

WESTCHESTER COUNTY
SOLID WASTE COMMISSION
APPLICATION FOR RENEWAL
OF CLASS C-1 and CLASS E LICENSES

The County of Westchester requires all solid waste haulers operating in Westchester County to be licensed under Chapter 826-a of the Laws of Westchester County (the “Westchester County Solid Waste and Recyclables Collection Licensing Law”). Among other things, Chapter 826-a requires that applicants for Class C-1 & Class E licenses comply with certain disclosure requirements and other requirements that the Westchester County Solid Waste Commission (“Commission”) may establish from time to time.

This Application form has been developed in conformance with the application requirements set forth in Chapter 826-a, and shall be utilized by the Commission in determining an applicant’s qualifications for Class C-1 or Class E licensing pursuant thereto.

As required in Chapter 826-a section 302 (2), this application package includes copies of the Westchester County Source Separation Law and the Westchester County Solid Waste and Recyclables Collection Licensing Law (Chapter 826-a). For your convenience, the full text of the law and this application form are available on the internet at: www.westchestergov.com/solidwastecommission.

The person completing the application on behalf of the Applicant, as well as all Principals of the Applicant, are required to certify that they have read and are familiar with the requirements of the license and all provisions of all laws enacted by the County which pertain to the collection, transportation, and disposition of Solid Waste, Recyclables, Construction & Demolition Debris and Yard Waste, including but not limited to the Westchester County Source Separation Law and Chapter 826-a.

The certification can be found on page 18 and 19 of this application.

A. GENERAL APPLICATION REQUIREMENTS:

1. Application Requirement:

a. An Applicant for a Class C-1 or Class E license shall submit an application in writing on the form appended hereto, along with all required supplemental application materials, all disclosure materials, certifications, releases, consents and all fees as required hereunder. New Principals for Class E applicants only must be photographed and fingerprinted (see Fingerprinting Instructions). **If an Applicant fails to provide such information, documents or fees, the Commission may refuse to issue a license to the Applicant.**

b. Upon submission by the Applicant, the Commission shall determine whether the application submitted is complete. If the Commission determines that the application is incomplete, it shall notify the Applicant in writing, and shall list the insufficiencies of the application. If the Applicant does not submit the additional application materials within thirty (30) days of the date of the Commission's notice of incomplete application, the Commission may deny the application, and require the Applicant to submit a new application.

During the pendency of this application, **all Applicants shall have a continuing obligation to disclose information** to the Commission which is requested pursuant to this application, in accordance with the provisions of Chapter 826-a.

The Commission may, at its discretion, require that such Applicant provide, within a reasonable time, any additional information which the Commission may deem necessary, and may, after notice and the opportunity to be heard, refuse to license such Applicant based upon the criteria and standards outlined in Chapter 826-a.

2. Fee Requirement:

An Applicant for licensing shall submit an application fee of **\$45** to the Commission at the time of application submission.

The application fee does not include the cost of standard background investigations (for Class C-1 applicants only) or the cost of fingerprinting analysis; such costs shall be borne solely by the Applicant as set forth in Section 826-a.202 (2)(b) of Chapter 826-a, and shall be submitted by the Applicant along with the basic application fee. In the event that it shall become necessary, in the Commission's reasonable discretion, to require the production of supplemental or additional information from the Applicant, or to undertake a more comprehensive investigation of the Applicant, the Applicant shall bear all costs of the additional investigation Applicant as set forth in Section 826-a.202 (2)(b).

PLEASE REFERENCE FEE WORKSHEET TO DETERMINE APPLICABLE FEES DUE AT TIME OF APPLICATION

Upon the issuance of a license to the Applicant by the Commission, the licensee shall be subject to an **annual license fee** of **\$100** which will include registration of one vehicle to be used in connection with the licensed activities. Every additional vehicle the Applicant wishes to register and use in connection with the licensed activities will require Applicant to pay an additional **\$100 per vehicle**.

