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
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.

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 businessexpress.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.
Certificate of Attestation of Exemption

Instructions for obtaining and filing a Certificate of Attestation of Exemption from Workers' Compensation and/or Disability and Paid Family Leave Benefits (CE-200) through New York Business Express

Follow these steps:

1. Go to businessexpress.ny.gov.
2. Select Log in/Register in the top right-hand corner. A NY.gov Business account is required.
3. If you do not have a NY.gov business account, go to step 4 to set up your account.
   If you have a NY.gov log-in and password, go to step 15.
4. Select Register with NY.gov under New Users.
5. Select Proceed.
6. Enter the following:
   - First and Last Name
   - Email
   - Confirm Email
   - Preferred Username (check if username is available)
7. Select I'm not a robot.
   - You may have to complete a Captcha Verification before proceeding.
8. Select Create Account.
   - If you already have a NY.gov account, the screen will display your existing accounts, either Individual or Business.
   - Do one of the following:
     - If the account(s) shown is a NY.gov Individual account, select Continue.
     - If the account(s) shown is a NY.gov Business account, select Email Me the Username(s).
9. Verify that the account information is correct.
   - Select Continue.
10. An activation email will be sent.
    - If you do not receive an email, see the No Email Received During Account Creation page.
11. Open your activation email and select Click Here.
    - Specify three security questions.
    - Select Continue.
12. Create a password (must contain at least eight characters).
13. Select Set Password. You have successfully activated your NY.gov ID.
14. Select Go to Myhy.
    - At the top of the screen select Services.
    - Select Business.
    - Select New York Business Express.
    - Select Log in/Register.
15. On the New York Business Express home page, do one of the following:
    - Scroll down to Top Requests and select Certificate of Attestation of Exemption, or
    - Search Index A-Z for CE-200.
16. Under How to Apply:
    - Select Apply as a Business, or
    - Select Apply as a Homeowner (applies to those obtaining permits to work on their residence).
17. Complete application screens.
18. Review Application Summary.
19. Attest and submit.

You will receive an email when your certificate has been issued.

To view your certificate:
- Select Access Recent Activity from your email, or
- Access businessexpress.ny.gov, and then access your Dashboard (under your login name on right).

Print and sign the Certificate of Attestation of Exemption.

Submit your CE-200 for your license, permit or contract to the issuing Agency.

Questions? Call the NVBE Contact Center: (518) 486-5000