

### **Instructions for Obtaining Form CE-200**

The CE-200 is now an on-line application. Please remember that applicants are submitting the CE-200 under penalty of perjury, a felony carrying a penalty of four years of jail time. Accordingly, all statements on the CE-200 must be true.

Applicants may access the CE-200 application on the Board's website: [www.wcb.state.ny.us](http://www.wcb.state.ny.us)

1. Go to the lower right hand corner of the Board's Homepage. Click on the last button in the lower right hand corner {*WC/DB Exemptions Form CE-200* (In bright yellow letters)}.
2. Click on *Request for WC/DB Exemption* (Form CE-200).
3. Click the gray button on the bottom (*Select to Access Web-based Application*).
4. Applicants should create their own PIN number (a number that they will remember in the future, such as a birthday).
5. Follow the rest of the prompts.

It should only take about five minutes to fill it out the first time. Applicants should print, sign and date Form CE-200 and send it to the government agency issuing their permit, license or contract from.

If the applicant is having difficulty in printing the CE-200, please call the Board's CE-200 Hotline at **866-546-9322**, **then press 1 and then press 3**, and leave a voice message with the certificate number, the name of the business and a contact phone number. The CE-200 will be sent to the business address on the CE-200 within one business day.