An Applicant for the renewal of a Class C-1 or Class E license shall submit an application in writing on the form appended hereto, along with all supplemental application materials, all disclosure materials, certifications, releases, consents and all fees as required hereunder.

If an Applicant fails to provide such information, documents or fees, the Commission may refuse to renew the Applicant's license.

3. Application Submission:

All applications shall be submitted to:

Westchester County Solid Waste Commission
112 East Post Road 3rd Floor
White Plains, New York 10601
Attn: Executive Director
(914) 995-6220

4. Refusal to Issue a License:

The Commission may, after notice and the opportunity to be heard, refuse to renew the license of an Applicant who lacks good character, honesty and integrity. Such notice shall specify the reasons for such refusal. In making the determination to refuse to issue a license, the Commission, may consider, but is not limited to the standards enumerated in Section 826-a.400.

5. Warning:

Please be advised that the failure to provide truthful information in connection with any application submitted to the Westchester County Solid Waste Commission shall serve as a basis for refusal to issue a license to the Applicant or to renew an Applicant's license. Moreover, the failure to comply with any material provision of a license issued by the Westchester County Solid Waste Commission pursuant to Chapter 826-a; the failure to comply with any provision of Chapter 826-a; and/or the failure to provide truthful information to the Commission shall serve as a basis for suspension or revocation, modification or other action against the privileges of a licensee, and may subject the licensee to fines of not less than \$10,000 per offense and/or by imprisonment not exceeding (6) months.

B. PHOTOGRAPHS & FINGERPRINTING - CLASS E APPLICANTS ONLY

All Applicants for Class "E" licenses and each Principal thereof, shall be photographed and shall submit to fingerprinting by L-1 Enrollment Services. Refer to instructions on the enclosed "Fingerprinting Instructions" sheet.

C. DEFINITIONS:

The following definitions shall apply for purposes of this application:

1. **“Applicant”** means any person who applies for a license hereunder.
2. **"Class C-1"** refers to all haulers who are designated by the Commission as C-1 applicants, or which perform Class C-1 activities, and not Class C-2 activities, as a matter of law. Class C-1 may perform Class E activities, but may not perform Class A, B, C-2 or D activities.
3. **"Class C"** haulers are those haulers who exclusively handle construction and demolition debris. Class C Licensees may also conduct Class D and Class E activities. With respect to Class C haulers, the following shall apply:
 - a. **Class C-1** haulers are those businesses or subsidiaries which generate construction and demolition debris, as defined herein, and which incidental to such business, transport, store, process, transfer or dispose of the construction and demolition debris generated by the operations of such businesses or subsidiaries. Class C-1 Licensees may also conduct Class E activities;
 - b. **“Class C-2”** refers to all other businesses which otherwise transport, collect, store, transfer, process, or dispose of construction and demolition debris. Class C-2 haulers may also conduct Class C-1, Class D and Class E activities.

NOTE: Class C-2 applicants are subject to a different application process and form. Please contact the Commission for Class C-2 forms, if necessary.

4. **"Class E"** refers to haulers who exclusively conduct a scrap peddler business.
5. **"Commission"** means the Westchester County Solid Waste Commission (“Commission”), or its duly authorized designee.
6. **"Construction and Demolition Debris"** means uncontaminated Solid Waste resulting from the construction, remodeling, repair and demolition of structures and roads, and uncontaminated Solid Waste consisting of vegetation resulting from land clearing and grubbing, utility line maintenance and seasonal and storm-related cleanup. Such waste includes, but is not limited to, bricks, concrete and other masonry materials, soil, rock, wood, wall coverings, plaster, drywall, plumbing fixtures, non-asbestos insulation, roofing shingles, asphaltic pavement, glass, plastics that are not sealed in a manner that conceals other wastes, electrical wiring and components containing no hazardous liquids, metals, and trees or tree limbs that are incidental to any of the above.
7. **"Hauler"** means any person excluding Municipalities, the County and any County district including, but not limited to, Refuse Disposal District No. 1 and all County sewer and water districts, who, for a fee or other consideration, collects, stores, processes, transfers, transports or disposes of Solid Waste, Recyclables, construction and demolition debris, garden and yard waste and/or scrap metal that is generated or originated within

the County or brought within the boundaries of the County for disposal, storage, transfer or processing.

