

# Armored Car Carrier Application

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

**INSTRUCTIONS:** Forms must be completed in blue or black ink. Incomplete forms will not be processed. Please refer to pages 5 and 6 for further instructions on completing this form.

## BUSINESS INFORMATION

Check only ONE:

- Individual  Partnership  Trade Name  Corporation  Limited Liability Company  Limited Partnership  Limited Liability Partnership

DATE OF INCORPORATION OR ORGANIZATION

FEDERAL TAXPAYER ID (SEE INSTRUCTIONS - PRIVACY NOTIFICATION)

CORPORATION NAME (IF APPLICABLE)

NAME UNDER WHICH YOU WILL DO BUSINESS

PRINCIPAL OFFICE ADDRESS - STREET ADDRESS (REQUIRED) - P.O. BOX MAY BE ADDED BELOW TO ENSURE DELIVERY

APT/UNIT/PO BOX

CITY

STATE

ZIP+4

COUNTY

DAYTIME PHONE (INCLUDING AREA CODE)

FAX NUMBER - IF ANY (INCLUDING AREA CODE)

E-MAIL ADDRESS (IF ANY)

## BUSINESS AFFILIATION (ALL APPLICANTS)

Check only ONE:  Officer  Principal  Both

DATE YOU BECAME AFFILIATED WITH THE BUSINESS

CORPORATION NAME

NAME UNDER WHICH YOU WILL DO BUSINESS

UID# OF BUSINESS

YOUR TITLE

**PERSONAL INFORMATION (ALL APPLICANTS)**

SOCIAL SECURITY NUMBER (SEE INSTRUCTIONS - PRIVACY NOTIFICATION) \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

APPLICANT'S LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MIDDLE INITIAL \_\_\_\_\_ SUFFIX (E.G., SR/JR/III) \_\_\_\_\_

STREET ADDRESS (REQUIRED) - P.O. BOX MAY BE ADDED BELOW TO ENSURE DELIVERY \_\_\_\_\_

APT/UNIT/PO BOX \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP+4 \_\_\_\_\_

COUNTY (ENTER ONLY IF WITHIN NYS) \_\_\_\_\_ COUNTRY/NATION (OF ABOVE ADDRESS) \_\_\_\_\_

DAYTIME PHONE (INCLUDING AREA CODE) \_\_\_\_\_ FAX NUMBER - IF ANY (INCLUDING AREA CODE) \_\_\_\_\_

E-MAIL ADDRESS (IF ANY) \_\_\_\_\_

**Gender:**  Male  Female **Race:**  White  Black  American Indian or Alaskan Native  Asian or Pacific Islander  Other  Unknown

**BACKGROUND QUESTIONS (ALL APPLICANTS)**

Answer the following questions by checking either "YES" or "NO"

1. I have attached proof of "all risk insurance coverage" in the minimum amount of \$10 million (*copies are acceptable*)  YES  NO
2. I have attached a certificate of insurance, evidencing comprehensive general liability insurance coverage for death, personal injury and property damage in the minimum amount of \$500,000 per occurrence and \$1 million in the aggregate (*copies are acceptable*)  YES  NO
3. Have you ever been convicted in this state or elsewhere of a crime or offense that is a misdemeanor or a felony?  YES  NO  
 → IF "YES," you must submit with this application a written explanation giving the place, court jurisdiction, nature of the offense, sentence and/or other disposition. You must submit a copy of the accusatory instrument (e.g., indictment, criminal information or complaint) and a Certificate of Disposition. If you possess or have received a Certificate of Relief from Disabilities, Certificate of Good Conduct or Executive Pardon, you must submit a copy with this application.
4. Are there any criminal charges (misdemeanors or felonies) pending against you in any court in this state or elsewhere?  YES  NO  
 → IF "YES," you must submit a copy of the accusatory instrument (e.g., indictment, criminal information or complaint).
5. Has any license, permit, commission, registration or application for a license, permit, commission, or registration held by you or a company in which you are or were a principal or employee in New York State or elsewhere ever been revoked, suspended or denied by any state, territory or governmental jurisdiction or foreign country for any reason?  YES  NO  
 → IF "YES," you must submit all relevant documents, including the agency determination, if any.
6. Have you ever applied for an Armored Car Carrier license prior to this application?  YES  NO  
 → IF "YES," please provide the UID # or Reg. # . \_\_\_\_\_

---

**CHILD SUPPORT STATEMENT (SOLE PROPRIETORS ONLY)**

---

If you are applying as an individual or a sole proprietor, you **MUST** complete this section. If you do **NOT** complete it, your application will **NOT** be processed.

