

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

For validation only

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 Department of Licensing PO Box 35001 Seattle WA 98124-3401

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 following documents with this application:

\$2,000 bond (use Employment Agency Surety Bond form available at dol.wa.gov/business/employmentagency/)

Copy of the client contract

 $\Box$  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	
10-digit phone number	Email			

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

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

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

001-070-231-0003

## **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:		
<ol> <li>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?</li> <li>Yes I No</li> </ol>		
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.)		
4. Currently under indictment, or is there a criminal complaint, charge, or information pending against you?		
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	% owned

# **Corporate officers** (corporations only)

Name	Address
News	
Name	Address
Name	Address
Name	Address
Name	Address
Name	

# 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

Title

**X** Signature