



**INSTRUCTIONS**

- ◆ Each owner, partner, corporate officer, manager, agent or employee (paid or unpaid) listed on any application for the original license or for a branch license, or who has become newly associated with the business in any of its capacities, **MUST** fill out an Employee Roster form.
- ◆ The owner of the Private Service Bureau (PSB) **and** the employee **MUST** sign the employee roster.
- ◆ A photocopy of the employee's valid driver license or non-driver identification card is required.

**NOTE:** The roster must be completed and submitted to the DMV Private Service Bureau Unit any time an employee is added to your business. Failure to do so may result in the suspension or revocation of your PSB license.

**SECTION 1**

|   |       |          |                        |              |
|---|-------|----------|------------------------|--------------|
| Name of Private Service Bureau  |       |          | PSB License #          | Today's Date |
| Owner's Name  |       |          |                        |              |
| Mailing Address of Private Service Bureau ( <i>Street &amp; No.</i> ) |       |          | Telephone #<br>(     ) |              |
| City  | State | Zip Code | Fax #<br>(     )       |              |

**SECTION 2**

Employee/runner/agent (paid or unpaid) working at or associated with the Private Service Bureau.

| Name | Driver License Number | Last 4 of Social Security Number | Date Hired |
|------|-----------------------|----------------------------------|------------|
|      |                       |                                  |            |

**SECTION 3**

3. Have you ever had an application and/or a license issued by DMV, drivers, dealers or a private service bureau that was denied, cancelled, suspended or revoked by the NYS Department of Motor Vehicles? ☐ Yes ☐ No

If "Yes", provide the date and reason for the denial in the remarks section:

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2. Have you ever been affiliated with, or employed by, any other Private Service Bureaus? ☐ Yes ☐ No

If "Yes", list the name(s) of the Private Service Bureau(s):

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3. Has any licensing or certification organization, including a government agency, ever determined that you committed misconduct, unprofessional conduct, or negligence that resulted in criminal charges? ☐ Yes ☐ No

If "Yes", explain in the remarks section:

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4. Have you ever been convicted of a criminal offence (felony or misdemeanor)? ☐ Yes ☐ No

If "Yes", explain in the remarks section:

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5. Do you have an arrest or criminal accusation against you currently pending? ☐ Yes ☐ No

If "Yes", explain in the remarks section:

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**SECTION 4****AFFIRMATION**

Both of the undersigned affirm they have read the entire application, are familiar with all its contents, and all answers, statements and all other matters in it are true.

Any individual who has worked for the New York State Department of Motor Vehicles within the past 2 years should take note of Public Officers Law 73(8)(a)(i) before submitting an application for a Private Service Bureau License.

For more information, contact the New York State Commission on Ethics and Lobbying in Government (<https://ethics.ny.gov/>)

Owner Signature **X**

Title

Employee Signature **X**

Title

**To knowingly make a false statement or conceal a material fact in this application is a criminal offense, and will result in the revocation of your Private Service Bureau license. False statements are punishable under Section 210.45 of the Penal Code.**

**Pursuant to Vehicle and Traffic Law Section 392, any person knowingly making a false statement in an application for any document issued by the Department or in any proof or statement in writing in connection with such an application shall be guilty of a misdemeanor.**

**Vehicle and Traffic Law Section 394(5) authorizes the Department to suspend or revoke a Private Service Bureau license or refuse to issue a renewal thereof where the licensee has made a material false statement or concealed a material fact in connection with the licensee's application for a license or renewal.**

Return this form with all required documentation to:

NYS Department of Motor Vehicles  
Partnering Programs, PSB Unit  
6 Empire State Plaza Room 322  
Albany NY 12228

