

**Illinois Department of Labor**  
**INSTRUCTIONS FOR OBTAINING A NEW PRIVATE EMPLOYMENT AGENCY LICENSE**

The term of a private employment agency license is one (1) year. In most cases, approximately 4 weeks is needed for you to complete the requirements. Therefore, choose the day you wish to OPEN the agency and then file our completed application at least **thirty (30) days prior** to that date. NOTE: All contracts or forms must contain the full name and address of the employment agency. **P.O. Boxes will not be accepted.**

**PART 1 - REQUIREMENTS**

1. **BOND:** Have the bond form executed in the amount of \$5,000 and dated the day you wish to open the agency, **not** the date you purchased the bond. Bonds are usually purchased through an insurance agent. Return the **original** executed bond with the prospective agency owner's signature on the lower portion of the application. **THE ISSUE AND EXPIRATION DATES ON THE BOND WILL BE THE SAME ON THE LICENSE YOU ARE ISSUED.**
2. **APPLICATION:** You must fill in **all** blanks. Incomplete applications will be returned and will delay the issuance of your license. The ownership and style name of the agency on the application **must** agree with ownership and style name of the bond.) **YOU MUST SUBMIT A SIGNED ORIGINAL.**
3. **APPLICATION FEE:** The fee must be paid on-line. Please **click here** for on-line payment information. Your application fee is based on the number of counselors you intend to employ. Any increase in the number of counselors you employ during the year may result in an increased fee.

Less than 3 counselors .....	\$250
3 to 5 counselors .....	\$350
6 to 10 counselors .....	\$400
More than 10 counselors.....	\$500

4. **BACKGROUND INFORMATION:** A background information form must be completed by each of the corporate officers, the sole owner, all partners, and any other person with a financial interest mentioned in the application. **YOU MUST SUBMIT A SIGNED AND NOTARIZED ORIGINAL(S).**
5. **OPERATING EXPENSE:** File a list of estimated projected operating expenses for the first **three** months of business. These should include salaries, rent telephone, advertising and office expenses.
6. **CERTIFICATE OF INCORPORATION/PARTNERSHIP AGREEMENT:** File a copy of the certificate of incorporation or signed partnership agreement.
7. **AFFIDAVITS:** Two affidavits are required from each of the corporate officers, the sole owner, all partners, or any other person with a financial interest mentioned in the application. **YOU MUST SUBMIT SIGNED AND NOTARIZED ORIGINALS.**

**8. FORMS:** The forms required by law to be used in the agency are to be **designed by you**. Before printing your forms, you must submit a sample draft of each form to our office for approval. Refer to the Private Employment Agencies Act sections listed below for specific information required on each of the forms. ALL FORMS **MUST** BE IDENTIFIED WITH YOUR AGENCY NAME AND STREET ADDRESS. **P.O. BOXES WILL NOT BE ACCEPTED.**

<b>AGENCY FORM</b>	<b>APPLIES TO</b>	<b>REFERENCE</b>
Contract (or Theatrical Contract)	Agencies Charging Fee to Applicants	Section 515/5 & Subpart G
	Theatrical Agencies Charging Fee to Applicants	Section 515/8
Receipt	Agencies Charging Fee to Applicants	Section 515/5
Referral Slip	All Agencies	Section 515/5
	Domestic Agencies	Section 515/5 & Subpart H 680.860
Fee Schedule & Refund Policy	All Agencies	Section 515/1 & 515/5
Job Order	All Agencies	Section 515/3
Ad Register	All Agencies	Section 515/3 & Subpart C, 680.320
Application	All Agencies	Subpart A, 680.140
	Domestic Agencies	Subpart H, 680.801, 820, 830
Fee Transaction Record	All Agencies	Section 515/3
Physical Form	Domestic Agencies	Section 515/9.1 & Subpart H, 680.890
Reference Verification	Domestic Agencies	Subpart H, 680.840, 850, 860 & 870

## **PART II – MISCELLANEOUS**

- The sole owner or partners acting as employment counsellors are not required to be licensed as counsellors.
- However, if a corporation owns the agency, any officer of the corporation acting as an employment counsellor must be licensed.
- Request for applications for new employment counsellor licenses, for owners or employees, should be made and returned to the Department of Labor office during the agency licensing process.
- If you intend to employ counsellors who are already licensed, their licenses must be requested from the Department of Labor in writing.
- Each applicant shall study and know the contents of the entire Private Employment Agencies Act since he or she will be accountable after licensing for complete compliance of the Act.
- Agency phone numbers must be listed to the agency or owner at the address of the agency. Agency phone numbers may **not** be used in conjunction with any other business (Subpart F, 680.600).