8. **“Incidental”** shall mean “as a consequence of, or something necessary or appertaining to.”

9. **“Person”** shall mean any individual, firm, company, association, society, corporation, partnership, co-partnership, joint-stock company, trust, estate, governmental entity or any other legal entity or legal representatives, agents or assigns thereof.

10. **“Predecessor Solid Waste Business”** shall mean any business or entity engaged in the removal, collection or disposal of Solid Waste in which one or more Principals of the business or entity is also a Principal(s) of the Applicant, or any business or entity which engaged in activities which are now required to be licensed or registered pursuant to this Chapter and which was purchased or otherwise acquired by the Applicant, in the five (5) year period preceding the application.

11. **“Principal”** means the following:

(a) of a sole proprietorship, the proprietor;

(b) of a corporation, including a limited liability company, every officer and director and every stockholder holding ten percent (10%) or more of the outstanding shares of the corporation;

(c) of a partnership, including a limited liability partnership or a general or special partnership, all the partners;

(d) if another type of business entity, the chief operating officer or chief executive officer, irrespective of organizational title, and all persons or entities having an ownership interest of ten percent (10%) or more; and

(e) with respect to all business entities, all other persons participating directly and indirectly in the control of such business entity.

Where a partner or stockholder holding ten percent (10%) or more of the outstanding shares of a corporation is itself a partnership, or a corporation, a “Principal” shall also include the partners of such partnership or the officers, directors and stockholders holding ten percent (10%) or more of the outstanding shares of such corporation, as is appropriate.

For the purposes of this application:

(a) an individual shall be considered to hold stock in a corporation where such stock is owned directly or indirectly by or for

(i) such individual;

(ii) the spouse of such individual (other than a spouse who is legally separated from such individual pursuant to a judicial decree or an agreement cognizable under the laws of the state in which such individual is domiciled);

(iii) the children, grandchildren and parents of such individual; and (iv) a corporation in which any of such individual, the spouse, children, grandchildren or parents of such individual in the aggregate own fifty percent (50%) or more in value of the stock of such corporation;

(b) a partnership shall be considered to hold stock in a corporation where such stock is owned, directly or indirectly, by or for a partner in such partnership; and

(c) a corporation shall be considered to hold stock in a corporation that is an Applicant for a license where such corporation holds fifty percent (50%) or more in value of the stock of a third corporation that holds stock in the Applicant corporation.

12. "**Recyclables**" means those materials defined as "Recyclables" under Section 825.30(8) of the Westchester County Source Separation Law.

13. "**Scrap Peddler**" shall mean any person who collects scrap materials for sale to a Recyclables broker using no more than one vehicle for collection and transportation of such materials.

14. "**Separate collection**" means that any person who collects, transports or stores Solid Waste or Recyclables shall keep source separated Recyclables separate from Solid Waste during collection, transportation and storage, except for Recyclables that are mixed with Solid Waste in construction and demolition debris and identifiable bagged Recyclables mixed with bagged Solid Waste, provided that Recyclables are later separated for recycling.

15. "**Solid Waste**" means all putrescible and non-putrescible materials or substances, except as described in Paragraph 4 of 6 NYCRR Part 360-1.2(a), and/or regulated under 6 NYCRR Part 364, that are discarded or rejected as being spent, useless, worthless or in excess to the owners at the time of such discard or rejection including, but not limited to, garbage, refuse, commercial waste, rubbish, ashes, incinerator residue and construction and demolition debris. "Solid Waste" shall not be understood to include Recyclables as defined in Chapter 826-a.

16. "**Source separation**" means the segregation of Recyclables from Solid Waste at the point of generation for separate collection, sale or other disposition.

