

File Format for Title 36 (Business License) Reporting

This document shows the data that entities will submit with respect to the Issuance of Private Employer Business Licenses.

File Layout: Issuance of Private Employer Business Licenses – Title 36

FIELD NAME	SIZE	RULE	REQUIRED?
License, Certificate or Document Number	1-50	Text	Y
Name of Person to Whom Issued	1-200	Text	Y
Name of Business to Whom Issued	1-200	text	Y
E-Verify Number Reported on Affidavit	4-7	Number (4 to 7 digits)	Y
Exempt (see note 1 below)	1	Y/N	N

(Note 1) If entity reports that the private employer is exempt, no E-Verify Number is required.

Sample listed below:

Note: Column headings are shown for illustration purposes only and should not be included in the file (only the data). This is only an example. The order of columns should be as follows.

License, Certificate or Document Number	Name of Person to whom issued	Name of Business to whom issued	E-Verify number reported on affidavit	Exempt
12345	John Doe	The Best Alarm	45211	N
23-345	Susan Day	Happy Days, Inc		Y
45-8954	Fred Alter	Cleaning Services	78942	N
62-785	Bill Black	Honda Cars, Inc	124587	N

- **License, Certificate or Document Number** – must be unique
- **E-Verify Number** – must be a number
- **Exempt** – if exempt is (Y) Yes, then no e-verify number is required (Y/N)