Department of State

One of the oldest and most diverse agencies in state government, the Department of State works to make New York a more welcoming, equitable, and prosperous place to live and work.

What We Do:

- Provide training and financial assistance to local governments to revitalize New York's communities and waterfronts
- Ensure the health and safety of New Yorkers by providing buiding construction, fire prevention, and energy conservation services
- Foster business growth and oversee the licensure, registration, and regulation of 31 professional disciplines
- Incorporate businesses and authenticate public documents for use in other countries
- Inform and empower consumers on topics including ID theft, scams, and telemarketing
- Oversee establishment and maintenance of not-for-profit cemeteries and crematories
- Keeper of the Great Seal and vital records, including state agency rules and regulations

NEW YORK STATE DEPARTMENT OF STATE

Division of Licensing Services

New York
DEPARTMENT OF STATE
Business and Licensing Services

DIVISION OF LICENSING SERVICES

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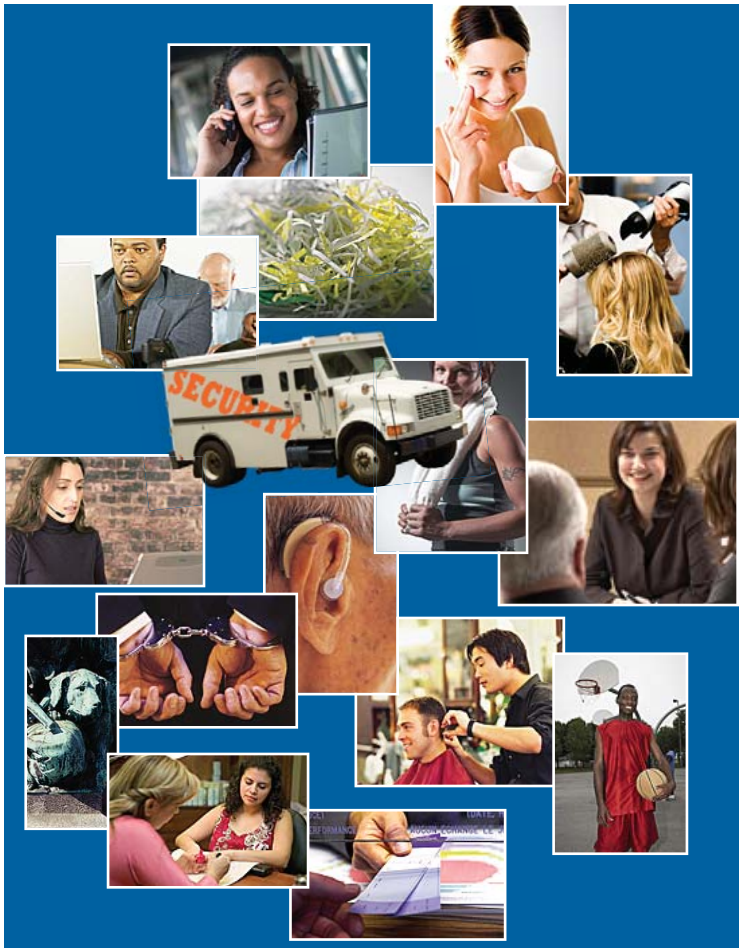
NEW YORK STATE DEPARTMENT OF STATE

Division of Licensing Services

Occupational Licensure in New York: An Overview



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Licensing Services

The Division of Licensing Services provideds vital services to New York consumers, occupational licensees and the business community. It is responsible for the licensure, registration and regulation of 31 occupational disciplines including real estate brokers and salespersons, appearance enhancement businesses and practitioners, private investigators, security guards and notaries public.

To ensure that prospective licensees are properly screened, the Division of Licensing Services evaluates the character qualifications of all applicants. The Division conducts thousands of inspections of licensed businesses each year. The inspections are typically educational in nature, but violations that threaten public health and safety are prosecuted.

As part of the Division's initiative to place more of the Department's information and statistics online, the Division of Licensing Services in 2008 created a web-based licensing management system called eAccessNY. The application supports primary business functions necessary to license and regulate tens of thousands of real estate licensees.

What types of occupations are licensed?

Occupational disciplines governed by New York State laws and Department of State rules, include:

- Apartment information vendors and apartment sharing agents
- Appearance enhancement (cosmetologists, estheticians, nail specialists, natural hair stylists and waxing practitioners)
- Armored car carriers and guards
- Athlete agents
- Automobile Brokers
- Barbers
- Bedding manufacturers & refurbishers
- Central dispatch facilities
- Coin processors
- Document destruction contractors
- Durable Juvenile Product Manufacturers
- Firms that install, service or maintain security or fire alarm systems
- Health club services
- Hearing aid dispensers
- Home inspectors
- Notaries public
- Pet cemeteries
- Private investigators, bail enforcement agents, and watch, guard or patrol agencies
- Real estate appraisers, brokers, and salespersons
- Security guards
- Telemarketer businesses
- Ticket resellers

How do I get a license?

To be licensed to perform work, licensees may be required to complete an approved course of study or document experience at acceptable levels. You also may be required to take a written, and in some cases, a practical examination. Exams are held periodically throughout the year. You may take an exam for any barber or appearance enhancement discipline; hearing aid dispenser; home inspector; notary public; real estate appraiser, salesperson or broker; private investigator or watch, guard or patrol agency; or to be an installer of security or fire alarm systems. The practice of some of the listed occupations requires the possession of both a practitioner and business license.

You may obtain applications, exam schedules, and licensing information by calling any Licensing office, or by visiting our website at: www.dos.ny.gov.

New York Law Governs Occupations

To learn about the occupations we license, visit our website to view and/or download booklets providing applicable laws and rules and regulations for the various occupations.

Fingerprinting requirements

Applicants for the following occupations now have access to electronic fingerprinting through L-1 Enrollment Services.

- Security guards
- Bail enforcement agents
- Armored car carriers
- Coin processors
- Armored car guards
- Security or fire alarm installers
- Private investigators
- Document destruction contractors
- Watch guard or patrol agencies

Locate instructions and forms at:
www.dos.ny.gov/licensing/fingerprinting.html