



Instructions for the Completion of  
**NYSDEC PERMIT APPLICATION—SUPPLEMENT**  
**Record of Compliance**

Make every effort to enter the information requested in the spaces provided on this form, but **attach additional sheets where space prohibits full and complete answers. If Record of Compliance form has been previously submitted in same calendar year, indicate date of submission, DEC Region and Application Number.**

Submit this form to the Regional Permit Administrator for the DEC region in which the facility is, or is proposed to be, located. See map below.

**ITEM NUMBER**

- 1 Enter the full name of the Applicant.
- 2 Enter the mailing address for applicant's principal place of business.
- 3 Enter applicant's New York State mailing address, if applicable.
- 4 Enter the type of organization.
- 5 Include all current permits.
- 6a Answer "yes" if any permit that you applied for was denied, or if any permit you were granted was ever revoked, cancelled, suspended or otherwise involuntarily terminated.
- 6b Answer "yes" if you are a party to any enforcement action pending with DEC.
- 7 Provide details for each "yes" answer to 6a or 6b. Be as specific as possible, using a separate sheet.
- 8 Check appropriate boxes.
- 9 Provide details for each "yes" answer to 8a through 8d. Be as specific as possible, using a separate sheet.
- 10 If a regulatory fee is owed, indicate the amount and status of any dispute filed.
- 11 This certification block is to be used only by an applicant who is an individual and **not** by a public or private corporation, co-partnership, political subdivision, government agency, authority, department or bureau of the State, municipality, industry, association, firm, trust, or estate. See 621.3(a)(2).
- 12 These questions and the certification block are to be completed only by an applicant that is a public or private corporation, to co-partnership, political subdivision, industry, association, firm, trust, or estate and who is not an applicant who is an individual. See 621.3(a)(2).

Contact the Regional Permit Administrator, Division of Regulatory Affairs, at the appropriate office of the Department, as given below, for assistance regarding the above requirements.

**Department of Environmental Conservation Regional Offices**  
**Division of Regulatory Affairs**

