



# BUSINESS IN A BOX



**LANDSCAPING**  
GOVCON



**PAINTING** GOVCON



**STAFFING & RECRUITMENT**  
GOVCON



**LOW VOLTAGE**  
GOVCON

You spoke and we listened. Now you can purchase a business ready and waiting to become a GOVCON.

## Staffing & Recruitment Disclosures



## Staffing & Recruitment GovCon BIAB Disclosures

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We're providing all of this information as a service. It is correct and up-to-date to the best of our knowledge, but it is not legal advice. Although we have compiled this information, you must perform "YOUR" due diligence. You must always consult with local authorities before making any business decisions. Regulations are subject to change at any time.

Businesses that search for employment opportunities on behalf of a jobseeker are often required to hold an employment agency license. Currently, 24 states issue employment agency licenses, and agencies operating in multiple states may need to apply for several licenses.

Employment agencies must register with the secretary of state prior to applying for a license. Along with the Application, agencies are often required to meet a bonding requirement, provide proof of worker's compensation insurance, and sometimes hold an individual employment agent license. Additional steps are often needed to apply for a license, but these requirements vary by state. A dedicated compliance expert can help you keep track of varying jurisdiction requirements and updated laws.

1. Please make sure you follow all laws about registering your business with your state and cities as required.
2. Check what forms you need to complete and file with the IRS.
3. Check what licensing, insurance, and bonding requirements there are for Low Voltage businesses in your state.

## Key Terms

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**Employee Leasing Company** - Enter into leasing contracts with other businesses that require labor. The leasing company loans its workers to the lessee while still providing specified responsibilities, such as workers compensation insurance, to the employees. This includes long term (6 months or more) temporary arrangements but often excludes temporary help arrangements. Unlike professional employer organizations, employee leasing companies are contracted when an employer needs to hire staff and does not want to handle human resources responsibilities.

**Employment Agency** - An entity that, for compensation, procures or attempts to procure employment for a person.

**Professional Employer Organization** - PEOs take on the human resources role for businesses and act as a co-employer in the sense that the client company's workers are administratively employees of the PEO but functionally these employees are controlled by the client company. Unlike employee leasing companies, PEOs are contracted when an employer already has staff and does not want to handle human resources responsibilities.

**Staffing Agency** - An entity that procures temporary or part-time employment for a person who then works under the supervision of a worksite employer.



**Talent Agency** - An entity that, for compensation, procures or attempts to procure employment or placement for an artist. (Certain art forms are excluded)

## **Industry Resources**

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### **American Staffing Association**

Staffing, recruiting, and workforce solution industry advocacy group.

### **National Association of Personnel Services (NAPS)**

Education and training oriented association for personnel services providers.

### **National Association of Professional Employer Organizations (NAPEO)**

Provides advocacy efforts, information, and other services to members of the employment industry.



Alabama	<p style="text-align: center;"><b>NOT REQUIRED</b></p> <p>Employment Agency licensure is not required on the State level in Alabama</p>
Alaska	<p><b>Agency</b> Alaska Department of Labor and Workforce Development - Division of Labor Standards and Safety</p> <p><b>Initial Application</b></p> <p><b>Fee:</b> \$10</p> <p><b>Form:</b> Forms must be requested from the Department of Labor and Workforce Development.</p> <p><b>License Renewal</b></p> <p><b>Fee:</b> \$100</p> <p><b>Form:</b> Forms must be requested from the Department of Labor and Workforce Development.</p> <p><b>Due:</b> Biennially</p>
Arizona	<p style="text-align: center;"><b>NOT REQUIRED</b></p> <p>Employment Agency licensure is not required on the State level in Arizona The state of Arizona no longer issues employment agency licenses.</p>



Arkansas	<p><b>Agency</b> Arkansas Department of Labor</p> <p><b>Initial Application</b></p> <p><b>Fee:</b> \$250</p> <p><b>Form:</b> Contact the Department of Labor for an application.</p> <p><b>License Renewal</b></p> <p><b>Fee:</b> \$250</p> <p><b>Form:</b> Contact the Department of Labor for an application.</p> <p><b>Due:</b> Annually</p>
California	<p style="text-align: center;"><b>NOT REQUIRED</b></p> <p>Employment Agency licensure is not required on the State level in California</p>
Colorado	<p style="text-align: center;"><b>NOT REQUIRED</b></p> <p>Employment Agency licensure is not required on the State level in Colorado</p>



Connecticut	<p><b>Agency</b> Connecticut Department of Labor - Division of Wage and Workplace Standards</p> <p><b>Initial Application</b></p> <p><b>Fee:</b> \$150</p> <p><b>Form:</b> <a href="#">Application for Employer Fee Paid Employment Agency Registration</a></p> <p><b>License Renewal</b></p> <p><b>Fee:</b> \$150</p> <p><b>Form:</b> <a href="#">Application for Employer Fee Paid Employment Agency Registration (Renewal)</a></p> <p><b>Due:</b> Annually</p>
Delaware	<p style="text-align: center;"><b>NOT REQUIRED</b></p> <p>Employment Agency licensure is not required on the State level in Delaware</p>



