

Division of Labor Standards
Permit and Certificate Unit
1220 Washington Ave.
Building 12, Room 185B
Albany, NY 12226
(518) 485-1929



Contractor Certificate of Registration

Here is your Contractor Certificate of Registration. It is valid only for the grower or processor named on the certificate. Upon request, you must show the certificate to any representative of the Department of Labor.

Having this certificate of registration does not allow you to bypass the minimum wage law for your workers.

We have enclosed summary sheets that show the wage and job information you submitted. At the camp, or job location if there is no camp, you must post one copy of the English language summary and one copy of any other language summary that we send to you based on your application. These summary sheets must be supplemented by the Pay Notice and Work Agreement (LS 309) and, if needed, the Spanish version (LS 309S), which have been required by NYS Labor Law since April 9, 2011 (copy enclosed and can be printed from our website).

The following must be given to the worker and kept in the employer's records for 6 years:

- Copies of the summaries in English and, if needed, Spanish, signed by both worker and employer
- Signed copies of the LS 309 and, if needed, LS 309S, or an equivalent form produced by the employer

If you wish to work for other growers or processors, you must send in a separate application for each one. No additional fingerprint scan will be required this year.

Your attention is especially called to the section of the law which permits revocation, suspension or refusal to renew the registration of a farm labor contractor who has violated any provisions of the NYS Labor Law, or has been convicted of any crime or offense, except traffic infractions. Our records indicate violations by you in the past. Additional violations may result in any of the above penalties.

For short-term jobs of five days or less, any grower or processor may use the services of any certified farm labor contractor. However, within 24 hours after the contractor begins work, he/she must:

- Prepare a supplemental application
- Have it countersigned by a grower or processor
- Submit it to the Commissioner of Labor
- Post a copy of it at the job location

In order to avoid revocation of your certificate of registration, we urge your adherence to the legal requirements.

For additional applications or information, contact the office at the top of this form.

Enc.