

## PET GROOMING BUSINESS

### REGISTRATION APPLICATION INSTRUCTIONS

No pet grooming business shall operate within the County of Suffolk unless it has registered with the Department of Labor, Licensing & Consumer Affairs in accordance with the provision of Suffolk County Law Chapter 299.

The **application fee** for registration of a pet grooming business shall be **\$50.00**. The **registration fee** shall be **\$100.00** biennially.

The application must include the following:

1. Completed Application Form.
2. Documents providing proof of professional and general liability and property damage insurance as well as a certificate of Workers Compensation Insurance.
  - a. Submit a certificate of Acord proving general liability, as well as property damage insurance .
  - b. A certificate of Worker's Compensation Insurance.

Cancellation Notice: The certificates shall contain a statement that in the event the insurance is either cancelled, not renewed or materially changed, fifteen (15) days prior written notice shall be given to the

**Suffolk County Department of Labor, Licensing & Consumer Affairs  
P.O. Box 6100, Hauppauge, NY 11788-0099**

3. A recent passport size photograph of the applicant must be attached to the application.
4. A copy of applicant's driver's license or non-driver ID issued by NYS Department of Motor Vehicles. Address must match address listed on the application.
5. A copy of the Business Certificate or Corporate Filing Receipt proving the business name.
6. List the principal addresses and names of all owners of the business.
7. Each pet grooming establishment must be individually registered.



Steven Bellone  
Suffolk County Executive

Frank Nardelli  
Commissioner

**SUFFOLK COUNTY DEPARTMENT OF LABOR, LICENSING & CONSUMER AFFAIRS**

P.O. Box 6100, Hauppauge, NY 11788-0099 (631) 853-4600 FAX (631) 853-4825

**PET GROOMING BUSINESS REGISTRATION APPLICATION**

Please Print – Answer All Questions

APPLICANT NAME: LAST \_\_\_\_\_ FIRST \_\_\_\_\_ M.I. \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_ SOCIAL SECURITY #: \_\_\_\_\_

**Privacy Act Statement**

Pursuant to the Federal Privacy Act of 1974, as amended, the disclosure of Social Security numbers for applicants is mandatory and is required by 42 USCS § 666(a)(13), New York State General Obligation Law § 3-503, and Suffolk County Law § 563.5 and/or SCC 239, and/or sec 275-3A, and/or SCC 313-18A, and/or SCC 361-3A and/or SCC 391, and/or SCC 460-5, and/or SCC 483. Such numbers disclosed on the application are requested for the administration of Title IV-D of the Social Security Act (Child Support Enforcement Act) and related provisions of State law. Such numbers will be used by the Department of Labor, Licensing, & Consumer Affairs to facilitate application processing and to maintain a uniform system of identifying applicants.

HOME ADDRESS: \_\_\_\_\_

TOWN: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

BUSINESS NAME(S): \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

TOWN: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Are there additional owners of this business?  YES  NO

If yes, list name & address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



FEDERAL TAX ID NO. \_\_\_\_\_

WORKER'S COMPENSATION NO. \_\_\_\_\_

NYS SALES TAX REGISTRATION NO. \_\_\_\_\_

Business must be registered. Each separate Business requires a separate registration.

This is an application; not a registration.

Remit application fee of **\$50.00** (non-refundable) made payable to: *Suffolk County Consumer Affairs*.

There is an additional \$100.00 biennial registration fee.

**Penal Law § 175.35:** Offering a false instrument for filing in the first degree: A person is guilty of offering a false instrument for filing in the first degree when, knowing that a written instrument contains a false statement or false information, and with intent to defraud the state or any political subdivision thereof, he offers or presents it to a public office or public servant with the knowledge or belief that it will be filed with, registered or recorded in or otherwise become a part of the records of such public office or public servant.

**Offering a false instrument for filing in the first degree is a class E felony.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_