



Guide to Your District of Columbia Home Improvement Salesperson License

Application Requirements

All applicants for a Home Improvement Salesperson license must comply with the following DC Code requirements:

Corporate Registration

All requirements for the Home Improvement Contractor must be met along with the following additional requirements:

Basic Business License Application

All applicants for a Basic Business License must complete an application, remit the associated payment, and submit the required supporting documentation.

Clean Hands Self-Certification

All applicants must certify that no more than \$100 is owed to the District of Columbia Government as a result of fees, penalties, interest, or taxes through completion of a Clean Hands Self-Certification.

Tax Number

All Applicants must provide their SSN at the time of application.

Police Criminal History Report (Form PD-70)

All applicants for a Basic Business License for the Home Improvement Salesperson category must provide a certified copy of his/her Police Criminal History Report from the jurisdiction of residence. A resident of the District of Columbia may obtain a Police Criminal History Report (PD-70) from the DC Metropolitan Police Department, Police

Phone: 681-214-0895

Email: ContractorServicesDC@gmail.com

Criminal History Report Division, 300 Indiana Avenue, NW, Room 1075, Washington, DC 20001. Call (202) 727-4245 for details. A non-resident shall obtain this report from the jurisdiction in which he/she resides. All of the partners in a partnership, and the president, vice president, secretary, and treasurer of a corporation must provide a Police Criminal History Report.

Affidavit

All applicants for a Basic Business License for the Home Improvement Salesperson category must include an Affidavit sworn to before a notary public, by a Home Improvement Salesperson located in and licensed to engage in the Home Improvement business in the District of Columbia, certifying that the applicant will be employed by the Home Improvement Contractor.

Digital Passport Photographs

All applicants for a Basic Business License for the Home Improvement Salesperson category must submit three (3) digital passport photos. The Department of Consumer and Regulatory Affairs reserves the right to reject new or renewal applications by mail if they do not meet DC Code and DC Municipal Regulations.

Identification

A copy of the applicant's driver's license or non-driver's identification containing the applicant's name, current address, and photograph is required.

Home Improvement Salesperson Designation Letter

All applicants for a Basic Business License for the Home Improvement Salesperson category must be associated with a license Home Improvement Contractor. Said Home Improvement Contractor must designate the applicant for the Home Improvement Salesperson category to work for the company. At least one Home Improvement Salesperson application must be submitted along with the application for the Home Improvement Contractor. Please refer to the Fact Sheet for the Home Improvement Contractor.

Investigation/Approval

This category of the Basic Business License is subject to a thirty (30) day background investigation prior to issuance of a license. This investigation will be conducted after a Basic Business License Application, all required supporting documentation, and payments have been received and accepted by the Business Licensing Division.