# 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:

## Business and Professions

For validation only

Department of Licensing
PO Box 35001
Seattle WA 98124-3401
New application type (choose one):
$\square$ Employment Agency-\$823Branch Office-\$580Listing/Directory Service-No fee
License renewal type (choose one):
$\square$ Employment Agency-\$688Branch Office-\$580
$\square$ Listing/Directory Service-No fee
All license types must include the following documents with this application:
$\square \$ 2,000$ bond (use Employment Agency Surety Bond form available at dol.wa.gov/business/employmentagency/)Copy of the client contractCopy of the client fee schedule
Employment Agency, Branch Office, or Listing Service must also include:
$\square$ 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 |
| 10-digit phone number | Email |  |  |

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

| TYPE or PRINT Name (Last, First, Middle) | General manager license number* |  |
| :--- | :--- | :--- | :--- |
| Mailing address | State | Zip code |
| City | Email |  |
| 10-digit phone number (during normal business hours) |  |  |

[^0]
## 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? No
2. Within the last 10 years, had any civil court order, verdict, or judgment entered against you?YesNo
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.)YesNo
4. Currently under indictment, or is there a criminal complaint, charge, or information pending against you?YesNo
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; charges, 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 | Address |
| Name | Address | \% owned |
| Name | Address | \% owned |
| Name |  | \% 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

Date and place
$\overline{\text { Title }}$
X When you have completed this form, please print it out and sign here.
Signature


[^0]:    *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.

