



PUTNAM COUNTY CONSUMER AFFAIRS

Weights and Measures

Phone: 845-808-1617 Fax: 845-808-1930

Dear Business Operator:

By approval of the Putnam County Legislature, Chapter 195 of the Putnam County Code has been revised and adopted into law. Secondhand Precious Metal and Gem dealers operating in Putnam County are now required to be licensed with the Office of Consumer Affairs. A copy of Chapter 195 is enclosed for your review and convenience. Also enclosed is the license application along with instructions.

If you have reason to believe that your business should not be subject to the provisions of this law, please submit your reasons in writing to the Office of Consumer Affairs at the address below, within 10 days of receipt of this letter.

With advancements in point of sale technology now available and in consideration of the ever increasing costs associated with previously required manual reporting, the newly revised law requires your business to use a specified web based program "Leads on Line", which will be provided for your use at no charge.

Businesses and law enforcement agencies will benefit from enhanced efficiencies and better processes that will assist in providing safer communities. Our office, along with law enforcement officials in our County, are committed to working with you as together we implement and use this new technology and methods of reporting.

In order to provide direct assistance to our Putnam County businesses that are now required to use this new web based program, Mr. Russell House, has been named by "Leads on Line" as your designated contact. His contact information is – rhouse@leadsonline.com – his direct phone number is 972-331-6789 or toll free number 800-311-2656. The general website for "Leads on Line" is www.leadsonline.com. If you have not already been contacted by Mr. House, please feel free to give him a call.

Please feel free to contact our office at (845) 808-1617, ext. 46109 and speak with our Weights and Measures Inspector, John Lee, should you have questions or need further information.

We look forward to working with you to insure a successful implementation of this licensing program and on line reporting system requirement. Our desire is for both your business and our community to benefit from the changes to the law.

Recognizing our shared responsibilities and commitment to provide a fair and balanced consumer marketplace, I thank you in advance for your cooperation.

Sincerely,

A handwritten signature in cursive script that reads "Michael Budzinski".

Michael Budzinski, PE
Director



PUTNAM COUNTY CONSUMER AFFAIRS

Weights and Measures

110 Old Route 6, Building #3 Carmel, NY 10512

Phone: 845-808-1617, x46109 or x46111

Fax: 845-808-1930

PRECIOUS METALS

THE FILING OF AN APPLICATION DOES NOT CONSTITUTE PERMISSION TO OPERATE. 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 giving of false information in 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.

FALSIFICATION OF ANY STATEMENT MADE HEREIN IS AN OFFENSE PUNISHABLE BY A FINE AND/OR IMPRISONMENT.

The licensing provided shall apply solely to Chapter 195 of the Code of Putnam County and the issuance of a license is subject to verification under the requirements of this local law.

- 1) THE APPLICATION must have all questions answered accurately and completely, **signed before a Notary Public** and thereafter filed with this Office.
- 2) INDIVIDUALS operating under a trade name shall submit a certified copy of the **trade name certificate** filed in the Putnam County Clerk's Office.
- 3) PARTNERSHIPS shall submit a certified copy of the **partnership certificate** filed in the Putnam County Clerk's Office.
- 4) CORPORATIONS shall submit a copy of its **certificate of incorporation** and, if a foreign corporation, its application for authority to do business in New York State. A corporation shall also furnish the name, address and title of an officer of the corporation or designated agent of service upon whom process or other legal notices may be served.
- 5) The applicant will be required to describe exactly the type of business that the applicant intends to conduct.
- 6) The applicant will submit the name and address of the owner(s) of the business premises and state whether or not the business premises are owned or rented, and if rented from whom.
- 7) PHOTOS: Please email a head and shoulders photo to: JOHN.LEE@PUTNAMCOUNTYNY.GOV. The photo, taken with the past 60 days, will be required as follows:
 - An individual;
 - All partners in a partnership;
 - Corporate officers who are authorized to enter into a contract;
 - All stockholders of ten (10) percent or more of stock; and
 - All other personnel dealing with the public in connection with the execution of a contract.

PLEASE LABEL EACH PICTURE

- 8) **JUDGMENTS**: List all unsatisfied judgments in which the applicant, partner(s), or if a corporation, each officer and stockholder are named as judgment debtor.
- 9) **CRIMINAL CONVICTIONS**: List all criminal convictions within the last ten (10) years, except minor traffic violations of the applicant, partner(s) or if a corporation, each officer and stockholder of ten (10) percent or more of stock.
- 10) **LICENSE FEE**: A **\$250.00** check or money order made payable to the **Putnam County Commissioner of Finance**. Credit card payments may be made in person at the Consumer Affairs office.
- 11) **LICENSE & PERMIT BOND**: An original License & Permit bond in the amount of \$5,000 must be submitted with this application. A sample of the bond wording is enclosed for your insurance agents review.
 - The bond must be for a one year period with an expiration date that corresponds within 30 days of the registration expiration date.
 - **Putnam County Office of Consumer Affairs** must be listed as the obligee.
 - The bond must be signed by the principal.
- 12) **ROSTER OF EMPLOYEES**: Each licensee must submit a roster of his agents, employees or duly authorized representatives.
- 13) Applicants who are not required by law to carry worker's compensation and/or disability benefits insurance should submit Form CE-200 or the Affidavit of Compliance. The CE-200 form can be filled out electronically on the NYS Worker's Compensation Board website at: <http://www.wcb.ny.gov/>. Print a finished form to submit with your application. Paper forms are available but estimated processing time for paper applications is four weeks.
- 14) You must submit copies of the following certificates:
 - Federal Employer's ID Number
 - NYS Tax ID Number
 - NYS Employer's ID Number
 - NYS Sales Tax Authorization Number
- 15) Each applicant must complete and submit a completed Child Support Certification with their application pursuant to NYS General Obligation Law §3-503. If a business partnership, each partner must submit Child Support Certification. Corporations are exempt from this requirement.

