



The City of New York
BUSINESS INTEGRITY COMMISSION

100 Church Street · 20th Floor
New York · New York 10007
Tel. (212) 437-0500 · Fax (646) 500-7096

www.nyc.gov/bic
Licensing@bic.nyc.gov

NEW EMPLOYEE/DRIVER FORM

-----OFFICE USE ONLY-----

Specialist Name: _____

Date Received: _____

Company Name: _____

BIC#: _____

To report new employees and/or operators of vehicles, complete this form and submit it to the Licensing Unit at the above mailing address, e-mail address, or fax number. If you e-mail or fax this completed form, the original must be mailed to the BIC.

***NEW EMPLOYEES OF APPLICANT BUSINESS**

Name (First, Middle, Last)	Residence Address	DOB	Home Phone Number	Position/Title	Hrs. Worked Per Wk	SSN	Date Hired

***NEW OPERATORS OF VEHICLES – Please provide a clear copy of each operator’s driver’s license.**

Note: For all vehicle operators whose driver’s licenses are not issued by New York State, you must provide an official driving record (abstract) from the state of issuance.

Name (First, Middle & Last)	DOB	Date Hired	State Issuing License	Driver’s License Number	Class	Expiration Date

*** (Asterisk) denotes material information on the application. Any change in material information must be reported to the Business Integrity Commission, in a notarized writing, within ten (10) business days of the change.**

Sworn to before me

this _____ day of _____, 20

(Signature of Principal)

Notary Public

(Print Name) 8/21/2018