



The City of New York  
BUSINESS INTEGRITY COMMISSION

100 Church Street · 20th Floor  
New York · New York 10007  
Tel. (212) 437-0500 · Fax (646) 500-7096

[www.nyc.gov/bic](http://www.nyc.gov/bic)  
[Licensing@bic.nyc.gov](mailto:Licensing@bic.nyc.gov)

### NEW EMPLOYEE/DRIVER FORM

-----OFFICE USE ONLY-----

Specialist Name: \_\_\_\_\_

Date Received: \_\_\_\_\_

Company Name: \_\_\_\_\_

BIC#: \_\_\_\_\_

To report new employees and/or operators of vehicles, complete this form and submit it to the Licensing Unit at the above mailing address, e-mail address, or fax number. If you e-mail or fax this completed form, the original must be mailed to the BIC.

**\*NEW EMPLOYEES OF APPLICANT BUSINESS**

Name (First, Middle, Last)	Residence Address	DOB	Home Phone Number	Position/Title	Hrs. Worked Per Week	SSN	Date Hired

**\*NEW OPERATORS OF VEHICLES – Please provide a clear copy of each operator’s driver’s license.**

Name (First, Middle & Last)	DOB	State Issuing License	Driver’s License Number	Class	Expiration Date

**\* (Asterisk) denotes material information on the application. Any change in material information must be reported to the Business Integrity Commission, in a notarized writing, within ten (10) business days of the change.**

Sworn to before me

this \_\_\_\_\_ day of \_\_\_\_\_, 20

\_\_\_\_\_  
(Signature of Principal)

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
(Print Name)