



DEPARTMENT OF CONSUMER AND  
WORKER PROTECTION (DCWP)  
LICENSING CENTER  
42 Broadway, Lobby  
New York, NY 10004

NYC SMALL BUSINESS  
SUPPORT CENTER  
90-27 Sutphin Blvd, 4th Floor  
Jamaica, NY 11435

By Appointment Only Hours:  
Monday-Thursday: 8 a.m. – 4 p.m.  
Last appointment: 3:30 p.m.

By Appointment Only Hours:  
Tuesday-Thursday: 8 a.m. – 4 p.m.  
Last appointment: 3:30 p.m.

# EMPLOYMENT AGENCY RENEWAL SELF-CERTIFICATION

## Compliance with Employment Agency Laws

**Note: If you place or attempt to place job applicants in theatrical engagements (e.g., actors, singers, models, directors, writers, musicians), you must complete the “Theatrical Employment Agency Renewal Self-Certification” instead. This form is available at [nyc.gov/BusinessToolbox](http://nyc.gov/BusinessToolbox).**

You must complete the *full* Employment Agency Self-Certification, which is available at [nyc.gov/BusinessToolbox](http://nyc.gov/BusinessToolbox), if:

- You have not previously submitted to DCWP an Employment Agency Self-Certification. OR
- Your agency has undergone a change in ownership. You must notify DCWP within 30 days if your business undergoes a change in ownership.

The owner (e.g., sole proprietor, general partner, director, corporate officer, member, or shareholder owning 10% or more of company stock) of your agency must complete this form.

Legal Name of Business:	
Business’s Trade or Doing-Business-As (DBA) Name, if applicable:	
DCWP License Number:	
Employment Agency Address: <i>(Building Number, Street Name, Unit, e.g., Floor, Suite)</i>	
Name of Owner: <i>(e.g., sole proprietor, general partner, director, corporate officer, member, or shareholder owning 10% or more of company stock)</i>	

I certify the following:

1. I am authorized (e.g., owner, sole proprietor, general partner, director, corporate officer, member, or shareholder owning 10% or more of company stock) to complete and sign this Employment Agency Renewal Self-Certification on behalf of the business named on page 1.
2. I am responsible for complying with the following laws and rules:
  - Article 11 of the New York General Business Law (GBL) beginning at Section 170
  - Title 20 of the New York City Administrative Code (Code) at Chapter 1 beginning at Section 20-101 and Chapter 5 Sections 20-700 to 20-706 and 20-770 to 20-774
  - Title 6 of the Rules of the City of New York (6 RCNY) at Chapter 1 beginning at Section 1-01 and Chapter 5 Sections 5-06 to 5-12, 5-21, 5-24, and 5-241 to 5-259
  - Title 8 of the Code Sections 8-102, 8-107, and 8-107.1
  - Title VII of the Civil Rights Act of 1964 beginning at Section 2000e [Section 701]
  - Executive Law Article 15 Human Rights Law Sections 292, 296, and 296-b
  - All relevant federal, state, and City laws which apply to my business

I can access the above laws and rules via [nyc.gov/dcwp](https://nyc.gov/dcwp). (Click “About,” then “Laws.”)

3. I am responsible for knowing and complying with the most current laws, including any amendments and updates made to the laws that are relevant to my business. **I have completed Appendix A, which includes recent amendments to the Employment Agency Laws.**

4. **YOU MUST CHECK A OR B.**

- A.  I, or a current Employment Agency owner, previously completed the full Employment Agency Self-Certification, and all of the responses remain true and accurate.
- B.  I, or a current Employment Agency owner, previously completed the full Employment Agency Self-Certification, and all of the responses remain true and accurate except for the changes described below.

***If you checked B, you must provide an explanation of the changes in the space below.***

**Reminder: If you had a change in ownership, you must complete the *full* Employment Agency Self-Certification available at [nyc.gov/BusinessToolbox](https://nyc.gov/BusinessToolbox).**

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## APPENDIX A: RECENT AMENDMENTS TO THE EMPLOYMENT AGENCY LAWS

### **Contracts, Statements of Terms and Conditions, and Receipts**

GBL Section 181

6 RCNY Section 1-05 and 5-259

#### **Contracts**

- I understand that the contract must be a separate document from any other form I give to job applicants. I will not combine the contract with a job application form.

#### **(Check A or B.)**

- A.  I will use DCWP's model contract as my agency's contract and give a copy to each job applicant who applies for my services. The model contract is available for download at [nyc.gov/BusinessToolbox](http://nyc.gov/BusinessToolbox). I am responsible for using the most current version of this contract, and I will regularly check DCWP's website for updates.
- B.  I will not use DCWP's model contract, but will give each job applicant a contract that is substantially similar to DCWP's model contract and will include all of the following:
- Sections 185 and 186 of the GBL AND
  - The word "Contract" written or printed clearly at the top AND
  - Name, address, telephone number, and DCWP license number of my agency AND
  - Name of the individual executing the contract on behalf of my agency AND
  - Name of the job applicant AND
  - Name, address, mailing address, and telephone number of the employer AND
  - Anticipated rate of wages or compensation, anticipated hours of work per day and number of days to be worked per week AND
  - Fee the job applicant will pay to my agency based on the anticipated wages or compensation AND
  - Any provision to the employee and costs associated with such provision AND
  - Anticipated period of employment and whether it is permanent or temporary AND
  - Type of work the job applicant will perform AND
  - Name and address of the person authorizing the hiring of the applicant AND
  - Payment schedule AND
  - Notice in 12 point or larger boldface type printed directly above the space reserved in the contract for the applicant's signature stating:

