



Application for Expeditors License

Complete and submit this application for a **NEW** Expeditors License.

PART A

Applicant / Business information

- Provide the contact information for applicant, business / company, and all corporations (if applicable).
- Provide license and tax account information.

A

Applicant Name: _____

Applicant Address: _____

Applicant Email: _____ Phone #: _____

Business/Company Name (if different from applicant): _____

Business/Company Address: _____

Business/company email: _____ Phone #: _____

Commercial Activity License #: _____ Philadelphia Business Income and Tax #: _____

Name all Pennsylvania corporations, including all limited liability corporations, in which the applicant has any equity interest, regardless of whether the applicant has a direct equity interest or applicant's equity interest is held through one or more tiers of a corporate structure, such as parent-subsidiary structure.

Name of Pennsylvania Corporation	Title	Home Address (include City, State, Zip Code)

PART B

Supplemental Information

- Insurance amounts:
 - *Professional Liability:* \$100,000

NOTE: The City of Philadelphia must be named as the certificate holder on an ACCORD form.

- Legal History:
You must provide copies of any civil judgements against you within the last ten years.

B

Verify the following information:

- An active certificate of insurance with the minimum insurance amounts is provided: ☐ Yes
- All City of Philadelphia taxes, charges and fees are current: ☐ Yes
- If you are not self-employed, a statement of current or prospective employment on the company letterhead and signed by the employer is provided with this application: ☐ Yes
- Were you employed at the City of Philadelphia (this includes positions on boards or commissions)? ☐ Yes ☐ No
Note: If you answered 'Yes', you must wait a year to make an application if you chose to leave voluntarily. You must wait five (5) years if you were involuntarily terminated.
- A Criminal History Record Search by the PA State Police is provided with this application: ☐ Yes
- Are there any civil judgements against you or records of conviction on you within the prior ten (10) years? ☐ Yes ☐ No
Note: If you pled "no defense" to crimes related to fraud or deceit or to violations of Public Office and Employee Ethics Law, you must wait at least six (6) years to make an application.
- Photo identification (2 in. x 2 in., color) is provided with this application: ☐ Yes

PART C

Limits and Conditions

C

- Expeditors or license applicants shall not currently be serving a period of Expediter license suspension.
- Expeditors shall not violate any law in the course of representing any client before the Department or the Review Boards, including, but not limited to, the provisions of Chapter 20-600.
- Expeditors shall not knowingly deceive, mislead, or threaten any client or prospective client in relation to any representation or solicitation to represent.
- Expeditors shall not misappropriate or fail to properly and promptly remit funds received from a client for the purpose of payment of any fee, fine, penalty or administrative cost to the Department or the Review Boards.
- Expeditors or license applicants shall not knowingly give false or misleading information in completing a license application, in providing changes of information to the Department, or in completing an entry of appearance form.
- Expeditors must follow all provisions of The Philadelphia Code.
- Expeditors must remain current on all City of Philadelphia taxes and fines. Failure to do so may result in the denial of permits and/or license renewals.

Declaration and Signature

I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statement herein I am subject to such penalties as may be prescribed by law or ordinance.

Applicant's Signature: _____

Date: _____