

Oklahoma Department of Labor



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COMMISSIONER OF LABOR

PRIVATE EMPLOYMENT AGENCY FREQUENTLY ASKED QUESTIONS

1. What is a Private employment agency?

- Any business operated in this state by any person, firm or corporation for profit which secures employment or by any form of advertising holds itself out to applicants as able to secure employment or to provide information or service of any kind purporting to promote, lead to or result in employment for the applicant with any employer other than itself, where any applicant may become liable for the payment of a fee to the private employment agency, either directly or indirectly.

2. Can you mail me information about Private Employment Agency Requirements?

- Yes, we have a pamphlet of the Laws Governing the Operation of Private Employment Agencies that can be mailed to you.

3. What do I need to submit to apply for a Private Employment Agency License?

- 1. \$250.00 license fee (non-refundable)
- 2. Surety Bond
- 3. Notarized statement from the licensee of the agency or agencies where you have been employed, containing your inclusive dates of employment and job title.
- 4. On the last page of your application, you are required to list three personal references. You may submit notarized reference letters with your application, or we will request the reference letters by mail upon receipt of your application.
- 5. If you are submitting a corporate application, please include a copy of your Articles of Incorporation and Organizational Minutes. The Minutes should reflect that you are an incorporator, an officer of the corporation and General Manger of the agency.

4. What do I need to submit to renew my license?

- \$250.00 license fee (non-refundable)
- Surety Bond

****Note** Upon completion of one (1) year of operation, the amount of the bond shall be reduced to Three Thousand Dollars (\$3,000.00) and shall remain fixed at that amount until the completion two (2) years of operation, at which time, the amount of the bond shall be reduced to One Thousand Dollars (\$1,000.00) so long as the agency remains under the management of the originally licensed operator.**

5. Does the Department of Labor regulate temporary agencies?

- No

6. What do I need to do to file a complaint on a Private Employment Agency?

- A complaint against an employment agency shall be made in writing to the Administrator. We will mail you a complaint form upon request. Fill complaint out completely and return to ODOL 3017 N Stiles, Ste. 100 Oklahoma City, OK 73105