17. "Subsidiary" shall mean a corporation of which over fifty (50.0%) percent of the ownership interest or the number of shares of stock, entitling the holders thereof to vote for the election of directors and trustees, is owned by the Applicant.

18. "Transfer Stations" means those facilities located in Westchester County where Solid Waste, garden and yard waste, Recyclables and Construction and Demolition Debris will be received, processed and transported off-site to a destination for final disposal.

D. APPLICATION INSTRUCTIONS:

Please complete each question as set forth on this application (Questions 1-13), as well as the Certifications, Releases and Consents as may be applicable. If a question is not applicable, write "N/A" or "not applicable" in the space provided. Applications which have not been completed properly may be rejected by the Commission as incomplete, and may be returned to the Applicant without further consideration. If the Applicant cannot complete the answers in the space provided, it may attach additional sheets of paper which identify the question being answered. The Applicant shall sign and date each supplemental answer page. The person completing the application on behalf of the Applicant shall also initial each and every page of this application, and specify the Applicant's business name and provide the Applicant's Social Security Number or Federal Identification Number, where indicated on each page.

An original and two (2) copies of the complete application, all required certifications, releases and/or supplemental documentation must be submitted, along with the appropriate application filing fees, to the Westchester County Solid Waste Commission at 100 East First Street, 8th Floor, Mount Vernon, New York 10550.

The Applicant and all persons required to provide information in connection with this application should read and familiarize themselves with all provisions of Chapter 826-a of the Laws of Westchester County before completing this application form.

1. Name of Applicant business: _____

1-b. Trade names (if different from above):

2. Applicant's business address:

Official business address (e.g. address of corporation as listed in Certificate of Incorporation): **(Please indicate if applicant's business address is a residence.)** :

Mailing address (if different, and **indicate if mailing address is a residence.**):

List all other addresses / office locations of Applicant within Westchester County and **indicate if other address is a residence:**

3. Applicant's business contact numbers:

Business telephone: _____

Facsimile: _____

4. Designated employee/officer of Applicant for communications with Westchester County Solid Waste Commission:

Name: _____

Title: _____

Business Address (if different): _____

Telephone number (direct): _____

Facsimile number: _____

Cell phone number: (if applicable) _____

5. Type of business organization:

Corporation (specify type/state of incorporation): _____

Partnership (specify type): _____

Sole Proprietorship: _____

If a D/B/A, specify D/B/A name: _____

Date of Organization: _____

Business Identification number*: _____

(federal or state)

*** NOTE: New York State law requires licensing agencies to request either a Federal ID number OR the Social Security Number of all licensees.**

b. List the names and position/title, and identifying information, for all Principals of Applicant as specified below:

Principal Name/Title	Date of Birth, Home Address & Social Security #

c. Provide a listing of any and all subsidiaries of Applicant and specify federal ID number/social security number and/or business identification number for each:

Legal Name of Subsidiary	Business ID Number

6. Has Applicant held a license pursuant to Chapter 826 of the Laws of Westchester County?

If yes, please specify type of license: _____

Date of Issue: _____

Date(s) of Renewal(s): _____

Expiration Date: _____

7. If Applicant has been issued a license by the New York City Business Integrity Commission, please specify the date of license issuance; the type of license issued; the status of the license, including any restrictions or conditions on such licenses or the imposition of independent auditing or monitoring of Applicant; and sufficient information for the Westchester County Solid Waste Commission to determine the type of solid waste hauling activities which the Applicant conducts in New York City.

8. If Applicant's license to provide services as a hauler **in any jurisdiction, other than Westchester County** was terminated, revoked, suspended or otherwise discontinued during the last five (5) years, please specify the jurisdiction(s) and the circumstances surrounding each such incidence, including copies of any final determination issued by such other jurisdiction's licensing agency.

9. By submission and execution of this application, what type of license is Applicant seeking to obtain for its Westchester County operations? See definitions, above.

