

**Instructions to apply for a license pursuant to
Local Law 2 Chapter 165, Pawnbroker, Secondhand Dealer and Jewelry and Coin Exchange
Dealers**

✓ **Complete the application form.**

- You may obtain the electronic application form at <http://www.irondequoit.org>
- (click on Forms, Clerk forms)
- The application must be fully completed and submitted electronically by emailing it to Town of Irondequoit Town Clerk, Barbara Genier at bgenier@irondequoit.org.
- Once the application is received by the Town Clerk's Office, a phone interview will be set up to review your application.
- All changes and updates to the application should be made after the interview and the final application shall be printed out and **signed in the presence of a notary public.**

✓ **Complete a background check.**

- Register on-line with IdentoGO at www.identoGO.com to schedule a live scan fingerprint New York State criminal record check or by phone at 1-877-472-6915.

On-line IdentoGO registration instructions:

- Go to www.identoGO.com
 - Click on the NYS image
 - Click on the online scheduling link at top of page
 - Select language
 - Enter name
 - Enter the ORI number – NYDCJSPRY (you will need an unsuppressed record)
 - Follow prompts to select location, date and time
 - Complete the personal information sections
- Report to an IdentoGO office for your fingerprint scan and to complete paperwork. IdentoGO has the following locations:
36 West Main St Suite 545, Rochester, NY 14614
3300 Monroe Ave Suite 206, Pittsford, NY 14618
 - Receive your criminal record check in the mail from IdentoGO. **DO NOT OPEN THE LETTER.**

✓ **Submit the application form and background check.**

- The business owner or the daily business operator shall **hand deliver** the **original** application form, the **unopened** New York State criminal record check received from IdentoGO, valid government issued photo identification and \$300.00 in the form of cash, money order or bank check to the Irondequoit Town Clerk's Office located at 1280 Titus Ave, Rochester, NY 14617. Make money orders or bank checks payable to the **"Town of Irondequoit"**.
- Once your application is received and your fee is paid, the Clerk will provide you with a receipt.
- You will be notified by the Town Clerk's Office once your application has been reviewed.

**OFFICE OF THE TOWN CLERK
TOWN OF IRONDEQUOIT
1280 Titus Avenue
ROCHESTER, NY 14617**

LICENSE APPLICATION

CHECK ONE: **NEW:** **RENEWAL:**

- Indicate with an "X"**
- Pawnbroker** **[Local Law 2 Chapter 165]**
- Secondhand Dealer** **[Local Law 2 Chapter 165]**
- Jewelry and Coin Exchange** **[Local Law 2 Chapter 165]**

LICENSE FEES ARE NOT PRORATED AND ARE NON-REFUNDABLE AND NON-TRANSFERABLE
WARNING: The Irondequoit Town Clerk may deny a license to any person who makes a material misrepresentation on an application.

1	Business Information:			
Enter text _____		Tax ID No. Enter text _____		
Name of Business				
Enter text _____		Enter text _____		
Business Phone (include area code)		Email Address		
Enter text _____				
Describe the nature of the business activities (ex. items bought and sold)				
Enter text _____		Enter text _____	Enter text _____	Enter text _____
Business Address		City	State	Zip
Hours of Operation: Enter text _____				
List all e-commerce websites and account associated with the business:				
Enter text _____				
Enter text _____				

2	Business Owner: (Valid Government Issued Photo ID Required)			
Enter text _____				
Full Name of Business Owner (Include Maiden Name if applicable)				
Enter text _____		Enter text _____		
Date of Birth		Email Address		
Enter text _____		Enter text _____		
Residence Phone		Cell Phone		
Enter text _____		Enter text _____	Enter text _____	Enter text _____
Residence (No P.O. Box)		City	State	Zip
Are you the sole owner of the business?				
Yes <input type="checkbox"/> No <input type="checkbox"/> If "NO", complete Box #4				

3	Daily Business Operator: (if other than owner) (Valid Government Issued Photo ID Required)			
	Enter text			
	Full Name of Daily Business Operator (Include Maiden Name if applicable)			
	Enter text		Enter text	
	Date of Birth		Email Address	
	Enter text		Enter text	
	Residence Phone		Cell Phone	
Enter text		Enter text		
Residence (No P.O. Box)		City		
Enter text		Enter text		
State		Zip		
Enter text		Enter text		

4	NOTE: If the owner or operator is a partnership, corporation, D.B.A. or other business entity, set forth the following information for all of the principals of the business (attach additional sheets if necessary):				
	Name of Business Entity: Enter text				
	Full Name	Title	Date of Birth	Home Address	Phone Number
	Enter text	Enter text	Enter text	Enter text	Enter text
	Enter text	Enter text	Enter text	Enter text	Enter text
	Enter text	Enter text	Enter text	Enter text	Enter text
	Enter text	Enter text	Enter text	Enter text	Enter text