District of Columbia	<p><b>Agency</b> District of Columbia Department of Consumer and Regulatory Affairs - Business Licensing Division</p> <p><b>Initial Application</b> <b>Fee:</b> \$99 <b>Filing Method:</b> <a href="#">Online</a></p> <p><b>License Renewal</b> <b>Fee:</b> \$99 <b>Filing Method:</b> <a href="#">Online</a> <b>Due:</b></p> <ul style="list-style-type: none"><li>• Biennially by the end of the month prior to the registration anniversary month.</li><li>• Renewals can be filed as early as 75 days prior to the expiration date.</li></ul>
Florida	<p style="text-align: center;"><b>NOT REQUIRED</b></p> <p>Employment Agency licensure is not required on the State level in Florida</p>
Georgia	<p style="text-align: center;"><b>NOT REQUIRED</b></p> <p>Employment Agency licensure is not required on the State level in Georgia</p>



Hawaii	<p><b>Agency</b> Hawaii Department of Commerce and Consumer Affairs - Professional and Vocational Licensing</p> <p><b>Initial Application</b></p> <p><b>Fee:</b> \$315 if you file from July 1 of an even-numbered year to June 30 of an odd-numbered year and \$190 if you file from July 1 of an odd-numbered year to June 30 of an even-numbered year.</p> <p><b>Form:</b> <a href="http://cca.hawaii.gov/pvl/programs/employment/application_publications/">http://cca.hawaii.gov/pvl/programs/employment/application_publications/</a></p> <p><b>License Renewal</b></p> <p><b>Form:</b> Applications are mailed in May.</p> <p><b>Due:</b> By June 30 of even-numbered years.</p>
Idaho	<p style="text-align: center;"><b>NOT REQUIRED</b></p> <p>Employment Agency licensure is not required on the State level in Idaho</p>





## Illinois

### Agency

Illinois Department of Labor

#### Initial Application

**Fee:**

\$250 for organizations with less than 3 counselors, \$350 for organizations with 3-5 counselors, \$400 for organizations with 6-10 counselors, and \$500 for organizations with more than 10 counselors.

**Form:**

[Private Employment Agency License Application](#)

#### License Renewal

**Fee:**

\$250 for organizations with less than 3 counselors, \$350 for organizations with 3-5 counselors, \$400 for organizations with 6-10 counselors, and \$500 for organizations with more than 10 counselors.

**Form:**

[Private Employment Agency License Renewal Form](#)

**Due:**

Annually



## Indiana

### Agency

Indiana Department of Revenue

### Initial Application

**Fee:**

\$150

**Form:**

<http://www.in.gov/dor/4474.htm>

### License Renewal

**Fee:**

\$150

**Form:**

<http://www.in.gov/dor/4474.htm>

**Due:**

Annually

## Iowa

### Agency

Iowa Division of Labor

### Initial Application

**Fee:**

\$75

**Form:**

<http://www.iowadivisionoflabor.gov/employment-agency-licensing>

### License Renewal

**Due:**

Annually by June 30.



Kansas	<p><b>Agency</b> Kansas Department of Labor</p> <p><b>Initial Application</b> <b>Fee:</b> \$25</p> <p><b>License Renewal</b> <b>Fee:</b> \$25 <b>Due:</b> Annually</p>
Kentucky	<p style="text-align: center;"><b>NOT REQUIRED</b></p> <p>Employment Agency licensure is not required on the State level in Kentucky</p>
Louisiana	<p><b>Agency</b> Louisiana Workforce Commission</p> <p><b>Initial Application</b> <b>Fee:</b> \$600 <b>Form:</b> Form 00L-1, not available online.</p> <p><b>License Renewal</b> <b>Fee:</b> \$200 <b>Due:</b> Annually</p>



Maine	<p style="text-align: center;"><b>NOT REQUIRED</b></p> <p>Employment Agency licensure is not required on the State level in Maine</p>
Maryland	<p style="text-align: center;"><b>NOT REQUIRED</b></p> <p>Employment Agency licensure is not required on the State level in Maryland</p>



## Massachusetts

### Agency

Massachusetts Office of Labor and Workforce Development

#### Initial Application

**Fee:**

\$300, \$500 if agency has 5 or more placement counselors

**Filing Method:**

[Online](#)

#### License Renewal

**Fee:**

\$300, \$500 if agency has 5 or more placement counselors

**Filing Method:**

[Online](#)

