

**COUNTY OF DUTCHESS**  
**DEPARTMENT OF BEHAVIORAL & COMMUNITY HEALTH**  
**DIVISION OF WEIGHTS AND MEASURES**  
**SECONDHAND DEALERS LICENSE**

THE FILING OF AN APPLICATION DOES NOT CONSTITUTE PERMISSION TO OPERATE AS  
A SECONDHAND DEALERS LICENSED ESTABLISHMENT.  
A LICENSE MUST ACTUALLY BE IN POSSESSION OF THE LICENSEE BEFORE  
ANY OPERATION MAY BE LEGALLY CONDUCTED.

Failure to complete the required information or the provision of false information on the application may result in the denial of said application for a license or any renewal thereof, as well as cancellation or revocation in the event such license has been issued.

The licensing provided shall apply solely to Local Law 5 of 2018 of the County of Dutchess and the issuance of a license is subject to verification under the requirements of this local law.

1. THE APPLICANT must ***first call*** the Dutchess County Sheriffs' Office, Pistol License Bureau, 108 Parker Avenue, Poughkeepsie, New York at 845-486-3883 to make an appointment to hand deliver the Secondhand Dealers Application for processing. A fee of \$85.00 will be charged for Fingerprinting and a Criminal Background Check by the Sheriff's Office, payable to New York State Division of Criminal Justice Services.
2. The Sheriffs' Office will perform a background investigation through the New York State Division of Criminal Justice Services. The applicant shall comply with all Federal, State and Local requirements necessary to authorize the Sheriff to conduct a criminal history investigation, including fees and consents, if necessary. Upon obtaining the applicant's fingerprints and necessary fees, the Sheriff shall request a criminal history investigation through the New York State Division of Criminal Justice Services.
3. The Sheriffs' Office will stamp date "Received" on the left front bottom corner of the application and will return the application to the applicant.
4. THE APPLICANT mails the application to the Division of Weights and Measures, 98 Peach Road, Poughkeepsie, NY 12601, with a \$75.00 check or money order made out to the Dutchess County Commissioner of Finance for the original application fee. This is in addition to the fees charged by the Dutchess County Sheriff's Office/New York State Division of Criminal Justice Services.
5. If the licensee resides outside of Dutchess County, New York, the Application Form for Local Licensee for the Service of Process Secondhand Dealers must be completed and submitted.
6. Upon receipt of the investigation, the Sheriff shall inform the Director of Weights and Measures in writing as to whether or not the applicant qualifies for a license pursuant to Section 10. The contents of the investigation shall not be disclosed by the Sheriff.
7. The Division of Weights and Measures will then contact the applicant.

Dated: 06/1/2019