5	Do you currently, or have you ever, operated any other business in the Town of Irondequoit which was required to obtain a Certificate of Use, Business Permit or State or Local License?	
	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/> If YES, please list:
	Enter text	
	Name of Business	Address
	Enter text	Enter text
	Name of Business	Address
	Enter text	Enter text

6	Property Owner:			
	Enter text		Enter text	
	Full Name of Property Owner		Date of Birth	
	Enter text		Enter text	
	Residence Phone		Cell Phone	
	Enter text		Enter text	
	Residence (No P.O. Box)		City	
Enter text		Enter text		
State		Zip		
Enter text		Enter text		

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Identity of employees (attach additional sheets if necessary)	
Name	Date of Birth
Enter text	Enter text

8

Has the owner or operator had any previous involvement with any other pawn shop, secondhand dealer store or jewelry and coin exchange?

Yes No

If YES, please provide the following information for each one (attach additional sheets if necessary)

Enter text	Enter text
Name of Owner of Operator	Name of Business
Enter text	Enter text
Location	Dates Involved

9

In the past two years has the business, business owner or manager had a pawnshop, secondhand dealer or jewelry and coin exchange dealer's license or permit suspended or revoked or denied? If so please provide any written documentation that you received on your suspension, revocation or denial.

Yes No

If YES, please provide the following information for each one (attach additional sheets if necessary)

Name of Owner or Operator: Enter text

Name of Business: Enter text

Location: Enter text

Brief Explanation/Reason: Enter text

Enter text

10

Is any merchandise from your pawnshop, secondhand dealer or jewelry and coin exchange, sold or distributed at a different location, by private persons or business at off site locations, or through online stores? (such as ebay, amazon, overstock, or private vendors).

Yes **No**

If Yes, please provide the following information for each one (attach additional sheets if necessary)

Name of Agent or business: _____

Address for above: _____

Email: _____

Online site name and user
Information for above: _____

Name of Agent or business:

Online site name and user
Information:

Name of Agent or business:

Online site name and user
Information:

ACKNOWLEDGMENTS

11

I understand and acknowledge that completion and submission of the application does not constitute a valid license/permit and that operation of my business is not permitted until my application has been approved and the license issued by the Town of Irondequoit's Town Clerk .
_____ (Initial)

12

I understand and acknowledge that the license holder and/or their employees shall operate the business so that it is not a source of disruption or disorder in and around the area where the business is located and shall cooperate with any and all investigations relative to the business.
_____ (Initial)

13

I understand and acknowledge that the applicant and/or operator shall maintain all licenses required for the operation of the business and shall notify the License Unit of the Town of Irondequoit's Town Clerk Office in writing of any change in status of said licenses.
_____ (Initial)

14

I understand and acknowledge that licenses are not transferrable and that prior to changing the name, type, location or ownership and/or management of the business, the applicant and/or operator shall notify the License Unit of the Town of Irondequoit's Town Clerk Office.
_____ (Initial)

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I understand and acknowledge that licenses issued by the Town of Irondequoit are annual licenses. Pawnbroker, Secondhand Dealer and Jewelry and Coin Exchange licenses expire automatically on **December 31** of each year. I understand I must apply for a renewal license prior to January 1st the following year.
_____ (Initial)

16

I understand and acknowledge that as the owner/operator of a licensed business, I shall not operate the business or permit any occupancy beyond the hours set forth by law and set forth on said license.
_____ (Initial)

17

I understand and acknowledge that I am responsible for knowing and obeying, and ensuring that my employees know and obey, applicable laws and rules as contained in the Local Laws of the Town of Irondequoit, including Local Law 2 Chapter 165, as well as any applicable village, town, state and Federal Laws.
_____ (Initial)

NOTICE

Pursuant to Penal Code §210.45 it is a crime punishable as a Class A Misdemeanor under the laws of the State of New York for a person, in and by written instrument, to knowingly make a false statement or to make a statement which such person does not believe to be true.

I acknowledge that all the information contained in this application is correct, to the best of my knowledge, and I understand that making false statements on this application may result in the denial or revocation of the license issued by the Town of Irondequoit.

SUBSCRIBED AND SWORN TO BEFORE ME

THIS _____ DAY OF _____ 20 _____

PRINT NAME OF APPLICANT

SIGNATURE OF APPLICANT

Notary Public /Commissioner of Deeds

Date of Expiration

YOUR SIGNATURE MUST BE NOTARIZED OR THE APPLICATION WILL BE RETURNED TO YOU

OFFICE USE ONLY

TOWN OF IRONDEQUOIT'S TOWN CLERK OFFICE

Criminal Check: Application Fee: Zoning: Fire:

Applicant Contact: In Person: Telephone:

Inspection of Premises:

Approved: Denied: Conditionally Approved:

License No. _____

Town Clerk Barbara Genier Date
Licensing Unit

Sgt. Mark Bean Date
Irondequoit Police Department