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Visit nyc.gov/BusinessToolbox.
Click Apply for instructions to submit
your license application online.

OR

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Secondhand Dealer General License Application Checklist

Who Must Have a Secondhand Dealer General License?

A person or business that buys or sells used goods, other than automobiles, in New York City must have a Secondhand Dealer General license.

This description is only a general explanation of who must have a Secondhand Dealer General license.

Exemptions: Garage sales and not-for-profit organizations are not required to have a Secondhand Dealer General license.

License Requirements

The Department of Consumer and Worker Protection (DCWP) will deny your application if you fail to provide the required documents and information:

- ☐ **Basic License Application**
- ☐ **Sales Tax Identification Number OR Application Confirmation Number**
To apply for a Certificate of Authority to collect sales tax, visit
www.busessexpress.ny.gov.

☐ **Copy of \$1,000 Compliance Bond, properly signed**

The copy of the bond must name the City of New York as the Certificate Holder. Your corporate name, Doing-Business-As (DBA) name (if any), and premises address must be exactly the same on all documents. You must also submit a copy of the bond receipt showing that the bond has been paid in full and does not expire before the end of the licensing period.

A list of bonding companies is available at nyc.gov/dcwp. Search “bonding companies.” The list on the DCWP website is not exhaustive, and DCWP does not endorse or recommend any particular bonding company.

☐ **Fingerprints and Processing Fee**

All sole proprietors, general partners, corporate officers, principals, directors, members, and all shareholders owning more than 10% of company stock must schedule an appointment with IdentoGO to be fingerprinted:

- Visit <https://uenroll.identogo.com>
- Enter:
 - **Service Code.** Enter 1585KT
 - **Agency ID.** Enter numbers only from Application Number. Application Number is on your receipt or confirmation letter when you apply online.
Example: For Application Number 1234567-2023-AHIC, enter only 12345672023 as Agency ID.
- Follow the instructions and pay the required fee(s).

IMPORTANT:

- Anyone required to be fingerprinted should schedule an appointment as soon as possible to complete this requirement.

☐ **Granting Authority to Act Affirmation**

Required if someone other than the license applicant will prepare and submit this application. The applicant must sign the license application and all related forms.

☐ **License Fee**

License Period: 2 years	Expiration Date: July 31 Odd Years	License Fee:	
If You File Your Application Between These Dates:		Option 1	Option 2
From August 1 in an odd year to January 31 in an even year		Pay \$340 for a license expiring July 31 of the next odd year. <i>(Valid for at most 24 months.)</i>	
From February 1 in an even year to July 31 in an even year		Pay \$255 for a license expiring July 31 of the next odd year. <i>(Valid for at most 18 months.)</i>	
From August 1 in an even year to January 31 in an odd year		Pay \$170 for a license expiring July 31 of the next or same odd year. <i>(Valid for at most 12 months.)</i>	
From February 1 in an odd year to July 31 in an odd year		Pay \$85 for a license expiring July 31 of the same odd year. <i>(Valid for at most 6 months.)</i>	Pay \$425 for a license expiring July 31 of the following odd year. <i>(Valid for at most 30 months.)</i>

Pay by:

- ☐ Credit card (Visa, MasterCard, American Express, Discover Card only)
(Online or in person)
You will be charged a nonrefundable 2% Convenience Fee.
- ☐ eCheck *(Online)*
- ☐ Check or money order payable to DCWP *(In person or by mail)*

Important Message about Business Certificate

You must have the applicable Business Certificate based on your business's legal structure. Although DCWP does not require submission of your Business Certificate in order to process your application, DCWP may request this document under section 20-104 of the New York City Administrative Code.

Sole proprietors operating under a name other than your own must have a Business/Assumed Name Certificate.

Partnerships must have a Partnership Certificate and, if applicable, an Assumed Name Certificate for your business.

Corporations, Limited Partnerships, Limited Liability Companies, or Limited Liability Partnerships must register and remain active with the New York State Division of Corporations. You can check your status at www.dos.ny.gov/corps.

Additional City or State Permits/Licenses/Clearances You May Need

If you or your business plans to sell cell phones, audio equipment, video equipment, photographic equipment, computers or computer equipment, or calculators, you may also be required to obtain an *Electronics Store* license from DCWP.

If you or your business plans to repair or service, or accept for repair or service elsewhere, electronic equipment and/or home appliances, you must also obtain an *Electronic & Home Appliance Service Dealer* license from DCWP.

If you or your business plans to lend money on deposit or pledge of personal property, you must obtain a *Pawnbroker* license from DCWP.

If you or your business plans to buy, sell, or accept trade-ins of secondhand automobiles, you must also obtain a *Secondhand Dealer Auto* license from DCWP.

Questions? We're here to help!

- **Email:** onlineappsdocs@dcwp.nyc.gov
- **Phone:** (212) 487-4060. (Monday - Friday, 8 a.m. - 4 p.m.)

Free Interpretation Services are available on-site. To request a disability-related accommodation, visit nyc.gov/dcwp and search "accommodations" or email DCWP's Americans with Disabilities Act (ADA) Coordinator at DCWPADACoordinator@dcwp.nyc.gov.

Additional Resources for Secondhand Dealer General

- For the laws and rules that may affect your business, visit nyc.gov/BusinessToolbox.
- For **Inspection Checklist: Secondhand Dealers**, visit nyc.gov/BusinessToolbox.
- For resources to help your business open, operate, and grow, visit nyc.gov/business.