



## Employment Agency, Branch Office, or Listing/Directory Service License Application

Use this form to apply for an Employment Agency, Branch Office, or Listing/Directory Service license. Send this form and required documents, with a check or money order payable to Department of Licensing to:

**Business and Professions  
Department of Licensing  
PO Box 35001  
Seattle WA 98124-3401**

For validation only

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001-070-231-0003

**Application type** (choose one):

- Employment Agency—\$783
- Branch Office—\$540
- Listing/Directory Service—No fee

**All license types must include the following documents with this application:**

- \$2,000 bond (use Employment Agency Surety Bond form available at [dol.wa.gov/business/employmentagency/](http://dol.wa.gov/business/employmentagency/))
- Copy of the client contract
- Copy of the client fee schedule

**Employment Agency, Branch Office, or Listing Service must also include:**

- Employment Agency General Manager Examination Application and fee (if the general manager is not currently licensed in Washington)

**Business information**

TYPE or PRINT Business entity name		UBI number	
Address			
City		State	Zip code
Mailing address (if different)			
City		State	Zip code
(Area code) Phone number	Email		

**General manager** (employment agency, branch office, or listing service only)

TYPE or PRINT Name ( <i>Last, First, Middle</i> )		General manager license number*	
Mailing address			
City		State	Zip code
(Area code) Phone number ( <i>during normal business hours</i> )	Email		

\*If not licensed in Washington, the general manager must complete an Employment Agency General Manager Examination Application ([dol.wa.gov/business/employmentagency/](http://dol.wa.gov/business/employmentagency/)) and include all applicable fees.

**Criminal history**

Answer the following (owner, officer, or partner)

In this state or any other jurisdiction, have (are) any business owners, any persons with controlling interest in this business, or the business entity:

- 1. Within the last 10 years, had any action (fine, suspension, revocation, censure, surrender, etc.) taken against any professional or occupational license, certification, or permit held by you? . . . . .  Yes  No
- 2. Within the last 10 years, had any civil court order, verdict, or judgment entered against you? . . . . .  Yes  No
- 3. Within the last 10 years, defaulted or been convicted of or entered a plea of no contest to a gross misdemeanor or felony crime? (Don't include traffic offenses.) . . . . .  Yes  No
- 4. Currently under indictment, or is there a criminal complaint, charge, or information pending against you? . . . . .  Yes  No
- 5. Been engaged in, interested in, or employed by anyone engaged in the business of an employment agency? . . . . .  Yes  No

If you answered "yes" to any of questions 1 through 4, explain on a separate sheet. Include the name of the person involved; charge(s), date of conviction, civil judgement or order; county and state; and disposition of charges.

**Ownership**

List of persons with 20% or more ownership in the company.

Name	Address	% owned
Name	Address	% owned
Name	Address	% owned
Name	Address	% owned
Name	Address	% owned

**Corporate officers** (corporations only)

Name	Address
Name	Address
Name	Address
Name	Address
Name	Address

**This form must be signed by the owner, a corporate officer or partner of the business.**

*I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.*

\_\_\_\_\_  
TYPE or PRINT Name

\_\_\_\_\_  
Title

**X**  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date and place