



Attention

Before you send in your license application, please be sure you have included **ALL REQUIRED** documents. If the application packet is not complete, it will be returned to you. **You may not operate as a labor contractor unless you have a current license.** Using this checklist, review your application and documents. If you are applying to renew your license, please use the application and forms provided to you by this office for this purpose. (Forms used previously may have been revised.)

Place a check mark in each box to make sure you have completed and enclosed **ALL** required documents.

- Appropriate License Fee
- Completed Application (WH-37) with each and every question answered. Type or print clearly.
- Four current color** passport photographs (2" x 2")
- IRS Tax Compliance Certification Application (Final approval will be sent directly from IRS to BOLI)
- Oregon Department of Revenue Tax Compliance Certification
- Oregon Employment Department Tax Compliance Certification
- Vehicle Information Sheet (WH-150) if applicable
- Vehicle Insurance Certificate if transporting workers
- If a renewal application, include a copy of a:
 - Rights of Workers Notice (WH-151) or the equivalent used in your contracting
 - Agreement between Contractor and Worker (WH-153) or the equivalent used in your contracting
- Certificate of Workers' Compensation Insurance
- If using leased employees, a copy of:
 - Lease Contract, and
 - Certificate of Workers' Compensation Insurance from leasing agency
- Proof of Financial Responsibility Documents (See WH-126)
- Aggregate Bond Reduction Application (WH-124B), if applicable
- Bond Reduction Application (WH-124C), if applicable, must include required surety statements
- Certificate required if applying for EXEMPT license (WH-56)
- Employee Sponsorship Statement (WH-36), if applicable
- Certified statement (WH-35), if applying for NON-PROFIT CORPORATION license
 - Note, Proof of IRS 501(c) (3) exemption required for Non-profit corporation applications