



ERIE COUNTY LOCAL LAW 1-2016

Pawnbrokers / Secondhand Dealers / Jewelry, Precious Metals and Coin Exchange Dealers

Instructions to Apply for a License

- ✓ **Complete the Application Form:** To obtain an application, or if you have any questions, contact the Erie County Sheriff's Office Pawn Shop Unit by calling #(716) 858-3937 or via e-mail at pawnshops@erie.gov. You must complete the application in full and **sign it in the presence of a notary public.**
- ✓ Once all forms are properly completed, the business owner or the daily business operator shall return the following items to the Erie County Sheriff's Office, Pawn Shop Unit, 45 Elm Street, 1st Floor, Buffalo, NY 14203:
 - **Original** Application Form
 - Copy of Valid Government-Issued Photo Identification(s)
 - Bank check or certified money order for the correct license fee amount(s) (\$400.00 for pawnbrokers and jewelry/precious metals and coin exchange dealers; and \$118 for secondhand dealers [\$104 yearly renewal fee for secondhand dealers only]) made out to the "**Erie County Sheriff's Office**".

Once the application is approved, you will receive your license in the mail. If the application is not approved, you will be notified by our office.