

Did You Remember To:

- ✓ **Answer all the questions on the application form**
- ✓ **Sign and date the application form**
- ✓ **Enclose all required documents with the application:**
 - **New Application:**
 - Proof of child's age
 - Parent identification (ID)
 - School document
 - Health document
 - Trust document
 - **Renewal Application:**
 - Parent Identification (ID), if not on file
 - School document
 - Health document
- ✓ **Mail the completed application package and all attachments to:**
 - New York State Department of Labor
 - License and Certificate Unit
 - 1220 Washington Ave.
 - Building 12, Room 436
 - Albany, NY 12226