

Application

Required documents checklist

- ☐ Business registration paperwork
- ☐ Receipt of Filing
- ☐ Certificate of Incorporation or Articles of Organization
- ☐ Operating Agreement
- ☐ Affidavits of Publishing Your LLC (if you have an LLC)
- ☐ 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 _____