



DEPARTMENT OF CONSUMER AND
WORKER PROTECTION (DCWP)
LICENSING CENTER
42 Broadway, Lobby
New York, NY 10004

By Appointment Only Hours:

Monday-Thursday: 8 a.m. – 4 p.m.
Last appointment: 3:30 p.m.

NYC SMALL BUSINESS
SUPPORT CENTER
90-27 Sutphin Blvd, 4th Floor
Jamaica, NY 11435

By Appointment Only Hours:

Tuesday-Thursday: 8 a.m. – 4 p.m.
Last appointment: 3:30 p.m.

COVID-19 ALERT

For health and safety reasons, the DCWP Licensing Center and NYC Small Business Support Center cannot serve walk-ins, but you can schedule an appointment to submit your license application in person. See **Application Filing Process** section.

Note: As in-person service is limited, we encourage you to use our online service which is available 24/7 at nyc.gov/BusinessToolbox.

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.

Quick List of Requirements to Apply for a Secondhand Dealer General License

See Requirements section for detailed descriptions. Make sure you provide all requirements; otherwise, your application is incomplete. DCWP can only consider complete applications for license issuance.

- Basic License Application
- Sales Tax Identification Number OR Application Confirmation Number
- Copy of \$1,000 Compliance Bond, properly signed
- Fingerprints and Processing Fee
- Granting Authority to Act Affirmation (*if applicable*)
- License Fee

Submitting your application does not mean your license is automatically approved.

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.

Application Filing Process



Go to www.nyc.gov/BusinessToolbox to submit your application online using a laptop or desktop computer only.

OR



Schedule an appointment to file in person at the DCWP Licensing Center or NYC Small Business Support Center (addresses on page 1).

By Email: LicensingAppointments@dca.nyc.gov

By Phone*: Call (212) 436-0441. (Monday - Friday, 8 a.m. - 4 p.m.)

*This number is to schedule an appointment for in-person service only. For general questions, email onlineappsdocs@dca.nyc.gov.

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

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.

Requirements

DCWP will deny your application if you do not submit these required documents and information:

- **Basic License Application** (attached).
- **Sales Tax Identification Number OR Application Confirmation Number.**
To apply for a Certificate of Authority in order to collect sales tax, visit www.businessexpress.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 Record ID Number. Record ID Number is on your receipt or confirmation letter when you apply online.
Example: For Record ID Number 12345-2021-AHIC, enter only 123452021 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, if applicable** (attached).
Required if someone other than the license applicant will prepare and submit this application.

Note: 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:

- Check or money order payable to DCWP. *(In person)*
- Credit card (Visa, MasterCard, American Express, Discover Card only).
You will be charged a nonrefundable Convenience Fee. *(In person or online)*

Additional Resources for Secondhand Dealers

- 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.