

# 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  
William J. Hanna III     Chief Deputy Correction Department

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Sheriff's Office	315-435-3044
Police Department	435-3036
Human Resources	435-1767
Civil Department	435-3060
Correction Department	435-5581
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 Secondhand 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 Secondhand 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 Secondhand 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.