

Application

Required documents checklist

- Business registration paperwork
- Receipt of Filing
- Certificate of Incorporation or Articles of Organization
- Operating Agreement
- Publication of the LLC Receipts
- Tax EIN Official Letter
- NYS Sales Tax Authority Certificate
- Emergency Contact Form
- Product Comparison Chart
- Pricing Sheet
- Road Map Questions
- Food Handler's Certificate
- Labels for packaged products (sample labels, do not print labels until approved by the licensing agency. You may send us a sample for review, prior to the application)

Additional Required Documents for Some Food Products

- Scheduled Process (for jarred/bottled/products with liquid)
- HACCP (only for businesses required to have one, i.e. freshly squeezed juices, fermented products)

Date _____

Phone Number _____

Legal Name of Business _____

Trade Name (DBA) (if any) _____

Owner(s)' Name _____

Current Address _____

E-mail _____

Website _____

Social media sites _____

Additional Email/Contact Details _____