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Putnam County Consumer Affairs

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PUTNAM COUNTY PLUMBING/MECHANICAL TRADES BOARD

110 Old Route 6, Building #3, Carmel, New York 10512
Phone No. 845-808-1617 Ext. 46026 Fax No. 845-808-1930

JOURNEYMAN RENEWAL 2022-2024 PLUMBING/MECHANICAL TRADES APPLICATION INSTRUCTIONS

You must possess a current registration to legally work in Putnam County.

Use this checklist to complete the enclosed application and return it with the documents listed below.

Any application submitted without all of the requested information and documentation will be considered incomplete and returned.

Checklist:

- CHILD SUPPORT OBLIGATIONS FORM** – (attached) This is a New York State requirement (this form must be completed whether there are child support issues or not). Make sure to list your full social security number.
- FILING FEE** in the form of a check or money order in the amount of **\$100.00** made payable to the *Commissioner of Finance*
- DRIVER'S LICENSE PLEASE NOTE:** License must be submitted with all applications. If the address on your driver's license is different from the home address on your application, you must ALSO submit proof of residency (utility bill, credit card statement, etc.).
- If the photo we have on file is older than six (6) years, you must submit a new photo. We no longer take pictures at our office. Use any smartphone and email your updated Jpg headshot to ellen.sorrento@putnamcountyny.gov. **Please do not wear sunglasses or hats for the photo.** Make sure your name and the name of the company you are working for is in the subject line or your email.

Your application must be postmarked by June 30, 2022. Late fees will apply to any application submitted after that date. THERE IS NO GRACE PERIOD.

① **Questions? Please call the number above or email our office at:**

ellen.sorrento@putnamcountyny.gov



COUNTY OF PUTNAM
 Department of Consumer Affairs
 110 Old Route 6 Bldg. 3
 Carmel, NY 10512
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FOR OFFICE USE ONLY

Registration No. _____ Acct# _____
 Fee Amount: _____ Photo Y
 Check #: _____
 Credit Card Approval # _____
 Child Support: Y Driver's License Y
 Agent/Operator# _____

PLUMBING/MECHANICAL TRADES JOURNEYMAN RENEWAL APPLICATION 2022-2024

Answers to ALL questions must be printed or typed, accurate and complete in order to be submitted for certification.

Type of Plumbing/Mechanical Trade

Check the trade in which you are seeking renewal. If more than one trade, use a separate application.

- Plumbing Sheet Metal LP Gas Installer Heating HVAC
 N.O.R. A Fire Sprinkler Refrigeration

Applicant and Business Information PLEASE PRINT CLEARLY

*Name: _____ Journeyman Number: _____

*Company Name: _____

*Company Address: _____

Home Phone: _____ * Work Phone: _____

*Cell Phone: _____

*Applicant E-mail: _____

*Home Address: _____

*Has your employer or demographic information changed since your last application? YES NO

*Have there been any criminal convictions against you since your last application? YES NO

If so, please give details and **provide a certified copy of the disposition:**

DATE:	COURT:	JUDGMENT CREDITOR:	DISPOSITION:
_____	_____	_____	_____

Affirmation

In consideration of being granted certification to conduct the business of plumbing or similar mechanical trade as a journeyman it is agreed that the applicant will only work under a Putnam County Licensed Master Tradesman and that he or she will comply with the rules and regulations of the Putnam County Department of Consumer Affairs.

PENALTY FOR FALSIFICATION: Any persons making any false statements as to qualifications and experience, or any person subscribing to or vouching for any misstatement shall be subject to those penalties as provided by New York State laws.

Applicant Signature

Division of Safety and Health
License and Certificate Unit
Harriman State Office Campus
Building 12, Room 161A
Albany NY 12240
(518) 457-2735

WE ARE YOUR DOL



www.labor.ny.gov
license&certificate@labor.ny.gov

Appendix to a License/Certificate Application

The child support obligations
(New York State General Obligations Law Title 5 section 3-503)
do not apply to corporations.

Complete, sign and date this form if you are applying for a license/certificate or license/certificate renewal.

Applicant's Information

Last name: _____ First name: _____ Middle initial: _____

Social Security number: _____

The type of license/certificate requested: _____

Business: _____ Title: _____

Certification

Are you under an obligation to pay child support? If yes, complete items 1 - 4. Yes No

1. I am making payments in accordance with a plan agreed upon by the parties. Yes No

2. I am four months or more behind in the payment of child support. Yes No

3. My child support obligation is the subject of a pending court proceeding. Yes No

4. I am receiving public assistance or supplemental security income. Yes No

If you are four months or more behind in child support or have failed to comply with a summons, subpoena or warrant relating to a paternity or child support proceeding, you may be subject to suspension of your business, professional and/or driver licenses.

Affirmation

I acknowledge that giving false information is a crime and may result in this license/certificate being revoked.

Signature: _____ Date: _____