

Troy City Clerk  
433 River St.  
Troy NY 12180



Phone (518) 279-7134  
Fax (518) 270-4639

Office of the City Clerk

**Secondhand Dealers**

LOCAL LAW #3 CHAPTER 242:1-14

**Annual Registration Renewal is Required**

Applicant Name: _____	Photo copy of Drivers License:
Street Address: _____	
City: _____ State: _____ Zip: _____	
Phone #: _____	
Trade Name: _____ <b>Attach Trade Name Certificate</b>	
Business Email Address: _____	
Partnership Conducting Business: _____	
Corporation: _____ <b>Attach copy of Certificate of Incorporation</b>	

Have you ever been convicted of any crime (felony or misdemeanor)? \_\_\_\_\_  
If yes, explain: What offense? When? In what court? \_\_\_\_\_

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Applicants will be fingerprinted **only once the first time application is submitted** by D.C.J.S. Your fingerprints will be forwarded to the Troy Police Department. For the most current procedural information, contact Troy Police Identification Clerk at 518-270-4680. **Fingerprinting is required.** Contact L1 Enrollment Services at 877-472-6915 or [www.L1Enrollment.com](http://www.L1Enrollment.com) and use **ORI#NY0410201**. There is a charge for this service: Make payment directly to L1 Enrollment.

Street address at which you will conduct business: \_\_\_\_\_  
Owner of Property where business is conducted: \_\_\_\_\_  
Describe your rental or lease agreement and *attach a copy of the agreement to this application form*: \_\_\_\_\_

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Written description of business: Describe your business in detail on a separate sheet and *attach it to this application form*.

How long have you been a resident of Troy? \_\_\_\_\_

How long have you been conducting business in Troy? \_\_\_\_\_

What was your previous place of employment? \_\_\_\_\_

Has applicant, applicants, or any manager either alone or with someone else, previously acted as dealer in second hand articles?

If yes, explain : \_\_\_\_\_

If Business is a Corporation, applicant must furnish name, address and title of officers of corporation or designated agent of service upon whom process or other legal notice may be served.

OFFICER or AGENT	ADDRESS	TITLE

I AGREE TO ABIDE BY ALL PROVISIONS OF THE TROY CITY CODE AS IT PERTAINS TO THE LICENSE I HAVE APPLIED FOR (CHAPTER 242 SECOND HAND DEALERS).

**Local Law#3 §242-9**

Every dealer in secondhand articles shall keep in a substantial bound book in which shall be legibly written in ink and, as well as in English at the time of every purchase or sale of any secondhand item a description of every article so purchased or sold, the number or numbers and any monograms, inscriptions or other marks of identification that may appear on the article a description of the person from whom such purchase was made or to whom sold, and the day and hour of the purchase or sale, including articles or things purchased or received for the purpose of refining or smelting by persons principally engaged in such business. **Additionally, every dealer in secondhand articles shall keep a companion electronic spreadsheet containing the above mentioned information, capable of being emailed to and downloaded by the Troy Police Department.** Their email is: [Secondhand.Dealer@troyny.gov](mailto:Secondhand.Dealer@troyny.gov)

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

TITLE \_\_\_\_\_