

DEPARTMENT OF INDUSTRIAL RELATIONS
 DIVISION OF LABOR STANDARDS ENFORCEMENT
 Licensing & Registration Unit
 1515 Clay Street, Suite 1902
 Oakland, CA 94612
 Tel: (510) 285-3399 Fax: (510) 286-1366

MAILING ADDRESS:
 1515 Clay Street, Suite 1902
 Oakland, CA 94612



FARM LABOR CONTRACTOR SHORT-FORM LICENSE RENEWAL APPLICATION

Requirements for Short-Form Renewal

Your farm labor contractor license may now be renewed using the Short-Form application if you meet **ALL of the following four conditions:**

1. Since your previous application, there have been **no changes** in your business entity status or information, which includes the following:
 - **No change in form of legal entity** (including no change in the partners, corporate officers, members of LLC or the sole proprietor).
 - **No change in legal entity identifying information previously provided** (including business name(s); full name(s) of the sole proprietor, partners, corporate officers, or LLC members, whichever is applicable; address(es); telephone number(s); and percentage of interest of all persons with a financial and/or profit-sharing interest in your business).

AND

2. You have **no outstanding civil citations, unpaid penalties or delinquent unpaid wages, you have filed all required tax returns, and you have no outstanding personal or employment tax liabilities.** (If you do have delinquent unpaid wages, unpaid penalties and/or other outstanding liabilities, your application for automatic renewal will not be approved.)

AND

3. **No person** (sole proprietor, partner, corporate officer or LLC member) has plead guilty or nolo contendere to or been convicted of a crime substantially related to working conditions or worker's health or safety, either misdemeanor or felony, within the last 10 years.

AND

4. **No person** (sole proprietor, partner, corporate officer or LLC member) has been found guilty, or hired any supervisory personnel who have been found guilty, by either a court or administrative agency, of having committed sexual harassment in the workplace in the preceding three years.

If you do NOT meet these four conditions, complete the regular renewal application (Renewal Application for Farm Labor Contractor License (DLSE 401-R)).

If you meet these four conditions, please comply with the items below and attach the required documentation to this letter.

Fees

You must remit a renewal fee of \$600, plus a \$10 filing fee, and an additional \$184 if an exam is required pursuant to Labor Code sections 1684(a)(5) and 1684(c) no later than 60 days before expiration of the current license. If the renewal application is received timely (60 days or more prior to the expiration date of the current FLC license), the \$10 filing fee is not required.

Required Documents

Provide the following documents:

1. Pursuant to Labor Code section 1684(a)(3), **an original Farm Labor Contractor Bond (DLSE 402)** (*only if there has been a change in the amount based on the size of your annual payroll*)
2. Pursuant to Labor Code section 3700, **copy of valid and current Workers' Compensation Insurance** policy certificate.
3. For each farm labor vehicle used to transport farm laborers in connection with your business activities or operations, a **copy of current proof of automobile liability insurance** which shows the following: the name and address of the coverage carrier; policy number; effective and expiration dates of the policy; and coverage limits (including medical coverage) in an amount sufficient to afford adequate coverage of all employees transported in the event of an accident (see Title 8, California Code of Regulations, section 13361(b)(2)(C)(iii)).
4. For each individual who will operate any vehicle to provide transportation of farm laborers in connection with your business activities or operations, *if there has been a change in any such driver(s):* **copy of driver's license; copy of Department of Motor Vehicles (DMV) certificate to permit operation of farm labor vehicle; and evidence of clear driving record from the DMV.**

