STATE OF CALIFORNIA

GRAY DAVIS, Governor

Department of Industrial Relations
DIVISION OF LABOR STANDARDS ENFORCEMENT
Licensing & Registration Unit
455 Golden Gate Avenue, 9th Floor
San Francisco, Ca 94102
(415) 703-4848

ADDRESS REPLY TO:
P.O. Box 420603
San Francisco, CA 94142

GARMENT REGISTRATION REQUIREMENTS FOR NEW APPLICANTS

The items listed below must be sent to the above P.O. Box address:

1) Completed application form DLSE 810 (Rev. 03/02). All forms must be completed in ink.

2) Your registration fees will be based on the schedule of fees displayed at the end of the application form. Fees shall be paid by certified check, cashier's check, or money order and must be enclosed with your application.

3) Exam fee of $ 25.00 shall be paid by certified check, cashier's check or money order.

4) The person who will take the garment exam must be listed on the application as the individual owner, one of the partners, one of the corporate officers, or member of the limited liability company.

5) If you apply for registration as a manufacturer (Item 8a of the application form), you must complete the "Manufacturer's Certification" located on page 4 of the application.

6) Attach most recently filed Employment Development Department (EDD) DE 6 Quarterly Report.

7) Enclose a valid workers' compensation insurance certificate. A valid certificate:

   a) Must show full name of individual, all partners (if partnership), name of limited liability company, or corporation, whichever is applicable;

   b) Must show correct business name (dba: doing business as, if applicable);

   c) Must contain the complete and correct address of main office and all branches (if any); and,

   d) Must identify the certificate holder as:

      Division of Labor Standards Enforcement
      Licensing & Registration Unit
      P. O. Box 420603
      San Francisco, Ca 94142

*** Important: We will not accept copies of an application for insurance, policy declaration, information page, annual rating endorsement, or payroll report. Only the actual certificate or readable copy will be accepted.**

OVER

8) **A copy of the Fictitious Business Name Statement for any business name(s) (dba's) you intend to use. (Contact the local county clerk's office to apply.)**

9) Copies of both the State Employment Tax I.D. Number (SEIN) and the Federal Tax I.D. number (FEIN) or application for the same.

   (a) If a corporation, copies of the Articles of Incorporation and Statement by Domestic Stock Corporation.
   (b) If a limited liability company, a copy of the Articles of Organization.
   (c) If your business is a leasing company, follow the above instructions. In addition, you must enclose a sample form of your contract and a sample form of the 24-hour cancellation notice that you intend to use.

Note: Items 9(a) or 9(b) can be obtained through the office of the Secretary of State.

10) A copy of the public health license is required only if business is located in Los Angeles County **(with the exception of Vernon, Pasadena and Long Beach).** Individual owner's/partners' and/or corporate name(s) and business name(s) must be shown. You may apply at 2525 Corporate Place, Monterey Park, CA 91754.

11) If you intend to contract with a leasing company, that leasing company must have a current certificate of registration in the California garment industry, and you must also submit the following:

   a) A copy of signed contract between you and the leasing company.
   b) A current workers' compensation insurance certificate that is provided to you by the leasing company.

12) Included in this package are Internal Revenue Service (IRS) form 8821 and instructions for completing this form. The address for IRS (CVG) is listed on the front page. You must submit a completed form 8821 directly to IRS Compliance Verification Group.

Note: Items #1 through #11 must be submitted as one package in the provided envelope, addressed to San Francisco.

*** Important: Submitting an application for a certificate of registration does not authorize you to operate. It is illegal to operate a garment business without first obtaining a garment registration from the State Labor Commissioner. If you operate without a valid certificate of registration, you will be subject to civil and criminal penalties.**