



# Division of Licensing Services

New York State  
Department of State  
Division of Licensing Services  
P.O. Box 22001  
Albany, NY 12201-2001  
Customer Service: (518) 474-4429  
<https://dos.ny.gov>

## Credit Card Authorization

The Department of State's Division of Licensing Services accepts MasterCard and Visa for payment of fees. To pay fees using a credit card, simply complete and sign this form and attach it to your application.

**We process credit card payments upon receipt.**

Please PRINT CLEARLY in blue or black ink.

### APPLICANT'S INFORMATION

Please enter the name of the person or company this payment is being made for.

LAST NAME:

FIRST NAME:

MIDDLE NAME:

COMPANY NAME:

UNIQUE I.D. NUMBER (if applicable)

### CREDIT CARD INFORMATION

NAME AS IT APPEARS ON CARD:

STREET ADDRESS:

APT / UNIT / P.O. BOX:

CITY:

STATE:

ZIP+4:

**Total Amount Due: \$** \_\_\_\_\_

Please charge to the following credit card:

MasterCard     Visa    Expiration Date: (Month) \_\_\_\_\_ (Year) \_\_\_\_\_

Credit Card No.: □□□□ - □□□□ - □□□□ - □□□□

If there is a problem processing this payment, we would like to be able to reach you by phone.

**Optional:** Daytime telephone number: (□□□) □□□ - □□□□

Cardholder's Signature: \_\_\_\_\_

Date: \_\_\_\_\_