

Contractor Instruction Letter

Date: ____ / ____ / ____

Enclosed are the:

- Regulations about the:
 - Farm Labor Contractor Certificates of Registration
 - Grower/Processor Certificates of Migrant Registration
 - Farm Labor Camp Commissary Permits
- Summary of New York State Labor Laws Relating to Farm or Food-Processing Employment.

Please read each carefully.

You must get a Farm Labor Contractor Certificate of Registration before you can work as a farm labor contractor.

You must get a Farm Labor Camp Commissary Permit if you expect to operate a commissary selling food (including meals) or other goods at a farm labor camp.

Fingerprint Requirement:

To comply with Department of Labor guidelines, this year:

You are required to have your fingerprints scanned at a Morpho Trust USA office located in NYS and to send a copy of the Receipt for Fingerprinting with your application.

For Morpho Trust USA office locations or for more information you may either:

- Go to: www.indentigo.com,
- See the 'Fingerprint Screening Instruction' sheet (LS 121) at:
<http://www.labor.ny.gov/formsdocs/wp/LS121.pdf>, or
- Call toll-free (877) 472-6915 or (877) 219-0199 for TTY/TDD applicants.

You are not required to have your fingerprints scanned. We will advise you if a fingerprint scan is required in the future.

See other side for application information

‘Application for Farm Labor Camp Commissary Permit and Application for Farm Labor Contractor Certificate of Registration’ (LS113.1) information:

- Answer all questions
- Please type or print in black ink
- Provide true and accurate information (False information may result in the denial, suspension or revocation of your certificate)

If you need more applications, write to the address on the front of this form or you may print one from <http://www.labor.ny.gov/formsdocs/wp/ls113.1.pdf>.

To complete your application, answer all questions and take special notice when answering the following:

At the top of the application – put an “X” in the box next to what you are applying for:

- A Farm Labor Contractor Certificate of Registration
- A Farm Labor Camp Commissary Permit

Note: If you are applying for both, put an “X” in both boxes.

Question 2	Give the address that will get the certificate to you as quickly as possible. If the address is a grower, processor, etc., write “c/o” and give the name and address of the grower or processor.
Question 4	Be sure to include the zip code in the address for the farm/plant.
Question 13C	If the unit rate that the worker/laborer will receive is per box, per bin, etc., you must indicate the specific capacity of the unit, for example: <p style="text-align: center;">\$0.40 per 1 ½ bu. box, \$8.00 per 20-1 ½ bu. bin</p> If you will pay the worker/laborer by the hour, write “per hour” after the rate.
Question 28	Describe the conviction in your own words, regardless of when or where it happened.
Question 29	With your application, be sure to send the required insurance documents from both you and the grower or processor to show whether or not you have Workers Compensation and Disability Insurance coverage.
Question 31	After completing all questions, you must sign your application.
Question 34	You must have the grower or processor sign the application. You must complete a separate application for each grower or processor you expect to work for in New York State between now and March 31 of next year.

Once the application is complete and signed by you and the grower or processor, make two copies of it:

- Keep one copy for your files
- Give one copy to the grower or processor who signed the application for their records
- Mail the original in the envelope provided or to the address on the front of this form

If we approve your application, we will mail you a Farm Labor Contractor Certificate of Registration, valid only for the grower named. You must carry this certificate at all times while working on the job it covers.

Please note:

A Certificate of Registration does not allow employment contrary to any Minimum Wage Law.

Section 161.1 NYS Labor Law: As of January 1, 2020, every farm laborer shall be allowed at least 24 consecutive hours of rest in each calendar week. An employee may agree to work on the day of rest but must be paid 1 ½ times the regular rate of pay for all hours worked on the day of rest.

Section 163-a NYS Labor Law: As of January 1, 2020, agricultural employers must pay 1 ½ times the regular rate of pay for all hours worked in excess of 60 during a calendar week.