**Due:**

Annually

### Agency

Massachusetts Office of Labor and Workforce Development

#### Initial Application

**Fee:**

\$300

**Filing Method:**

[Online](#)

#### License Renewal

**Fee:**

\$300

**Filing Method:**

[Online](#)

**Due:**

Annually



## Michigan

### **Agency**

Michigan Department of Licensing and Regulatory Affairs (LARA) - Bureau of Corporations, Securities & Commercial Licensing - Licensing Division

### **Initial Application**

**Fee:**

\$350

**Form:**

[http://www.michigan.gov/lara/0,4601,7-154-72600\\_72602\\_72731\\_72870---,00.html](http://www.michigan.gov/lara/0,4601,7-154-72600_72602_72731_72870---,00.html)

### **License Renewal**

**Fee:**

\$350

**Form:**

[http://www.michigan.gov/lara/0,4601,7-154-72600\\_72602\\_72731\\_72870---,00.html](http://www.michigan.gov/lara/0,4601,7-154-72600_72602_72731_72870---,00.html)

**Due:**

Annually by December 31.



Minnesota	<p><b>Agency</b> Minnesota Department of Labor and Industry</p> <p><b>Initial Application</b></p> <p><b>Fee:</b> \$250</p> <p><b>Form:</b> <a href="http://mn.gov/elicense/a-z/?id=1083-230990#/detail/appId/0/id/230990">http://mn.gov/elicense/a-z/?id=1083-230990#/detail/appId/0/id/230990</a></p> <p><b>License Renewal</b></p> <p><b>Fee:</b> \$250</p> <p><b>Form:</b> <a href="http://mn.gov/elicense/a-z/?id=1083-230990#/detail/appId/0/id/230990">http://mn.gov/elicense/a-z/?id=1083-230990#/detail/appId/0/id/230990</a></p> <p><b>Due:</b> Annually</p>
Mississippi	<p style="text-align: center;"><b>NOT REQUIRED</b></p> <p>Employment Agency licensure is not required on the State level in Mississippi</p>
Missouri	<p style="text-align: center;"><b>NOT REQUIRED</b></p> <p>Employment Agency licensure is not required on the State level in Missouri</p>
Montana	<p style="text-align: center;"><b>NOT REQUIRED</b></p> <p>Employment Agency licensure is not required on the State level in Montana</p>



Nebraska	<p style="text-align: center;"><b>NOT REQUIRED</b></p> <p>Employment Agency licensure is not required on the State level in Nebraska</p>
Nevada	<p><b>Agency</b> Nevada Department of Business and Industry - Office of the Labor Commissioner</p> <p><b>Initial Application</b> <b>Fee:</b> \$100 <b>Form:</b> <a href="http://labor.nv.gov/About/Private_Employment_Agency_Licensing/">http://labor.nv.gov/About/Private_Employment_Agency_Licensing/</a></p> <p><b>License Renewal</b> <b>Fee:</b> \$100 <b>Form:</b> <a href="http://labor.nv.gov/About/Private_Employment_Agency_Licensing/">http://labor.nv.gov/About/Private_Employment_Agency_Licensing/</a> <b>Due:</b> Annually</p>
New Hampshire	<p style="text-align: center;"><b>NOT REQUIRED</b></p> <p>Employment Agency licensure is not required on the State level in New Hampshire</p>





New Jersey	<p><b>Agency</b> New Jersey Division of Consumer Affairs - Regulated Business Section</p> <p><b>Initial Application</b></p> <p><b>Fee:</b> \$250</p> <p><b>Form:</b> Contact the division for a form.</p> <p><b>License Renewal</b></p> <p><b>Fee:</b> \$250</p> <p><b>Form:</b> Contact the division for a form.</p> <p><b>Due:</b> Annually</p>
New Mexico	<p style="text-align: center;"><b>NOT REQUIRED</b></p> <p>Employment Agency licensure is not required on the State level in New Mexico</p>



## New York

### **Agency**

New York State Department of Labor

### **Initial Application**

**Fee:**

\$250-\$700 depending on multiple factors.

**Form:**

[https://labor.ny.gov/formsdocs/wp/ellsformsandpublications.shtm#Employment\\_Agency](https://labor.ny.gov/formsdocs/wp/ellsformsandpublications.shtm#Employment_Agency)

### **License Renewal**

**Fee:**

\$250-\$700 depending on multiple factors.

**Form:**

[PEO Registration Application LS665](#)

**Filing Method:**

email

**Due:**

Biennially



## North Carolina

### Agency

North Carolina Department of Labor - Wage and Hour Division

#### Initial Application

**Fee:**

\$500

**Form:**

<http://www.nclabor.com/wh/forms.htm>

#### License Renewal

**Fee:**

\$500

**Form:**

<http://www.nclabor.com/wh/forms.htm>

**Due:**

Annually

### Agency

North Carolina Department of Labor - Wage and Hour Division

#### Initial Application

**Fee:**

\$0

**Form:**

[Notification by Temporary Help Service](#)

#### License Renewal

**Fee:**

\$0

**Form:**

[Notification by Temporary Help Service \(Renewal\)](#)

**Due:**

Annually by the registration anniversary date.



