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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 2024-2026 **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 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*. ***Credit cards accepted in person only.***
- 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 JPEG 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 of your email.

Your application must be postmarked by June 30, 2024. 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



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 110 Old Route 6 Building 3
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FOR OFFICE USE ONLY	
Registration No. _____	Acct# _____
Fee Amount: _____	Photo <input type="checkbox"/> Y
<input type="checkbox"/> Check #: _____	
Credit Card Approval # _____	
Child Support: <input type="checkbox"/> Y	Driver's License <input type="checkbox"/> Y
Agent/Operator# _____	
Notes: _____	

PLUMBING/MECHANICAL TRADES JOURNEYMAN RENEWAL APPLICATION 2024-2026
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: _____	Work Phone: _____
Company Address: _____	Cell Phone: _____
_____	Home Phone: _____
Home Address: _____	

***E-mail (required):** _____

**If you fail to provide an email you will NOT receive notifications regarding your registration.*

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

Have there been any criminal convictions against you? YES NO

If so, please give details and must include a certified copy of disposition:

DATE	COURT	CHARGES	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 Plumber or Master Tradesman and that they will comply with the rules and regulations of the Putnam County Office 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's Signature: _____ Date: _____

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: _____