

THIS REQUEST TO ADD DESIGNATED AGENTS FORM IS NOT A LICENSE AND DOES NOT GRANT NOR CONVEY ANY ADDITIONAL AUTHORITY DESIGNATED AGENTS CAN ONLY BE ASSIGNED TO EDUCATION/ EXHIBITION, PROPAGATION AND SCIENTIFIC COLLECTION LICENSES.

# REQUEST TO ADD DESIGNATED AGENTS

For Office Use Only  
Received Date Stamp

To report a change of address, please use [Change of Address or Contact Information form](#)  
To request an amendment to your license, use [License Amendment Request Application form](#)

To request the addition of Designated Agents to your current license, or to request Designated Agents for a new license, please complete the applicable section(s) below (please print clearly).

LICENSEE LAST NAME		FIRST		MI	
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I AM REQUESTING TO ADD THE DESIGNATED AGENTS LISTED BELOW TO THE FOLLOWING LICENSE(S):

LICENSE TYPE	LICENSE NUMBER	EXPIRATION DATE

IF THIS REQUEST IS FOR A NEW LICENSE, THEN JUST LIST THE LICENSE TYPE(S) FOR WHICH YOU ARE APPLYING.

I AM REQUESTING TO ADD THE FOLLOWING INDIVIDUALS AS DESIGNATED AGENTS ON MY LICENSE(S) LISTED ABOVE.

	NAME	ADDRESS	AGE	TELEPHONE
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

**IMPORTANT:** The individuals listed above cannot conduct any of the activities authorized by your license or handle any of the animals authorized by your license until Department has reviewed and approved your request **AND** you receive an amended license from the Department. The Designated Agent Request form is not a license and does not grant nor convey any additional authority.

I understand that I shall be liable and responsible for any activities conducted by designated agents pursuant to my license(s) and any actions by designated agents resulting from activities authorized by my license(s).

**NOTICE:** Pursuant to ECL Section 3-0301(2)(Q), false statements made on this application are punishable in accordance to Section 210.45 of the New York State Penal Law.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Amendment request applications are subject to the license application review and processing requirements of 6 NYCRR Part 175 – Special Licenses and Permits Definitions and Uniform Procedures

Amendment request applications may only be used for current and valid licenses. If your license has expired, you will need to submit a new license application form following the license procedures outlined on the Department’s web page: <http://www.dec.ny.gov/permits/359.html>.

MAIL YOUR COMPLETED APPLICATION AND REQUIRED DOCUMENT(S) TO:  
NYS Department of Environmental Conservation  
Special Licenses Unit · 5th Floor  
625 Broadway · Albany, New York 12233

For questions or concerns, please contact us  
Phone: (518) 402-8985 · Fax: (518) 402-8925  
Email: [SpecialLicenses@dec.ny.gov](mailto:SpecialLicenses@dec.ny.gov)  
Website: [www.dec.ny.gov/63.html](http://www.dec.ny.gov/63.html)