

INSTRUCTION SHEET FOR
APPLICATION FOR SECONDHAND PRECIOUS METAL AND GEMS DEALER LICENSE
SULLIVAN COUNTY CLERK

PLEASE READ CAREFULLY AND FOLLOW ALL INSTRUCTIONS

REQUIREMENTS: Applicant must be 18 years or older.

APPLICATION FORMS: Print or type in BLACK INK ONLY. Do not sign the application until you are before a notary. (We have notaries here) You are expected to answer all questions on the application truthfully and completely. You must disclose all convictions as requested.

FINGERPRINTS: Are done electronically. You must submit fingerprints for each of the principals in the business, including all owners, sole proprietors, partners, and for corporations, all officers, principals, directors, and stockholders holding more than 5% of the outstanding stock. Call toll-free 877-472-6915, or go online at <https://uenroll.identogo.com> to make an appointment. When you call, you will be required to give an ORI number and location. The ORI number is NY052013J, and the location is the Sullivan County Clerk- Precious Metal Dealer License, Monticello, NY, 12701. Please submit a copy of your electronic fingerprint receipt. **YOU MUST SUBMIT YOUR APPLICATION TO THE COUNTY CLERK'S OFFICE WITHIN 2 WEEKS OF HAVING YOUR FINGERPRINTS TAKEN.**

PICTURES: You need two (2) full front face pictures, 2"X2" in size, and on a plain background. **DO NOT WEAR A HAT OR SUNGLASSES.** Passport pictures may be used. The picture must be taken within 60 days of the date of the submitted application. We take pictures here for \$15.

BOND: You will need to submit a bond or other surety to the County of Sullivan with your application in the sum of Two Thousand dollars (\$2,000). Such bond shall remain in full force and effect for the entire period for which the license is issued. Licenses are issued for 1 year.

FEES: Application fee to be paid at the time of the submission of the application is \$200, which can be either cash or check. Make check payable to the SULLIVAN COUNTY CLERK.

You will also need to provide a copy of your Driver's License, and a certified copy of your Certificate of Incorporation.

RENEWALS: Each year on the anniversary of your license you will be required to pay a renewal fee in the amount of \$100. This renewal fee is due no earlier than 30 days and no later than 15 days before the license is due to expire. Failure to pay the renewal fee within the time period set forth will require you to submit a new application. Please call for an appointment: 845-807-0416 (Barbara) or 845-807-0417 (Amy).

Return completed applications to Russell Reeves, Sullivan County Clerk, 100 North Street, Monticello, NY 12701.