

EXPEDITOR REGISTRATION CHECKLIST

PLEASE REVIEW AND READ THIS CHECKLIST THOROUGHLY AND INITIAL EVERY LINE.

_____ COMPLETED APPLICATION. ALL APPLICANTS MUST HAVE NOTARIZED SIGNATURES.

_____ VALID GOVERNMENTAL PHOTO ID

- STATE ISSUED PHOTO ID
- DRIVER'S LICENSE –NON DRIVER'S LICENSE
- PASSPORT
- MILITARY ID

_____ FINGERPRINT CARD

_____ (2) FULL-FACED COLOR PHOTOS OF THE APPLICANT TAKEN WITHIN 30 DAYS OF THE APPLICATION AND MEASURING 1 ½ X 1 ½, (PASSPORT SIZE PHOTO)

_____ COPY OF THE TOWN CODE CHAPTER 118

_____ HOLD'S HARMLESS AGREEMENT SIGNED AND NOTARIZED

_____ \$250 CHECK OR MONEY ORDER. MADE OUT TO THE TOWN OF BABYLON

By signing below, I hereby acknowledge that I have completely read and fully understand the procedures and policy as defined by Chapter 118 in the Town of Babylon Code.

Applicant Signature: _____

Printed Name: _____

Date: _____

Subscribed and sworn to me this

.....day of, 20__

.....

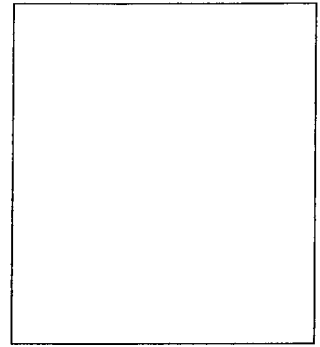
Notary Public



TOWN OF BABYLON

Town Clerk's Office
200 East Sunrise Highway,
Lindenhurst, NY 11757-2598

Phone No. (631) 957-4291 Email:



Expeditor Registration

Expeditor Information

Name:	
Physical Address:	
Telephone Number:	E-Mail:
Date of Birth:	

Business Information

Business Name:	
Business Address:	
Nature of Business:	
Telephone Number:	E-Mail:
Employer ID/Tax ID Number:	

Statement of Qualifications

Are you at least 18 years of age? Yes _____ No _____
Have you (or has a principal, officer or employee, if a corporate applicant) been convicted of a criminal offense related to giving or receiving a bribe, giving or receiving unlawful gratuities, official misconduct or any other corruption related acts? Yes _____ No _____

By signing my name below, I affirm under penalties of perjury that the information contained herein is true. I further affirm that this application is accepted on the condition that the provisions and regulations of the Town of Babylon Chapter 118 shall be complied with. Failure to comply with said Code, could result in revocation of this registration/license.

Sworn to before me this _____ day of _____, 20_____

The undersigned agrees to conform to all applicable laws of the Town of Babylon

Notary Public

Signature - Applicant

For Office Use Only:	
Date Issued:	Date Expired:
Clerk's Signature:	
Paid: <input type="radio"/> Cash <input type="radio"/> Check <input type="radio"/> Money Order	

Town of Babylon
200 East Sunrise Hwy.
Lindenhurst, NY 11757

Hold Harmless Agreement

The undersigned agrees to comply with all regulations of the Town of Babylon to insure safety and security and to defend, indemnify and hold harmless the Town of Babylon, its servants, agents, and employees from any and all claims, demands, actions, suits, proceeding costs, including attorney fees, damages, expenses and liability arising out of, connected with, or resulting from the use of premises by the undersigned.

Signature: _____

Printed Name: _____

Authorized Official

Date: _____

Subscribed and sworn to me this

.....day of, 20__

.....

Notary Public

CHAPTER 118 EXPEDITORS

§ 118-1. Legislative Intent.

The Town Board finds that individuals and businesses often hire expeditors to assist in moving their permit applications through the various departments within the Town. The Town Board has determined that a registration requirement for expeditors will allow for greater efficiency, transparency, and accountability in the permitting process. This chapter sets forth standards, requirements and procedures for the registration of expeditors.

§ 118-2. Definitions.

EXPEDITING SERVICE

Any service which provides, for any compensation or consideration, assistance in the submission, filing, negotiation or completion of an application for a permit or other approval by the Town of Babylon.

EXPEDITOR

A person or entity who is in the business of providing expediting services in the Town of Babylon.

REGISTRANT

Any person or entity who has obtained an expeditor certificate of registration from the Town of Babylon in accordance with the provisions of this chapter.

§ 118-3. Annual registration requirement.

- A. It shall be unlawful for any person or entity to provide, or offer to provide, any expediting service in the Town of Babylon without first obtaining a certificate of registration from the Town Clerk's office in accordance with the provisions of this chapter. The certificate of registration is valid only for the specific person or entity to whom it is issued.
- B. The annual registration requirement set forth in this chapter shall not apply to the following:
 - (1) The owner of the premises for which the application is filed, including, in the event the premises is owned by a partnership or corporation, the general partners of the partnership or principal officers of the corporation;
 - (2) The lessee of the premises for which the application is filed, when authorized by the owner of the premises to file the application;
 - (3) Registered architects licensed by the New York State Department of Education;
 - (4) Professional engineers licensed by the New York State Department of Education;
 - (5) Attorneys duly admitted to practice law in the State of New York;
 - (6) Plumbers when such application relates to work performed under their license; and
 - (7) Master electricians when such application relates to work performed under their license.

§ 118-4. Qualifications.

- A. An individual applicant for a certificate of registration must be at least 18 years of age and of good character. The Town Clerk may deny a certificate of registration to any person who has been convicted of a criminal offense related to giving or receiving a bribe, giving or receiving unlawful gratuities, official misconduct or any other corruption-related acts.
- B. Where the applicant is a corporation, partnership or other business entity, the application must include the names of all principals and officers and any employees who will be performing expediting services in the Town of Babylon. The Town Clerk may deny registration to any entity where a principal, officer or employee has been convicted of a criminal offense related to giving or receiving a bribe, giving or receiving unlawful gratuities, official misconduct or other corruption-related acts.

§ 118-5. Application process.

A. All applications for certificates of registration shall be submitted in writing on forms furnished by the Town of Babylon. Each application submitted on behalf of an individual shall be signed under oath. Where the applicant is a corporation, the application shall be signed under oath by an authorized officer of such corporation.

Where the applicant is a partnership or other business entity, the application shall be signed under oath by a partner or principal of the entity.

B. The application fee for an expeditor certificate of registration shall be as established by Town Board resolution.

C. Certificates of registration shall be valid for a period of one year from the date of issuance.

D. Each registrant shall, within 10 business days after a change of business address, notify the Town Clerk's office of such change.

E. The Town Clerk shall maintain a list of all registrants which list shall be available to the public.

§ 118-6. Prohibited activities.

A. No certificate of registration shall be assigned or transferred.

B. No registrant shall permit or authorize the use of his, her or its certificate or registration by or on behalf of any other person or entity.

C. No expediting service or registrant shall claim or otherwise represent that they are a governmental entity or a part thereof or affiliated with an entity of government.

§ 118-7. Suspension or revocation.

A. The Town Clerk may revoke, suspend or deny renewal of a certificate of registration for good cause and upon written notice to the registrant and an opportunity to be heard. Such notice shall be served either personally or by certified mail, return receipt requested, and shall state the date and place of the hearing as well as enumerate the grounds constituting the allegations against the registrant. The hearing shall be held before the Town Clerk's Advisory Committee which shall issue a written decision setting forth the basis of the decision.

B. There is good cause to suspend, revoke or deny renewal of a certificate of registration when the Town Clerk has determined that the registrant has engaged in one or more of the following:

- (1) Fraud, deceit, misrepresentation or bribery in securing a certificate of registration.
- (2) Fraud, deceit or misrepresentation in providing expediting services.
- (3) The making of any false statement in an application for a certificate of registration.
- (4) Violation of any provision of this chapter, any other appropriate law or any rule or regulation promulgated thereunder.

§ 118-8. Failure to register.

Any person who provides expediting services without having first obtained a certificate of registration from the Town of Babylon or who shall continue to provide expediting services after having had his/her registration suspended or revoked shall be guilty of a misdemeanor and, upon conviction, shall be subject to a minimum fine of \$1,000 and a maximum fine of \$10,000 or imprisonment of not less than 15 days, nor more than one year, or both. Any person found by the Bureau of Administrative Adjudication to have performed expediting services without a valid certificate of registration shall likewise be subject to a monetary penalty in an amount within the range of fines applicable in the event of a criminal conviction. Each expediting service performed by a person without a valid certificate of registration shall be deemed a separate violation subject to applicable criminal or civil penalties.