

**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](http://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



Workers'  
Compensation  
Board

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 16.
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 MyNy.
  - 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.