#### **NOTICE TO JOB APPLICANT – READ BEFORE SIGNING**

**Do not sign this contract before you have read it or if any spaces are left blank. The employment agency must give you a signed copy of this contract at the time you sign it.**

**AN EMPLOYMENT AGENCY MAY NOT CHARGE YOU, THE JOB APPLICANT, A FEE BEFORE REFERRING YOU TO A JOB THAT YOU ACCEPT. IF YOU PAY A FEE BEFORE ACCEPTING A JOB OR PAY A FEE THAT OTHERWISE VIOLATES THE**

**LAW, YOU MAY DEMAND A REFUND, WHICH SHALL BE REPAID WITHIN SEVEN DAYS. IF YOU HAVE A COMPLAINT OR NEED MORE INFORMATION, CALL 3-1-1.**

### **Statements of Terms and Conditions**

- I understand that the statement of terms and conditions must be a separate document from any other form I give to job applicants. I will not combine the statement of terms and conditions with the contract or the job applicant form.
- I understand that I must use DCWP's Terms and Conditions template as my agency's statement of terms and conditions and give a copy to each job applicant who executes a contract for my services. The Terms and Conditions template is available for download at **nyc.gov/BusinessToolbox**. I am responsible for using the most current version of this document, and I will regularly check DCWP's website for updates.
- I understand that my agency must provide to each job applicant a statement of terms and conditions in the language in which the applicant's contract was negotiated, provided DCWP has made a template available in that language.

### **Receipts (Check A or B.)**

- A.  I will use DCWP's model receipt as my agency's receipt and give a receipt to each job applicant who pays a fee as confirmation of payment. The model receipt is available for download at **nyc.gov/BusinessToolbox**. I am responsible for using the most current version of this receipt, and I will regularly check DCWP's website for updates.
- B.  I will not use DCWP's model receipt, but will give each job applicant who pays a fee a receipt that is substantially similar to DCWP's model receipt and will include all of the following:
  - The word "Receipt" written or printed clearly at the top AND
  - Name of the job applicant AND
  - Name, address, and DCWP license number of my agency AND
  - Date and amount of the fee AND
  - Reason for the fee AND
  - Signature, printed name, and title of the person receiving the deposit, fee, or other charge on behalf of my agency AND
  - A notice, set off in a box located and printed directly above the signature of the person receiving payment, in 12 point or larger boldface capital letters that states:

**AN EMPLOYMENT AGENCY MAY NOT CHARGE YOU, THE JOB APPLICANT, A FEE BEFORE REFERRING YOU TO A JOB THAT YOU ACCEPT. IF YOU PAY A FEE BEFORE ACCEPTING A JOB OR PAY A FEE THAT OTHERWISE VIOLATES THE LAW, YOU MAY DEMAND A REFUND, WHICH SHALL BE REPAID WITHIN SEVEN DAYS. IF YOU HAVE A COMPLAINT OR NEED MORE INFORMATION, CALL 3-1-1.**

## Maintenance of Contracts, Statements of Terms and Conditions, and Receipts

- I will maintain at my agency and have available for inspection by DCWP all completed contracts, statements of terms and conditions, and receipts I issued for three years.

### Signs

GBL Sections 174 and 188

6 RCNY Sections 1-03 and 5-250

Sec. 2000e-10 [Section 711] of Title VII of the Civil Rights Act of 1964

Executive Law Article 15. Human Rights Law

- I will post all of the signs listed below in the reception or waiting area or, if no waiting area, the main entrance to the agency where all applicants can see them.
  - DCWP's combined license and complaint sign provided by DCWP
  - New York Employment Agencies Law poster containing Sections 178, 181, 185, and 186 of the New York General Business Law in the languages in which my agency does business  
*Note: You can get copies of the poster in English at the DCWP Licensing Center and in 11 languages online at [nyc.gov/BusinessToolbox](http://nyc.gov/BusinessToolbox).*
  - DCWP's Job Hunter's Bill of Rights sign provided by DCWP  
*Note: You can get copies of the sign in English and Spanish online at [nyc.gov/BusinessToolbox](http://nyc.gov/BusinessToolbox).*
  - U.S. Anti-Discrimination Poster provided by DCWP
  - New York State Anti-Discrimination Poster provided by DCWP

### Prohibited Discriminatory Practices

6 RCNY 5-248

Title VII of the Civil Rights Act of 1964

Executive Law Article 15. Human Rights Law Section 296

Title 8 of the Code, Chapter 1 Sections 8-107 and 8-107.1

- I will not discriminate against any job applicant because of age, race, creed, color, national origin, religion, sex, sexual orientation, military status, disability, predisposing genetic characteristics, marital status, or status as a victim of domestic violence, sex offence, or stalking when providing my services, including, but not limited to, referring applicants to employers.

- I will not directly or indirectly inquire about a job applicant's age, race, creed, color, national origin, religion, sex, sexual orientation, disability, predisposing genetic characteristics, marital status, or status as a victim of domestic violence, sex offence, or stalking. If I directly or indirectly inquire about any of this information, I will also clearly state how the information relates to a legitimate job qualification.
  
- I will not print or circulate any statement, advertisement, or publication, or use an application form that requires, directly or indirectly, a job applicant's age, race, creed, color, national origin, religion, sex, sexual orientation, disability, predisposing genetic characteristics, marital status, or status as a victim of domestic violence, sex offence, or stalking. If I print or circulate any statement, advertisement, or publication that directly or indirectly inquires about any of this information, the statement, advertisement, or publication will also clearly state how the information relates to a legitimate job qualification.