

# Onondaga County Sheriff's Office

Eugene J. Conway  
Sheriff



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Jason M. Cassalia  
Undersheriff

Joseph B. Ciciarelli     Chief Deputy Police Department  
Kenneth C. Andrews     Chief Deputy Civil Department  
Esteban M. Gonzalez     Chief Deputy Custody Department

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Sheriff's Office	315-435-3044
Police Department	435-3036
Human Resources	435-1767
Civil Department	435-3060
Custody Department	435-1717
Criminal Investigations	435-3081
Police Records	435-3010
Custody Records	435-1782

Dear Applicant:

Pursuant to County of Onondaga Local Law No. 6 of the year 2013, effective June 1, 2013, no person, corporation, partnership, association, limited liability corporation or other entity shall operate in Onondaga County as a Second Hand Dealer without first being licensed by the Onondaga County Sheriff.

**License Fee:** Upon original application for a license to operate as a Secondhand Dealer, applicant shall pay to the Sheriff a fee in the amount of \$150.00. Upon application for a renewal license applicant shall pay to the Sheriff a renewal fee in the amount of \$150.00 annually.

Fingerprinting is not required at time of registration but may be required at time of renewal.

**Licensing:** Upon filing of an application for a license, if the Sheriff shall be satisfied that the application complies with the provisions of the Local Law, the Sheriff shall issue a license to operate as a Secondhand Dealer. The license shall remain in effect for a period of one year unless surrendered or revoked.

**Display of License:** Every Secondhand Dealer license shall be prominently displayed at said Secondhand Dealer's place of business or shall exhibit said license upon request of an individual.

**REQUIREMENTS:** Pursuant to County of Onondaga Local Law No.6 of the year 2013, every Second Hand Dealer shall forward to the Onondaga County Sheriff's, in electronic format approved by the Sheriff, a copy of records for all transactions (acquisitions). The required electronic format shall be through LEADS ONLINE, [www.leadsonline.com](http://www.leadsonline.com). Every Second Hand Dealer shall register with LEADS ONLINE and shall utilize LEADS ONLINE to enter the required records.

Please visit the Onondaga County Sheriff's Office Website at [sheriff.ongov.net](http://sheriff.ongov.net) for application and additional information regarding this Local Law.