood Distribution Area must notify the Commission within thirty (30) calendar days of the change. The applicant's continuing obligation begins upon submission of the registration application and extends throughout the processing period and any registration term.

NOTARIZED CERTIFICATIONS

Upon completion of the application and all of its attachments, a notarized certification form must be executed. Officers of the applicant business must separately provide the Officer Registration Disclosures as noted below.

OFFICER REGISTRATION DISCLOSURES

Each officer must complete an officer information form and the notarized certification attached to the Officer Registration Disclosure Form (in addition to the notarized certification for the license application itself).

THE COMMISSION WILL NOTIFY THE APPLICANT WHEN THE APPLICATION IS APPROVED AND WILL SCHEDULE AN APPOINTMENT FOR AN OFFICER OF THE APPLICANT TO APPEAR AT THE OFFICES OF THE COMMISSION TO SIGN A REGISTRATION ORDER.

All applications may be submitted in person or mailed to:

**NYC Business Integrity Commission
100 Church Street, 20th Floor
New York, 10007**

If you have any questions about this application, please call 212-437-0555.



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**LABOR UNION/LABOR ORGANIZATION
 REGISTRATION APPLICATION**

-----OFFICE USE ONLY-----

APPLICATION #: _____ **DATE RECEIVED:** _____
RECEIVED BY: _____

All information provided in response to questions on this application is material information.

If the Applicant represents employees located within a Seafood Distribution Area, any change in this information shall be reported to the Business Integrity Commission in a notarized writing within ten (10) calendar days of the change. See Title 17, Rules of the City of New York § 14-13(c).

If the Applicant represents employees located within a Public Wholesale Market that is not within a Seafood Distribution Area, any change in this information shall be reported to the Business Integrity Commission in a notarized writing within thirty (30) calendar days of the change. See Title 17, Rules of the City of New York § 11-11(d).

1. Name of the applicant labor union or labor organization or local number:

2. Main Office: _____
3. Mailing Address: _____
4. Business Telephone Number(s): _____ 5. Fax Number: _____
6. Applicant's Primary E-mail Address: _____ 7. Website, if any: _____
8. Affiliated national or international union's business name, address, and telephone number:
 Name: _____
 Address: _____
 Telephone Number: _____ E-Mail Address: _____

You must attach to this application a copy of the applicant labor union or labor organization's LM2 filings with the U.S. Department of Labor for the past three (3) years.

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9. Is the applicant's main office located within the five boroughs of New York City (The Bronx, Brooklyn, Manhattan, Queens, Staten Island)?
 _____ Yes _____ No

If "No," an Agent for Service of Process in New York City is required. **In order for the Commission to serve official documents regarding a license application or a license, an agent for service of process located within the five boroughs of New York City must be designated. The agent for service of process may be an individual Principal of the applicant business if s/he is located within the five boroughs of New York City.**

Provide Agent information:

Name (First, Middle, Last)	
Address	
Telephone Number	
E-mail Address	

10. Does the applicant currently represent employees at the (check all that apply):

a. New Fulton Fish Market at Hunts Point?

_____ Yes _____ No

If "Yes," how many? _____

b. Hunts Point Cooperative Market (Hunts Point Meat Market)?

_____ Yes _____ No

If "Yes," how many? _____

c. New York City Terminal Market (Hunts Point Produce Market)?

_____ Yes _____ No

If "Yes," how many? _____

d. Gansevoort Meat Market?

_____ Yes _____ No

If "Yes," how many? _____

e. Brooklyn Wholesale Meat Market?

_____ Yes _____ No

If "Yes," how many? _____

EIN: _____

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11. On Schedule A below, identify all current officers and anyone who has been an officer at any point during the past five (5) years. For each individual, provide the following information. If needed, copy and attach additional Schedule A form(s).

SCHEDULE A – CURRENT AND PAST OFFICERS OF THE APPLICANT

	Officer #1	Officer #2
Name (First, Middle, and Last; include maiden name)		
Home Address(es)		
Primary Telephone Number (Home/Cell/Work)		
E-mail Address(es)		
Date of Birth		
Social Security Number		
Business Name, Address, and Telephone Number		
Position or Title		
From (date) to (date)		

	Officer #3	Officer #4
Name (First, Middle, and Last; include maiden name)		
Home Address(es)		
Primary Telephone Number (Home/Cell/Work)		
E-mail Address(es)		
Date of Birth		
Social Security Number		
Business Name, Address, and Telephone Number		
Position or Title		
From (date) to (date)		

EIN: _____

12. On Schedule B below, identify all current business agent of the labor union or labor organization or anyone who has been a business agent at any point during the past five (5) years. For each individual, provide the following information. If needed, copy and attach additional Schedule B form(s).

SCHEDULE B – CURRENT BUSINESS AGENT OF THE APPLICANT

	Business Agent #1	Business Agent #2
Name (First, Middle, and Last; include maiden name)		
Home Address(es)		
Primary Telephone Number (Home/Cell/Work)		
E-mail Address(es)		
Date of Birth		
Social Security Number		
Business Name, Address, and Telephone Number		
Position or Title		
From (date) to (date)		

	Business Agent #3	Business Agent #4
Name (First, Middle, and Last; include maiden name)		
Home Address(es)		
Primary Telephone Number (Home/Cell/Work)		
E-mail Address(es)		
Date of Birth		
Social Security Number		
Business Name, Address and Telephone Number		
Position or Title		
From (date) to (date)		

EIN: _____

13. On Schedule C below, identify all individuals who are or have been members of the Executive Board of the applicant labor union or labor organization at any point during the past five (5) years. For individuals who have been previously identified on this application, you need only fill in the person's name, position, and applicable dates. If needed, copy and attach additional Schedule C form(s).