Class C-1 _____

*** Haulers engaged in Class C activities are required to obtain a Department of Health Refuse Collection Permit.**

Class E _____

10. If Applicant owns or operates a transfer station, as that term is defined in Chapter 826-a (see above), please describe in detail the type of materials accepted at such transfer station, in accordance with Section 825.30 of the Westchester County Source Separation Law, and how these materials are processed and ultimately disposed of by the Applicant.

11. Please indicate by location, the amount of materials by weight (tons) or volume (cubic yards), and the type of waste delivered by the Applicant to every disposal location, transfer station, collection or processing facility during the most recently completed two calendar years.

RESPONSE FOR CALENDAR YEARS _____ AND _____.

Name and Address of Storage, transfer, processing or disposal site	Type of Material/Waste	Weight/Volume

12. Please provide the information and supporting documents, as outlined below. Please note that disclosure of information relating to the Principals and employees of any Applicant shall be limited to information relating to the activities or conduct of such Principal or employee in connection with the Applicant's business, the business of any Predecessor Solid Waste Business or the Solid Waste and recycling industry.

a. Provide a list, in the form set forth below, identifying all vehicles, by Vehicle Identification Number, owned, leased, operated or controlled by the Applicant which will be used in connection with the licensed activities (i.e. the collection, storage, transfer, transportation, processing or disposal of construction and demolition debris and/or scrap metals generated, originated or brought within the County), in the form set forth below. Applicants shall provide a copy of the state registration documentation for each such vehicle. Only those vehicles which are identified in conjunction with the application may be utilized by the Licensee pursuant to that license, unless subsequently approved in writing by the Commission:

Vehicle, Year, Make & Model	State and License Number	Vehicle Capacity	Vehicle Identification Number	Specify type (tractor/trailer/other)

b. i. Indicate by location, the amount of materials **generated, collected and/or disposed of within Westchester County**, by weight (tons) or volume (cubic yards), and the type of waste delivered by the Applicant to each and every disposal location, transfer station, collection or processing facility during the years **for the most recent two calendar years**.

<u>FOR YEAR _____</u> Name, address of transfer, storage, processing facility or disposal site	Construction & Demolition Debris
	Tons or _____ cubic yards

<u>FOR YEAR _____</u> Name, address of transfer, storage, processing facility or disposal site	Construction & Demolition Debris
	Tons or _____ cubic yards

b. ii. Please check the names of the municipalities in Westchester County in which the Applicant presently conducts business.

Check	Municipality	Check	Municipality
	ALL (municipalities)		New Rochelle
	Ardsey		North Castle
	Bedford		North Salem
	Briarcliff		Ossining (village)
	Bronxville		Ossining (town)
	Buchanan		Peekskill
	Cortlandt		Pelham
	Croton		Pelham Manor
	Dobbs Ferry		Pleasantville
	Eastchester		Port Chester
	Elmsford		Pound Ridge
	Greenburgh		Rye Brook
	Harrison		Rye City
	Hastings		Scarsdale
	Irvington		Sleepy Hollow
	Larchmont/ Mamaroneck (town)		Tarrytown
	Lewisboro		Tuckahoe
	Mamaroneck (village)		White Plains
	Mount Pleasant		Yorktown
	Mount Vernon		Yonkers
	New Castle		

E. CERTIFICATION:

A Certification, in one of the two (2) forms set forth below, must be completed and executed by the person completing the application on behalf of the Applicant, as well as by all Principals of the Applicant. Each such Certification shall be individually notarized.

