Instructions for Energy Broker and Energy Consultant Surety Bond Template

1. Do not alter the text set forth in this template. Any alterations to the text set forth in this template may result in rejection of this surety bond.
2. The energy broker/energy consultant is the Principal in this agreement and must insert its name and place of business where applicable.
3. The name and place of business of the Surety must be provided.
    a. Please Note: The Commission will only accept a surety bond from an entity authorized to transact business as a surety in the State of New York by the Superintendent of Insurance of New York State. Such authorized businesses may be found on the website of the Department of Financial Services: https://www.dfs.ny.gov/who_we_supervise.
4. Energy brokers must provide a bond in the amount of $100,000 and energy consultants must provide a bond in the amount of $50,000. Any entity registering as both an energy broker and energy consultant need only provide a bond in the amount of $100,000.
5. Both the energy broker/energy consultant (Principal) and the Surety must sign the agreement in the presence of a notary public. ***Please note*** that there are separate signature lines provided on page 2 of the template for a Principal that is an individual and a Principal that is a business entity.
6. ***Please note*** that there are two separate parts provided on page 3 for the acknowledgment of the Principal. The notary public should fill out the top part for any energy broker/energy consultant that is NOT a corporation. The notary public should fill out the bottom part for any energy broker/energy consultant that is a corporation.
7. The completed and executed original Surety Bond must be submitted to the Department of Public Service at this address:

    Department of Public Service
    Attn: Finance and Budget Section
    New York State Department of Public Service
    3 Empire State Plaza, 16th Floor
    Albany, NY 12223-1350

If you have any questions regarding the surety bond template please submit them to brokerconsultantquestions@dps.ny.gov. If the surety bond is incomplete or incorrectly filled out it will be rejected.