

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 old or more.

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

FINGERPRINTS: Are now being electronically submitted. 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 and ask to speak to supervisor Sherri Rani, or go online at www.L1enrollment.com to make an appointment. The closest locations would be 1980 State Route 52, Suite #2, Liberty, NY or 40 Matthews Street, Suite 103, Goshen, NY. Other locations are available online or by calling the toll free number. When you call you will be required to give an ORI number and location. The ORI number is NY052013J the location is the Sullivan County Clerk – Precious Metal Dealer License, Monticello, NY, 12701. The fee of \$102.25 can be paid online or at the time of fingerprinting. 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” x 2” in size. **DO NOT WEAR A HAT OR SUNGLASSES.** Passport pictures may be used. Please make sure the photograph is on a plain background. The picture must be taken within 60 days of the date of the submitted application. Pictures can be taken at the County Clerk’s office for a fee of \$15.00.

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 (\$2,000.00). 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 \$200.00 - which can be either cash or check. Make check payable to the SULLIVAN COUNTY CLERK.

RENEWALS: Each year on the anniversary of your license you will be required to pay a renewal fee in the amount of \$100.00. 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.

Return completed, signed, notarized applications to Hon. Daniel L. Briggs, Sullivan County Clerk,
100 North Street, Monticello, N.Y. 12701.