CERTIFICATION/APPLICANT

I, _____, being duly sworn, state that I am the
(Name of party executing application)
_____ of _____ and that I have been duly
(Title) (Applicant)
authorized to complete and execute this application on behalf of _____.
(Applicant)

I, _____, hereby certify that I have read and
(Name of party executing application)
understand the instructions and the questions set forth in this application, which consists of a
total of _____ pages, plus _____ supplemental pages; and

that to the best of my knowledge the information provided in response to the questions set forth
herein is full, complete and truthful, and has been prepared based upon my personal knowledge,
as well as a diligent search of all business and other records in my possession and control; and

that I understand that the Westchester County Solid Waste Commission may, by any legal means
it deems necessary and appropriate, determine the accuracy and truth of the statements made in
this application; and

that I understand that the Westchester County Solid Waste Commission shall rely upon and issue
a determination as to _____'s licensing status
(Applicant)

based upon the information provided herein, along with any information provided during the
verification process; and

that I understand that neither Westchester County nor the Westchester County Solid Waste
Commission shall be liable for any business loss which may result from a change in the
Applicant's hauling services during the course of any application or licensing period which may
trigger a change in its licensing classification.

By: _____ Dated: _____
(Name and Title)

Sworn to me this ____ day of _____, 20____.

Notary Public

CERTIFICATION/PRINCIPAL

I, _____, being duly sworn, state that I am the
(Name of Principal)

_____ of _____ hereby certify that I have
(Title) (Applicant)

read and understand the instructions and the questions set forth in this application and all disclosure requirements set forth therein as they may apply to Principals of Applicants for licensing pursuant to this application and Chapter 826-a generally; and

that to the best of my knowledge the information and/or documents which I have provided in response to the questions set forth herein relating to my position as a Principal of Applicant is full, complete and truthful, and has been prepared based upon my personal knowledge, as well as a diligent search of all business and other records in my possession and control; and

that I understand that the Westchester County Solid Waste Commission may, by any legal means it deems necessary and appropriate, determine the accuracy and truth of the statements made in this application; and

that I understand that the Westchester County Solid Waste Commission shall rely upon and issue a determination as to Applicant's license application status based upon the information provided herein, along with any information provided during the verification process; and

that I understand that the that neither Westchester County nor the Westchester County Solid Waste Commission shall be liable for any business loss which may result from a change in the Applicant's hauling services during the course of any application or licensing period which may trigger a change in its licensing classification.

By: _____ Dated: _____
(Name and Title)

Sworn to me this ____ day of _____, 20__.

Notary Public

F. RELEASE:

The Release set forth below must be completed and executed individually by the person completing the application on behalf of the Applicant, as well as by each and every Principal of the Applicant, and each such Release shall be individually notarized.

The person executing said Release shall indicate where specified whether the person is executing such Release in its capacity as a Principal of the Applicant or in the capacity of the duly authorized representative of the Applicant to issue such releases on behalf of the Applicant.

RELEASE AUTHORIZATION

To all Courts, Probation Departments, Selective Service Boards, Employers, Educational Institutions, Banks, Financial and other Institutions, and all Government Agencies (federal, state and local), without exception, both foreign and domestic:

I, _____, as *(please indicate (1) or (2))* (1) as the duly authorized representative of an Applicant for a license from the Westchester County Solid Waste Commission or (2) as a Principal of an Applicant for a license from the Westchester County Solid Waste Commission, have authorized the Westchester County Solid Waste Commission, and its designees, to conduct an investigation into my background/Applicant's background (please indicate which) for the purpose of determining the suitability of Applicant/the company of which I am affiliated (please indicate which) for a solid waste hauling license as defined and required by Chapter 826-a of the Laws of Westchester County.

Therefore, you are hereby authorized to release any and all information pertaining to me/to Applicant (please indicate which), documentary or otherwise, as may be requested by an appropriate employee, agent or representative of the Westchester County Solid Waste Commission.

This Release Authorization shall supercede and countermand any prior request or authorization to the contrary. A photostatic copy of this Release Authorization will be considered as effective and valid as the original.

Signature

Type/print name

Sworn and subscribed before me
this ____ day of _____, 20____.

Notary Public

G. WORKERS' COMPENSATION/DISABILITY

Applicants must show proof of either (A) or (B):

(a) **NYS Worker's Compensation Insurance Certificate**, (Form U-26.3 or C-105.2) and a **NYS Disability Insurance Certificate** (Form DB-120.1 or DB-155) naming the Westchester County Solid Waste Commission as "Certificate Holder".