North Dakota	<p><b>Agency</b> North Dakota Department of Labor and Human Rights</p> <p><b>Initial Application</b></p> <p><b>Fee:</b> \$200</p> <p><b>Form:</b> The Department of Labor and Human Rights will issue application forms upon request.</p> <p><b>License Renewal</b></p> <p><b>Fee:</b> \$200</p> <p><b>Form:</b> Forms are sent in the mail.</p> <p><b>Due:</b> Annually</p>
Ohio	<p style="text-align: center;"><b>NOT REQUIRED</b></p> <p>Employment Agency licensure is not required on the State level in Ohio</p>
Oklahoma	<p style="text-align: center;"><b>NOT REQUIRED</b></p> <p>Employment Agency licensure is not required on the State level in Oklahoma Oklahoma no longer requires employment agencies to obtain a license.</p>
Oregon	<p style="text-align: center;"><b>NOT REQUIRED</b></p> <p>Employment Agency licensure is not required on the State level in Oregon</p>



Pennsylvania	<p style="text-align: center;"><b>NOT REQUIRED</b></p> <p>Employment Agency licensure is not required on the State level in Pennsylvania</p>
Rhode Island	<p style="text-align: center;"><b>NOT REQUIRED</b></p> <p>Employment Agency licensure is not required on the State level in Rhode Island</p>
South Carolina	<p><b>Agency</b> South Carolina Secretary of State - Division of Business Filings</p> <p><b>Initial Application</b></p> <p><b>Fee:</b> \$300</p> <p><b>Form:</b> <a href="http://www.sos.sc.gov/Employment_Agencies">http://www.sos.sc.gov/Employment_Agencies</a></p> <p><b>License Renewal</b></p> <p><b>Fee:</b> \$100</p> <p><b>Form:</b> <a href="http://www.sos.sc.gov/Employment_Agencies">http://www.sos.sc.gov/Employment_Agencies</a></p> <p><b>Due:</b> Biennially by December 31.</p>
South Dakota	<p style="text-align: center;"><b>NOT REQUIRED</b></p> <p>Employment Agency licensure is not required on the State level in South Dakota</p>



Tennessee	<p style="text-align: center;"><b>NOT REQUIRED</b></p> <p>Employment Agency licensure is not required on the State level in Tennessee</p>
Texas	<p style="text-align: center;"><b>NOT REQUIRED</b></p> <p>Employment Agency licensure is not required on the State level in Texas</p>
Utah	<p style="text-align: center;"><b>NOT REQUIRED</b></p> <p>Employment Agency licensure is not required on the State level in Utah</p>
Vermont	<p style="text-align: center;"><b>NOT REQUIRED</b></p> <p>Employment Agency licensure is not required on the State level in Vermont</p>
Virginia	<p style="text-align: center;"><b>NOT REQUIRED</b></p> <p>Employment Agency licensure is not required on the State level in Virginia</p>



## Washington

### **Agency**

Washington Department of Revenue - Business Licensing Service

### **Initial Application**

**Fee:**

\$19

**Form:**

[Online](#)

### **License Renewal**

## West Virginia

### **Agency**

West Virginia Division of Labor

### **Initial Application**

**Fee:**

\$0

**Form:**

There is no form, but follow the instructions on the [fact sheet](#) to apply.

### **License Renewal**

**Fee:**

\$0

**Due:**

Annually



## Wisconsin

### Agency

Wisconsin Department of Workforce Development

### Initial Application

**Fee:**

1% of gross receipts for the license year. The minimum fee is \$50 and the maximum fee is \$300.

**Form:**

[https://dwd.wisconsin.gov/dwd/forms/erd/ls\\_86\\_e.htm](https://dwd.wisconsin.gov/dwd/forms/erd/ls_86_e.htm)

### License Renewal

**Fee:**

1% of gross receipts for the license year. The minimum fee is \$50 and the maximum fee is \$300.

**Form:**

[https://dwd.wisconsin.gov/dwd/forms/erd/ls\\_86a\\_e.htm](https://dwd.wisconsin.gov/dwd/forms/erd/ls_86a_e.htm)

**Due:**

Annually





## Wyoming

### Agency

Wyoming Department of Workforce Services

### Initial Application

**Fee:**

\$25

**Form:**

<http://www.wyomingworkforce.org/businesses/labor/info/>

### License Renewal

**Fee:**

\$25

**Form:**

<http://www.wyomingworkforce.org/businesses/labor/info/>

**Due:**

Annually