

# WE ARE YOUR DOL



## New York State Farm Labor Contractor Registration LS 113.1 Check List and Tips

To avoid unnecessary delays processing your application, please use this checklist to help you ensure all the needed items are ready. Before you submit your application:

- You must complete all items on the LS 113.1 form.
- You and the grower must sign the form.
- You must include all required documents.

Your application cannot be processed without this information.

If you have questions or need help please contact the Permit and Certificate Unit, contact information is above.

### Application for Farm Labor Contractor Certificate of Registration, LS 113.1

- Top of page: Check one of the two boxes for either a Certificate of Registration or Camp Commissary Permit
- Middle top of page: Fill in appropriate year for registration period such as:
  - April 1st, **2019** – March 31st, **2020**
- Boxes 9 and 10: Provide detailed housing information
- Boxes 13a, 13b and 13c: Provide specific and detailed pay rates. Break them down by type of work. If paying piece rate, specify the size or capacity of the boxes or bins. For example:

13a. Crops	13b. Work	13c. Rates
Apples	Trimming	\$12.50 an hour
Apples	Harvest – Processing	\$15.00 per 20 bushel bin
Apples	Harvest – Fresh	\$20.00 per 20 bushel bin

- Box 17: Put in a best estimate for average number of hours per day. Do not put in a range of hours.
- Box 27/28: Complete all items. This must be done by you, the FLC.
- Box 28: Complete this item. You must check one box:
  - If no, check 'No.'
  - If yes, check 'Yes' and provide the additional information requested.

## Proof of Insurances

See Section 29 of the LS 113.1 for general information and contact information to request proof of insurance forms.

- Grower: proof of Workers' Compensation Insurance (C-105.2 or U-26.3) or exemption form CE-200
- Grower: proof of disability insurance DB-120.1 or exemption form CE-200
- FLC: proof of Workers' Compensation Insurance (C-105.2 or U-26.3) or exemption form CE-200
- FLC: proof of disability insurance DB-120.1 or exemption form CE-200
  - **The CE-200, Certificates of exemption, cannot be re-used** for different applications, for example:
    - If you already have an exemption for a different permit application, you must obtain a new one (with a new certificate number) for the Farm Labor Contractor registration.
    - If you already have an exemption and plan to apply for a certificate of registration at multiple farms, you must obtain a new certificate of exemption (with new certificate numbers) for each application submitted.
  - If you need help obtaining an exemption through the Workers Compensation website, you should ask the grower for assistance. This will help you, the FLC, and the grower to work together to ensure that requirements are met.

## Proof of Fingerprints (if required)

New FLCs and those who have previously had their permits revoked, denied, or suspended are required to obtain fingerprinting at a designated fingerprinting location. See the attached 'Fingerprint Screening Instructions for New Applicants for Farm Labor Contractor Registration Certificates,' form LS 121 for guidance.

- Include your fingerprinting fee receipt with your application.
  - The fingerprinting center will send your information directly to the Department of Labor.

## Record Keeping

Both the grower and the Farm Labor Contractor must keep a copy of the application and the related documentation

## Submit Application

Mail the completed LS 113.1 application and all required documents to the address on the top of the LS 113.1.