

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

**New Application is \$300.00 and a Renewal Application is \$150.00**

✓ **Complete the application form.**

- You may obtain the electronic application form at <http://www.irondequoit.gov>
- (click on Forms, Clerk forms)
- The application must be fully completed and submitted electronically by emailing it to Town of Irondequoit Town Clerk, Latasha Elder at [clerk@irondequoit.gov](mailto:clerk@irondequoit.gov).
- 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](http://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](http://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 or \$150.00 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**

**2025 LICENSE APPLICATION**

**CHECK ONE:**            **NEW (\$300.00):** ☐            **RENEWAL (\$150.00):** ☐

**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.

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

<b>2</b>	Business Owner: (Valid Government Issued Photo ID Required)
	Full Name of Business Owner (Include Maiden Name if applicable) _____
	Date of Birth _____ Email Address _____
	Residence Phone _____ Cell Phone _____
	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)			
	Full Name of Daily Business Operator (Include Maiden Name if applicable)			
	Date of Birth		Email Address	
	Residence Phone		Cell Phone	
	Residence (No P.O. Box) City		State	Zip

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: _____				
	Full Name	Title	Date of Birth	Home Address	Phone Number

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	No	If YES, please list:
	Name of Business		Address
	Name of Business		Address

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

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

8	Has the owner or operator had any previous involvement with any other pawn shop, secondhand dealer store or jewelry and coin exchange? Yes <input type="checkbox"/> No <input type="checkbox"/> If YES, please provide the following information for each one (attach additional sheets if necessary)	
	Name of Owner of Operator	Name of Business
	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 <input type="checkbox"/> No <input type="checkbox"/> If YES, please provide the following information for each one (attach additional sheets if necessary)	
	Name of Owner or Operator:	
	Name of Business:	
	Location:	
	Brief Explanation/Reason:	

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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

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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)

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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)

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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)

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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 1<sup>st</sup> 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)

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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)

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**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: InPerson: ☐ Telephone: ☐

Inspection of Premises: ☐

Approved: ☐ Denied: ☐ Conditionally Approved: ☐

License No. \_\_\_\_\_

\_\_\_\_\_  
**Signature of Town Clerk**

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Signature of Chief of Police**

\_\_\_\_\_  
Date

01/2025 Town Clerk Latasha Elder  
Licensing Unit

Chief Scott Peters  
Irondequoit Police Department