

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

Use this form to apply for or renew 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:

or validation only			

of Licensing) to:					
Business and Professions Department of Licensing PO Box 35001 Seattle WA 98124-3401			001-070-231-0003		
New application type (choose one):  ☐ Employment Agency—\$823  ☐ Branch Office—\$580  ☐ Listing/Directory Service—No fee					
License renewal type (choose one):  ☐ Employment Agency–\$688  ☐ Branch Office–\$580  ☐ Listing/Directory Service–No fee					
All license types must include the follow \$2,000 bond (use Employment Agency Su ☐ Copy of the client contract ☐ Copy of the client fee schedule				ness/employmentagency/	
Employment Agency, Branch Office, or L  Employment Agency General Manager E currently licensed in Washington)  Business information			e (if the gene	-	
TYPE or PRINT Business entity name			UBI numbe	r	
Address					
City			State	Zip code	
Mailing address (if different)				I.	
City			State	Zip code	
10-digit phone number	Email				
General manager (employment agency	. branch c	office. or listing service	e only)		
TYPE or PRINT Name (Last, First, Middle)				General manager license number*	
Mailing address					
City			State	Zip code	
10-digit phone number (during normal business hours)	Email			1	

<sup>\*</sup>If not licensed in Washington, the general manager must complete an Employment Agency General Manager Examination Application (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 this business, or the business entity		siness owners, any persons with	controlling interest in
Within the last 10 years, had any surrender, etc.) taken against an or permit held by you?	y professional or occ	cupational license, certification,	□ Yes □ No
2. Within the last 10 years, had any against you?			☐ Yes ☐ No
Within the last 10 years, defaulted to a gross misdemeanor or felon			
4. Currently under indictment, or is pending against you?			☐ Yes ☐ No
5. Been engaged in, interested in, or an employment agency?			☐ Yes ☐ No
If you answered "yes" to any of que the person involved; charges, date of charges.			
Ownership (List of persons with 2	0% or more ownersh	ip in the company.)	
Name (List of policina war 2	Address	iip iii ale company.	% owned
Name	Address		% owned
Name	Address		% owned
Name	Address		% owned
Name	Address		% owned
Corporate officers (corporations	s only)		
Name	Address		
This form must be signed by the o	owner, a corporate	officer or partner of the busine	255
I certify under penalty of perjury under	•	-	
	TYPE or PRIN	T name	
	Title		
Date and place	Signature		