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INSTRUCTIONS FOR OBTAINING A NEW BUSINESS REGISTRATION

In order to obtain a license, you must submit to:

Department of Labor and Industries (DOLI)
7273 Linderson Way SW
First Floor
Tumwater, Washington 98502
(New licensees only may register at Field Service Locations. See location list provided.)

Submit the following:

1. Original Bond:

Obtained from Surety company or through an insurance agent
Original (signed and sealed)

ORIGINAL BOND MUST BE FILED WITH DOLI WITHIN 30 DAYS OF ISSUANCE

Keep a copy for your records

2. Original Liability Insurance Certificate:

Issued by Surety company or your Insurance Agent
Keep a copy for your records

3. Unified Business Identification (“UBI”) Number (for all new businesses):

These may be obtained at several locations. (See location list provided)

4. IRS or Social Security Number:

Needed for everyone except sole proprietor without employees.

5. Contractor’s Registration Application

Filled out completely and notarized. Must be notarized before being sent to the State.
(See application provided)

6. DOLI fees

A fee for every business number acquired.