SCHEDULE C – CURRENT AND PAST EXECUTIVE BOARD MEMBERS

	Executive Board Member #1	Executive Board Member #2
Name (First, Middle, and Last; include maiden name)		
Home Address(es)		
Primary Telephone Number (Home/Cell/Work)		
E-mail Address(es)		
Date of Birth		
Social Security Number		
Business Name and Address		
Position Held in Labor Union		
From (date) to (date)		

	Executive Board Member #3	Executive Board Member #4
Name (First, Middle, and Last; include maiden name)		
Home Address(es)		
Primary Telephone Number (Home/Cell/Work)		
E-mail Address(es)		
Date of Birth		
Social Security Number		
Business Name and Address		
Position Held in Labor Union		
From (date) to (date)		

14. On Schedule D below, identify the current employees of the applicant labor union or labor organization and provide the following information. If needed, copy and attach additional Schedule D form(s).

SCHEDULE D – LIST OF EMPLOYEES

	Employee #1	Employee #2
Name (First, Middle, and Last) Also include maiden name)		
Home Address(es)		
Primary Telephone Number (Home/Cell/Work)		
Date of Birth		
Social Security Number		
Title or Position and Brief Description of Duties		
Full-Time or Part-Time		

15. Has the applicant or any past officer, including past business agents and Executive Board members, ever been convicted of any criminal offense in any jurisdiction?

NOTE: In answering this question, **DO NOT** include information regarding any criminal action or proceeding against the applicant business, any current principal of the applicant business, or any past principal of the applicant business that was followed by a termination in favor of that person or business pursuant to New York Criminal Procedure Law § 160.50, by a youthful offender adjudication pursuant to New York Criminal Procedure Law § 720.35, by a conviction for a violation sealed pursuant to New York Criminal Procedure Law § 160.55, or by a conviction sealed pursuant to New York Criminal Procedure Law § 160.58 (conditional sealing of certain controlled substance, marihuana, or specified offenses).

_____ Yes _____ No

If “Yes,” provide the following information: **(It is not necessary to provide information relating exclusively to traffic violations.)**

Applicant or Officer Name	Date of Arrest	Date of Conviction	Indictment, Docket or Index No.	Charge(s) and Sentence	Court and Jurisdiction

EIN: _____

16. Are there any criminal charges pending against the applicant labor union or labor organization or any past officer, including past business agents and Executive Board members, in any jurisdiction?
 _____ Yes _____ No

If "Yes," provide the following information: **(It is not necessary to provide information relating exclusively to traffic violations.)**

Name	Date of Arrest	Indictment No.	Charge	Status	Court and Jurisdiction

17. During the past five (5) years has the applicant or any past officer, including past business agents and Executive Board members:

a. received a subpoena or been asked to testify before any court, grand jury, or legislative, civil, criminal or administrative body in connection with a federal, state, or local investigation?
 _____ Yes _____ No

b. been a party to or subject of any criminal, civil or regulatory action, proceeding, or investigation, in any jurisdiction?
 _____ Yes _____ No

c. entered into any judicial or administrative consent decrees?
 _____ Yes _____ No

If you answered "Yes" to any of the questions 17 (a) - (c) above, provide the following information:

Name	Name and Address of Court or Agency	Nature of Proceedings or Investigation	Name and Position of Person Who Provided Testimony	Date on Which Testimony was Given	Date of Investigation or Consent Decree

EIN: _____

18. Has the applicant labor union or labor organization or any past officer, including past business agent and Executive Board member, ever been subject to any investigation by a municipal, state or federal agency of any alleged violation of civil law involving racketeering or the potential forfeiture of any asset?

_____ Yes _____ No

If "Yes," provide the following information:

Name	Agency or Court	Nature of Investigation or Charges	Indictment, Docket, or Index No.	Status

19. During the past five (5) years, has the applicant labor union or labor organization or any past officer, including past business agent and Executive Board member, been subject to the appointment of an independent auditor, monitor, receiver, administrator, or trustee?

_____ Yes _____ No

If "Yes," provide the information:

Name	Name and Address of Auditor, Monitor, Receiver, or Trustee	Nature of Audit, Monitorship, Receivership, or Trusteeship	Dates of Audit, Monitorship, Receivership, or Trusteeship

CERTIFICATION

This certification must be completed by the applicant and all of its current officers before a notary public.

ANY MATERIAL FALSE STATEMENT MADE IN CONNECTION WITH THIS APPLICATION MAY SUBJECT THE PERSON AND/OR ENTITY MAKING THE FALSE STATEMENT TO CRIMINAL CHARGES.

I, _____, being duly sworn, state: that I am
(Full Name)

_____ of _____; and
(Title/Position) (Applicant Name)

I have read and understood the questions contained in the attached application and its attachments, which consists of _____ pages; and to the best of my knowledge the information given in response to each question and in the attachment is full, complete and truthful; that the New York City Business Integrity Commission and the New York City Department of Investigation may, by any means they or each of them deem appropriate, determine the accuracy and truth of the statements made in this application; and that all the information submitted is for the express purpose of inducing the Business Integrity Commission to issue the applicant a labor union or labor organization registration to operate in the City's public wholesale markets.

(Signature of Applicant)

By: _____
(state title)

Sworn to before me

this _____ day of _____, 20_____

EIN: _____

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