

Employee/Independent Salesperson ID Application

Purpose: Apply for a Basic Business License with the District of Columbia

If you need help in your language, please call 202-442-4400. | በአማርኛ እርዳታ ከፈለጉ በ 202-442-4400 ይደውሉ። | Si necesita ayuda en Español, por favor llame al 202-442-4400. | Si vous avez besoin d'aide en Français appelez-le 202-442-4400. | 如果您需要中文服務，請致電202-442-4400 | 한국어로 도움이 필요합니까? 무료 한국어통역: 202-442-4400 | Nếu quý vị cần giúp đỡ bằng tiếng Việt, xin gọi 202-442-4400.

Complete Sections A – D

To complete this form online: mybusiness.dc.gov

Section A: License Type (Check One)

- | | | | | | |
|-------------------------------------|---|---|--|---|---|
| <input type="checkbox"/> Auctioneer | <input type="checkbox"/> Auto Repossessor | <input type="checkbox"/> Home Improvement Salesperson | <input type="checkbox"/> Motor Vehicle Salesperson | <input type="checkbox"/> Parking Facility Attendant | <input type="checkbox"/> Security Alarm Agent |
|-------------------------------------|---|---|--|---|---|

Section B: Employee Information

First Name:	Middle Name:	Last Name:	
SSN:	Date of Birth:	Place of Birth:	
Height:	Weight:	Hair Color:	Eye Color:
Driver's License #	State of License:	Expiration Date:	

Section C: Company Information

Entity Name:	Company BBL Number:	
Business's Physical Address:		
Address:	City:	State:
ZIP:	Phone:	Email:
<input type="checkbox"/> My billing address is the same as my business location. <i>If not, please provide your billing address.</i>		
Billing Address:	City:	State:
ZIP:	Phone:	Email:

Section D: Sign Here

I understand that anyone who makes a false statement on this form can be criminally prosecuted and fined under D.C. Official Code 22-2405. I understand that DCRA may conduct an investigation to ascertain the veracity of the information contained herein. I further understand that if I knowingly provide false and/or misleading information on this application, DCRA may immediately revoke each license and/or permit obtained as well as issue me a fine.

Signature:	Date:
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Visit the DCRA Business License Center with this form and payment (*cash, check, credit card, or money order*) payable to **DC Treasurer**; A DCRA Business Center representative will calculate the final amount you owe during your visit.

DCRA, 1100 4th Street, SW, 2nd Floor, Washington, DC 20024 | **Hours:** M T W F, 8:30 am - 4:00 pm; TH, 9:30 am - 4:00 pm

DC INSPECTOR GENERAL HOTLINE: If you are aware of corruption, fraud, waste, abuse or mismanagement involving any DC Government agency, official or program, contact the Office of the Inspector General (OIG) at 202-727-0267 or 800-521-1639 (toll free). All reports are confidential and you may remain anonymous by law. Government employees are protected from reprisals or retaliation by their employers for reporting to the OIG. The information you provide may result in an investigation leading to administrative action, civil penalties, or criminal prosecution in appropriate cases.

NOTICE OF NON-DISCRIMINATION: In accordance with DC Human Rights Act of 1977, as amended, DC Code Section 2.1401.01 et seq., ("the Act") the District of Columbia does not discriminate on the basis of race, color, national origin, sex, age, marital status, sexual orientation, family responsibilities, matriculation, political affiliation, disabilities, source of income, or place of residence or business. Discrimination in violation of this act will not be tolerated. Violators will be subject to disciplinary action.