-OR-

(b) **Compensation / Disability Exemption Affidavit** (Form CE-200). To obtain Form CE-200, please contact the NYS Workers' Comp. Board at **www.wcb.state.ny.us** .

Applicant must indicate

"Business Applying For:" **Solid Waste Commission License**

"From:" **Westchester County Solid Waste Commission** as Licensing Agency.

You must also indicate your **exact** business name and status. **NOTE: Affidavit must be completed and signed prior to submitting the License Application.**

H. CONSENT TO FINGERPRINTING ANALYSIS & BACKGROUND CHECK

To be completed by all Principals, and other persons, who are required pursuant to Chapter 826-a or in the discretion of the Commission, to be fingerprinted as part of this application.

CONSENT

I, _____, hereby certify that I am employed by/affiliated with

_____ in the capacity of _____; and

(Applicant)

(Title)

I, _____, hereby consent to being fingerprinted by L-1 Enrollment Services and/or the submission of fingerprint cards bearing my fingerprints to the New York State Division of Criminal Justice Services, or its designee, for purposes of conducting a criminal background analysis of such fingerprints pursuant to the requirements of Chapter 826-a of the Laws of Westchester County.

Dated:

By: _____

Sworn and subscribed before me

this ____ day of _____, 20__.

Notary Public

HEALTH DEPARTMENT PERMIT

IMPORTANT NOTICE

Applications for a Department of Health Permit will no longer be processed through the Solid Waste Commission. Health Department Permits are valid from April 1 each year through March 31 each year.

1. Applications for a Department of Health Permit are available by contacting the Health Department directly at (914) 813-5509.
2. **All haulers who are required by the Westchester County Sanitary Code to be permitted by the Department of Health MUST obtain this permit. (Class A and Class C Licensees)**
3. Verification that a potential licensee has a Department of Health Permit in effect and good standing is required for the Solid Waste Commission to issue a license to haul Solid Waste and Recyclables under Chapter 826-a of the Laws of Westchester County.

Fingerprinting Instructions – Class E Applicants

- 1) **Applicant/Principal must schedule an appointment** for fingerprinting with L-1 Enrollment Services, a vendor used by the Commission, by either:
 - calling their toll-free number at (877) 472-6915 Monday through Friday, between 9 a.m. and 9 p.m.; or
 - going online to their website at www.L1enrollment.com.

(If the appointment is scheduled online, print out the confirmation page and bring it to the appointment with you.)

Provide an address near where you wish to be fingerprinted, and you will be able to select from a list of convenient, nearby locations.

- 2) Once at the fingerprinting site, you should provide the following information:
 - Reason for Fingerprinting: **“Solid Waste Handler”**
 - Agency #: **“ORI #NY921920Z”**
- 3) The total Fingerprinting Fee is approximately \$106.00 (subject to change). Payment options include:
 - Personal check
 - Business check
 - Government check
 - Certified check
 - Bank check
 - Money order
 - Credit Card

Payments should be made out to “L-1 Enrollment Services”.

- 4) In addition to the above payment, bring two (2) forms of identification to the appointment, at least one of which has a photo. Some acceptable forms of identification are:
 - Driver’s license
 - US Passport
 - Social Security card
- 5) You will be given two receipts at the fingerprinting site. Keep on for your records and send the other to the Solid Waste Commission.
- 6) If a fingerprint is rejected due to image quality reasons, L-1 will contact you to schedule an appointment for reprinting. There is no addition fee for reprinting.

FOR OFFICE USE ONLY

APPLICATION # _____

DATE RECEIVED _____

LICENSE APPROVAL/TYPE: _____ **INITIALS:** _____

LICENSE DENIALTYPE: _____ **INITIALS:** _____

DATE OF NOTIFICATION OF HAULER: _____

CERTIFIED MAIL TRACKING # FOR NOTIFICATION:

BY (initial): _____

COMMENTS:
