

**IMPORTANT INFORMATION REGARDING
NYS Workers' Compensation/Disability Insurance & CE-200 Exemption Form**

YOUR INSURANCE DOCUMENTS (WORKERS' COMPENSATION, DISABILITY AND/OR CE-200 EXEMPTION) MUST BE SUBMITTED WITH YOUR APPLICATION AND PAYMENT TO:

Ulster County Department of Health (**Certificate Holder**)
Environmental Health Services
239 Golden Hill Lane
Kingston, NY 12401-6441

COMPLETED INSURANCE FORMS MAY ALSO BE FAXED TO: (845) 340-3045

The NYS Workers' Compensation Law requires every application for a permit to operate to include one or more of the following forms concerning workers' compensation and disability coverage. **Please provide this office with the appropriate information as described below.** If you have any questions about your Workers' Compensation/Disability insurance coverage requirements, please contact the **NYS Workers' Compensation Board** by calling **(518) 485-5000** or **(877) 632-4996**.

PER NYS REQUIREMENTS, ONLY THE FORMS BELOW ARE ACCEPTABLE PROOF OF INSURANCE

When Workers' Compensation/Disability Insurance is Required:

- A. For Workers' Compensation you must submit one of the following forms with the permit application.
- Form **C-105.2** – Certificate of Workers' Compensation Insurance (issued by the applicant's insurance carrier); **OR**
 - Form **U-26.3** – Certificate of Workers' Compensation Self-Insurance (issued by the State Insurance Fund); **OR**
 - Form SI-12 – Certificate of Workers' Compensation Self-Insurance; **OR**
 - Form GWI-105.2 – Certificate of Participation in Workers' Compensation Group Self-Insurance

AND

- B. For Disability Benefits, you must submit one of the following forms:
- **DB-120.1** – Certificate of Disability Benefits (issued by the applicant's insurance carrier); **OR**
 - DB-155 – Certificate of Disability Benefits Self-Insurance

When Workers' Compensation/Disability Insurance is *NOT* Required:

You must submit Form **CE-200** – Certificate of Attestation of Exemption. This form can be obtained in the following ways:

- (a) (**Quick Option**) – Access the online application at **businesssexpress.ny.gov**. Follow the instructions on the next page to obtain your Exemption Certificate. **For questions, call Workers' Compensation Board (518) 485-5000 or (877) 632-4996 (Language Assistance).**
- (b) (**Allow 6-8 Weeks**) – Contact the customer service center at (866) 750-5157 for a paper copy of the application. Mail this to the WCB. When you receive your Exemption Certificate from WCB, submit a copy with your application.