5. **A current list** containing the name, physical address, and mailing address if different, of each grower with whom you plan to contract in the near future and/or with whom you have contracted during the past three years.
6. **A list** which states the name, physical address, and position title of all individuals or other entities (other than an independent contractor) employed in the previous calendar year to act on behalf of the applicant's business to recruit, solicit, hire, supply, employ, furnish board, lodging, or transport for agricultural workers, supervise or otherwise direct the work, or disburse wage payments to agricultural workers on behalf of the applicant's business which includes but is not limited to, foremen and crew bosses.
7. **A list** containing the full name and physical home address of all individuals employed by the applicant who the applicant knows have previously applied for a state farm labor contractor license and were denied that license, or who have been, at any time, licensed by the state as a farm labor contractor, and who will be employed by you to perform any of the following: supervise, recruit, solicit, hire, employ, furnish board, lodging, or transport for agricultural workers, supervise or otherwise direct the work or disburse wage payments to agricultural employees. The federal farm labor contractor Certificate of Registration number issued by the U.S. Department of Labor and the state farm labor contractor (FLC) license number for each of these individuals shall also be provided.
8. **A current list** of the full names of any of the relatives listed in section 13660(a)(17) who the applicant knows has previously applied for or held an FLC license and have been denied or had their license revoked within the last 10 years.
9. **A copy of your current federal certificate of registration card** (issued by the U.S. Department of Labor), if required under federal law, and a copy of each **federal Certificate of Registration** issued by the Department of Labor for any employee of the applicant if the employee is required to register under the Migrant and Seasonal Worker Protection Act (29 U.S.C. section 1801 et seq.).
10. Two (2) **current passport photos** for sole proprietorship, all partners, one member of the limited liability company and one corporate officer of the corporation, as applicable for the type of the business entity.
11. Acknowledgment that applicant has submitted IRS form 8821 to the Internal Revenue Service. For further information contact IRS Taxpayer Hotline: (801) 620-2400; Fax (855) 235-8843.
12. **A copy of your last year's quarterly payroll and contribution filings with California EDD** (DE-9, DE-9C, and DE-9ADJ, if applicable), as specified in Title 8, California Code of Regulations, section 13661(b)(2)(C)(xi).
13. **A copy of your most current registration with the agricultural commissioner** for each county in which you have contracted with a grower.
14. A copy of any **completion certificate(s) showing nine (9) hours of relevant educational classes** for each license period pursuant to the provisions of Labor Code section 1684(b)(2).
15. **A current statement** which includes the name, address, telephone number, and qualifications for each individual, who will provide training in identification, prevention, and reporting of sexual harassment in the workplace, as required by Labor Code section 1684(a)(8).
16. **Signed Farm Labor Contractor Supervisory Employee Sexual Harassment Disclosure Statement** for each employee of the applicant whose duties include the supervision, direction, or control of agricultural employees.
17. **A complete list** of all materials or resources utilized to provide sexual harassment prevention training to applicant's agricultural employees in the calendar year prior to the month renewal application is submitted, as required by Labor Code section 1684(a)(D).

FLC License Number: _____

Applicant Name(s): _____

Business Name(s): _____

Physical Business Address: _____

Preferred Mailing Address: _____

Home Address (No PO Box allowed): _____

Business Telephone: _____

Mobile Telephone: _____ Preferred E-mail Address: _____

Number of Employees: _____

Total Gross Annual Revenue: _____

Total Number of Agricultural Employees Trained in Sexual Harassment Prevention in the Calendar Year Prior to Month FLC Renewal Application is Submitted: _____

I hereby certify, under penalty of perjury, that the foregoing statements are true and correct. Additionally, I/we attest that all supervisory employees, including supervisors, crewleaders, mayordomos, forepersons, and any others whose duties include the supervision, direction, or control of agricultural employees have been/will be trained for at least two hours each calendar year in the prevention of sexual harassment in the workplace and that all new non supervisory employees, including agricultural employees, have been/will be trained at the time of hire and that all nonsupervisory employees have or will receive training in identifying, preventing, and reporting sexual harassment in the workplace at least once every two years. The certifications and acknowledgments made in my initial or most recent regular renewal application still apply. I further certify under penalty of perjury that there are no changes to my previous application and that I meet the four conditions required for this short form license renewal application in Title 8 of California Code of Regulations section 13661(b)(1)(A)-(C). I understand that **ANY MATERIAL MISREPRESENTATION IS GROUNDS FOR DENIAL OR SUBSEQUENT REVOCATION OF THIS APPLICATION.**

SIGNATURES: (The individual owner or all partners must sign. If business is a corporation or limited liability company, any authorized corporate officer or member, with indication of title, may sign.)

_____ Signature	_____ Print Name & Title	_____ Date
_____ Signature	_____ Print Name & Title	_____ Date
_____ Signature	_____ Print Name & Title	_____ Date
_____ Signature	_____ Print Name & Title	_____ Date
_____ Signature	_____ Print Name & Title	_____ Date
_____ Signature	_____ Print Name & Title	_____ Date

* If place of execution is outside California, the foregoing statements must be sworn to before a notary public or other officer authorized to take oaths and affirmations.