



## Basic Business License Information: Employment Agency

### *Quick Facts Checklist*

A complete application for a Basic Business License for the Employment Agency category includes:

- |  |  |
|--|--|
| <input type="checkbox"/> \$1,534.50 Payment  | <input type="checkbox"/> Employment Agency Bond  |
| <input type="checkbox"/> <a href="#">Application</a><br>Business Licensing Division<br>(202) 442-4311                              | <input type="checkbox"/> Employment Service License Credit<br>Check Permission Statement                                   |
| <input type="checkbox"/> Certificate of Occupancy/<br>Home Occupation Permit<br><a href="#">Office of Zoning</a><br>(202) 442-4576 | <input type="checkbox"/> Fee Schedule  |
| <input type="checkbox"/> Contract Form ( <i>Triplicate</i> )   | <input type="checkbox"/> Financial Report for Employment<br>Services   |
| <input type="checkbox"/> <a href="#">Corporate Registration</a><br>Corporations Division<br>(202) 442-4432<br>(if applicable)      | <input type="checkbox"/> Statement of Business Integrity   |
|  | <input type="checkbox"/> Tax Registration ( <i>FR-500</i> )<br><a href="#">Office of Tax and Revenue</a><br>(202) 727-4829 |

**Get out of line and get online!**  
**APPLY ONLINE!**

Department of Consumer & Regulatory Affairs  
For Relay Service call 711 ◇ Email: [bbl.infocenter@dc.gov](mailto:bbl.infocenter@dc.gov)