

**Instructions to apply for a license pursuant to
Local Law Chapter 384, Pawn Shop, Secondhand Dealer And Jewelry And Coin Exchange Dealers**

✓ **Complete the application form.**

- You may obtain the electronic application form at <http://www2.monroecounty.gov/sheriff-county-law-chapter-384>.
- The application must be fully completed and submitted electronically by e-mailing it to Deputy Josh Carlson of the Monroe County Sheriff's Office Licensing Compliance Unit at mcsolicensing@monroecounty.gov.
- Once the application is received by the Licensing Compliance Unit 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 the online scheduling link at top of page
 - Select language
 - Enter name
 - Enter the ORI number - **NYDCJSPRY**
 - 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 \$150.00 in the form of cash, money order or bank check to the Records Desk at the Monroe County Sheriff's Office located at 130 South Plymouth Avenue, Rochester, New York 14614. [Make money orders or bank checks payable to the "**Monroe County Sheriff's Office**"].
- Once your application is received and your fee is paid, the Records Clerk will provide you with a receipt.
- You will be notified by the Sheriff's Office once your application has been reviewed.