If you are applying as a Corporation, Partnership or Limited Liability Company, **SKIP TO THE APPLICANT AFFIRMATION BELOW.**

I, the undersigned, do hereby certify that (You must "X" A or B, below):

- A.  I am not under obligation to pay child support. (SKIP "B" and go directly to **Applicant Affirmation**).
- B.  I am under obligation to pay child support (You must "X" any of the four statements below that are true and apply to you):
  - I do not owe four or more months of child support payments.
  - I am making child support payments by income execution or court approved payment plan or by a plan agreed to by the parties.
  - My child support obligation is the subject of a pending court proceeding.
  - I receive public assistance or supplemental social security income.

---

**APPLICANT AFFIRMATION (ALL APPLICANTS)**

---

I affirm that I have read and understand the provisions of Article 8B of the General Business Law and the rules and regulations promulgated thereunder (19 NYCRR). I further affirm that Workers' Compensation Insurance / Disability Benefits, for all employees, if applicable, has been secured. I further certify, under the penalties of perjury, that the information given above is true to the best of my knowledge and belief. I understand that any material misstatement made may result in the revocation or suspension of the license, if issued.

**X**

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Date Signed*

Print Name: \_\_\_\_\_

It is important that you notify the NYS Department of State of any changes to your address so you will receive renewal notices and any other notifications pertinent to your license.

**Before mailing this application, please be sure to have included the appropriate documentation and the nonrefundable fee payable to the NYS Department of State. (See the front of this application for the appropriate mailing address).**

**ADDRESSES OF BRANCH OFFICES**

**Please enter the COMPLETE address for EACH branch office. Print this sheet (Page 4) as many times as needed to list every office. The Federal Taxpayer ID, Corporation Name, and Name Under Which You Will Do Business MUST be completed on each page.**

FEDERAL TAXPAYER ID (SEE INSTRUCTIONS - PRIVACY NOTIFICATION)

CORPORATION NAME (IF APPLICABLE)

NAME UNDER WHICH YOU WILL DO BUSINESS

BRANCH OFFICE ADDRESS - STREET ADDRESS REQUIRED (P.O. BOX MAY BE ADDED BELOW TO ENSURE DELIVERY)

APT/UNIT/PO BOX

CITY

STATE

ZIP+4

COUNTY

DAYTIME PHONE (INCLUDING AREA CODE)

FAX NUMBER - IF ANY (INCLUDING AREA CODE)

E-MAIL ADDRESS (IF ANY)

FEDERAL TAXPAYER ID (SEE INSTRUCTIONS - PRIVACY NOTIFICATION)

CORPORATION NAME (IF APPLICABLE)

NAME UNDER WHICH YOU WILL DO BUSINESS

BRANCH OFFICE ADDRESS - STREET ADDRESS REQUIRED (P.O. BOX MAY BE ADDED BELOW TO ENSURE DELIVERY)

APT/UNIT/PO BOX

CITY

STATE

ZIP+4

COUNTY

DAYTIME PHONE (INCLUDING AREA CODE)

FAX NUMBER - IF ANY (INCLUDING AREA CODE)

E-MAIL ADDRESS (IF ANY)

## INSTRUCTIONS

Read ALL instructions in this package carefully before completing the application. Incomplete forms will not be processed. Any omission, inaccuracy or failure to make full disclosure may be deemed sufficient reason to deny a license or may result in the suspension or revocation of an issued license.

**A COMPLETED APPLICATION MUST INCLUDE:** (Use this checklist to make sure you have included/completed all requirements.)

- The completed, signed application (a separate application for each principal or primary officer must be submitted);
- Receipt that provides proof of electronic fingerprinting by an approved vendor
- \$300 application fee payable to the NYS Department of State. See "Application Requirements -acceptable forms of payment;"
- Proof of required levels of insurance coverage;
- Branch Office Address List (page 4 of application)

### APPLICATION REQUIREMENTS:

Armored car carrier licenses are *business* licenses. Therefore, applications must be made by the business entity. The application must be signed by the sole proprietor, if you are applying as an individual; or by an officer, member, manager, or partner of the corporation, partnership, limited liability company, or limited partnership if the business is a corporation, partnership or limited liability company.

