

## APPLICATION CHECK-OFF LIST

- 1 Get company name approved by Wage and Hour Bureau staff early in process.
- 1 Is there a separate application for all required persons? If you need additional copies of any of these forms, you are allowed to photocopy them or you can contact the Wage and Hour Bureau at the telephone number listed below.
- 1 Is each application signed and notarized?
- 1 Are references complete---address correct, including zip codes? No relatives or employees. The references should not include someone who is also applying for a license and should be different from anyone else who is applying with you.
- 1 Each owner with a 10% or more share, must submit a copy of their credit report that is dated within five days from the date of the application.
- 1 A \$500 processing fee in the form of a cashier's check or money order made payable to the North Carolina Department of Labor must be included.
- 1 Is the original surety bond and surety company's power of attorney attached---properly executed by owners, all partners, and corporate officers authorized to sign?
- 1 Are copies of your draft or proposed contract, application, fee schedule, and forms to be used with your service attached to application for license? **Caution: Do not have these printed until the Wage and Hour Bureau has approved them.**
- 1 Is the proposed location and telephone number of the agency listed? If unavailable at this time, **REMEMBER**, a license cannot be issued by the Department of Labor until we have this information.
- 1 If your service is incorporated, have you submitted copy of Articles of Incorporation which would reflect name under which state charter is granted? Please include the minutes showing who in the corporation is authorized to sign on behalf of corporation.
- 1 If service is a partnership---copy of partnership agreement.
- 1 If your business is to be operated under a name that is different from your name or (if appropriate) the name of the corporation, you must file the assumed business name with the county's Register of Deeds office and send Wage and Hour Bureau a copy of the filed document.
- 1 History of employment, resume for each individual owner.
- 1 If you don't have a bond and a proposed contract, you can file the rest of the application. Call the Wage and Hour Bureau and discuss this with us.

- 1 **REMEMBER**, a license cannot be issued until we have these completed documents. We **MUST** make a decision within 30 days. If all documents are not here one week before the 30-day deadline, we will notify you. If not here, you may withdraw the application and refile. If you don't withdraw and a document is missing, the application will be deemed to be incomplete and returned to you.
- 1 **REMEMBER**, we are here to help you---just give us a call for any other information you need from the Wage and Hour Bureau. Toll Free Number:1-800-LABOR-NC or 1-800-625-2267
- 1 The regulations for a Private Personnel Services agency are set out in N.C. Gen. Stat. §95-47.1 through §95-47.15 and Job Listing Services are set out in N.C. Gen. Stat. §95-47.19 through §95-47.32.

<http://www.ncleg.net/gascripts/statutes/Statutes.asp>