



Division of Licensing Services

New York State
Department of State
Division of Licensing Services
P.O. Box 22001
Albany, NY 12201-2001
Customer Service: (518) 474-4429
www.dos.ny.gov

Notice of Incident Form

REQUIRED FOR RECALLS AND WARNINGS OF DEFECTIVE CHILDREN'S OR DURABLE JUVENILE PRODUCTS – Commercial Dealers

Responsibilities: Within 24 hours (see Section 4607.4 of the Rules and Regulations for more details and requirements)

- Must contact in writing all known retailers with direction to stop the sales or distribution of the recalled product and provide directions on disposition of products
- Must post on website, if a website is available, specific recall and warning notification information
- Contact all known consumers and provide specific recall and warning information
- File this notice of incident form with a copy of recall notice
- File a certificate of disposition form of recalled products within 90 days of the recall/warning issuance

Business Name

Business Address – Number and Street (Required)

Business Phone Number

E-Mail Address (If any)

Contact Person

Contact Person Phone Number

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Picture of recalled product attached, if available

Type and Description of Recalled Product:

Reason for Recall:

Instructions on how to return or exchange the recalled product:

X

Signature of Contact Person

Date

This notice must be either emailed to product.safety@dos.ny.gov or mailed to Department of State, P.O. Box 22001, Albany, NY 12201-2001 **within 24 hours** of issuing or receiving a recall or warning notification from the Consumer Product Safety Commission.