**Definition of armored car carrier firm:**

An armored car carrier is defined in the General Business Law as a business entity that, for hire, provides secured transportation of valuables by means of "specially designed and constructed bullet-resistant armored vehicles and armored car guards." Among other things, armored car carriers, as employers of armored car guards, are responsible for the conduct of their armored car guards.

All business entities that provide armored car services must be licensed by the Department of State. A business entity that carries valuables for hire by means of *nonarmored vehicles* (for example, a moving company), is *not* covered by this law.

**Fee and term of licensure:**

The nonrefundable application fee for an armored car carrier license is as follows:

- \$300 application fee. License is effective for three years;
- \$300 renewal fee, every three years.

**Acceptable forms of payment:**

You may pay by money order, company check, or cashier's check made payable to the **NYS Department of State. Personal checks or credit cards will not be accepted.** Do not mail cash.

**Insurance requirements:**

Armored car carrier applicants must:

- provide proof of "all risk insurance coverage" in the minimum amount of \$10 million; additional amounts to cover the value of each valuable cargo consigned in transit or while safeguarded in the carriers vaults; and
- maintain comprehensive general liability insurance coverage for death, personal injury and property damage in the minimum amount of \$500,000 per occurrence and \$1 million in the aggregate.

### FINGERPRINT REQUIREMENTS:

Applicants have access to electronic fingerprinting through IdentoGo by MorphoTrust USA.

**Electronic Fingerprinting Procedure:**

Applicants must schedule appointments with IdentoGo by MorphoTrust USA. To schedule an appointment at a location near you, visit their website at [www.identogo.com](http://www.identogo.com) or call 877-472-6915. For scheduling purposes, you must utilize the required ORI number NY922020Z.

*What to bring to Appointment:* Complete the request for NYS Fingerprinting Services - Information Form (pdf) and BRING it with you to the fingerprinting site.

*Proof of electronic fingerprint completion:* Upon completion of the fingerprint process, the vendor will provide you with two receipts as proof of fingerprint completion. Include one receipt with the completed application. The second copy of the receipt should be retained by your employer.

**PLEASE NOTE:** Fingerprint receipts are valid for 5 months from the date of fingerprinting. Please submit original application within 5 months from the date of fingerprinting. Failure to submit your application within this time period will require you to complete the fingerprinting process again.

**Fingerprint fees:**

All fees for fingerprinting are payable to MorphoTrust USA.

- Division of Criminal Justice Services (DCJS) fee: \$75.00
  - Applicable Fingerprint Vendor fee (Subject to change in January and July of each year)
- See "e-Fingerprinting" link on top right at [www.dos.ny.gov/licensing](http://www.dos.ny.gov/licensing).

**Acceptable forms of payment:**

Payment for fingerprint fees must be made in the form of check, money order or credit card payable to MorphoTrust USA.

*Note: fingerprint fees are in addition to application fees.*

**ADDITIONAL REQUIREMENTS:****Child Support Statement:**

A Child Support Statement is mandatory in New York State if you are applying as an individual (i.e., as a sole proprietor of an armored car carrier firm), (General Obligations Law). The law requires you to complete this section — regardless of whether or not you have children or any support obligation.

Any person who is four months or more in arrears in child support may be subject to having his or her business, professional and driver's licenses suspended. The intentional submission of a false written statement for the purpose of frustrating or defeating the lawful enforcement of support obligations is punishable under §175.35 of the Penal Law. It is a class E felony to offer a false instrument for filing with a state or local government with the intent to defraud.

Corporations, partnerships, limited liability companies, and limited liability partnerships do not need to sign the Child Support Statement.

**PRIVACY NOTICE:**

The Department of State is required to collect the federal Social Security and Employer Identification numbers of all licensees. The authority to request and maintain such personal information is found in §5 of the Tax Law and §3-503 of the General Obligations Law. Disclosure by you is mandatory. The information is collected to enable the Department of Taxation and Finance to identify individuals, businesses and others who have been delinquent in filing tax returns or may have underestimated their tax liabilities and to generally identify persons affected by the taxes administered by the Commissioner of Taxation and Finance. It will be used for tax administration purposes and any other purpose authorized by the Tax Law and may also be used by child support enforcement agencies or their authorized representatives of this or other states established pursuant to Title IV-D of the Social Security Act, to establish, modify or enforce an order of support, but will not be available to the public. A written explanation is required where no number is provided. This information will be maintained in the Licensing Information System by the Director of Administration and Management, at One Commerce Plaza, 99 Washington Avenue, Albany, NY 12231-0001.