LICENSE IS NOT TRANSFERABLE



PUTNAM COUNTY CONSUMER AFFAIRS
 Weights and Measures/ Trades Licensing and Registration
 110 Old Route 6, Building #3 Carmel, NY 10512
 Phone: 845-808-1617, x46109 Fax: 845-808-1930

APPLICATION FOR LICENSE AS A DEALER OF SECONDHAND PRECIOUS METALS AND GEMS

COMPLETE BOTH PAGES: ANSWERS TO ALL QUESTIONS MUST BE ACCURATE, COMPLETE AND LEGIBLE

CHECK BOX TO INDICATE TYPE OF OWNERSHIP

Individual Owner Partnership Corporation

Name of Business: _____
 Trade/Assumed or Display Name: _____
 Business Physical Address: Street _____
 City _____ State _____ ZIP _____
 Business Phone Number: _____
 Company Website: _____
 Contact Email: _____

Name of Applicant (Last, First, Middle): _____
 Home Address: Street _____
 City _____ State _____ ZIP _____
 Home Phone Number: _____
 Date of Birth (MM/DD/YYYY): _____ Sex: M F Social Security Number: _____ - _____ - _____

Partnership: Yes No
 If Yes, list name and address of each Partner:
 Name: _____ Address: _____
 Name: _____ Address: _____

Corporation: Yes No
 *If Yes, list name, title and address of any officer of the Corporation or designated agent of service upon who process of other legal notice may be served:
 Name: _____ Corporate Title: _____
 Address: _____
 Name: _____ Corporate Title: _____
 Address: _____

Tax Identification Information **MUST PROVIDE COPIES OF CERTIFICATES FROM ISSUING AGENCY**
 Federal Employer ID Number: _____ NYS Employer's ID Number: _____
 NYS Tax ID Number: _____ NYS Sales Tax Authorization Number: _____

Describe exactly the type of business applicant intends to conduct:

 Does the applicant own or rent (circle one) the business premises?
 If the applicant rents, give the name and address of the person from whom you rent:
 Name: _____ Address: _____

***LIST OF ANY OTHER LOCATIONS WHERE BUSINESS MAY BE CONDUCTED**
 Business Name: _____
 Address: _____
 Business Name: _____
 Address: _____
 Business Name: _____
 Address: _____

***YOU MAY USE ADDITIONAL SHEETS IF NECESSARY**

LIST ALL UNSATISFIED JUDGMENTS in which the applicant, partner(s) or if a corporation, each officer are named as judgment debtors. If none, so state. (Use extra sheets if necessary).

Date	Name of Judgment Debtor	Name of Judgment Creditor	Disposition- Court and Date

LIST ALL CRIMINAL CONVICTIONS within the last ten (10) years except minor traffic violations of the applicant, partner(s) or if a corporation, each officer. If none, so state. (Use extra sheets if necessary).

Date	Name of Judgment Debtor	Name of Judgment Creditor	Disposition- Court and Date

Please provide address where business is to be conducted on specific dates if different than business address (i.e.- Trade Shows, Flea Markets, etc.):

1. _____ Dates (From/To): _____
2. _____ Dates (From/To): _____
3. _____ Dates (From/To): _____

YOU ARE REQUIRED TO NOTIFY THIS OFFICE IMMEDIATELY OF ANY CHANGE(S) IN THE INFORMATION SUPPLIED BY YOU ON THIS APPLICATION.

- In consideration of being granted this license, it is agreed that the applicant(s) will comply with the rules and regulations of Putnam County.
- I certify that the information on this application is true and accurate and understand that any incomplete, inaccurate or false information may cause the registration to be delayed, denied, suspended or revoked.

PENALTY FOR FALSIFICATION: Falsification of any statement made herein is an offense punishable by fine and/or imprisonment.

Signature of Applicant

Date

SWORN TO BEFORE ME THIS DATE: _____

NOTARY STAMP:

SIGNATURE OF NOTARY PUBLIC

DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY

FEE RECEIVED: _____

LICENSE NUMBER: _____

DETERMINATION: _____

DATE LICENSE ISSUED: _____

CHECK #: _____

SRB #: _____

Division of Safety and Health
License and Certificate Unit
Harriman State Office Campus
Building 12, Room 161A
Albany NY 12240
(518) 457-2735

WE ARE YOUR DOL



www.labor.ny.gov
license&certificate@labor.ny.gov

Appendix to a License/Certificate Application

The child support obligations
(New York State General Obligations Law Title 5 section 3-503)
do not apply to corporations.

Complete, sign and date this form if you are applying for a license/certificate or license/certificate renewal.

Applicant's Information

Last name: _____ First name: _____ Middle initial: _____

Social Security number: _____

The type of license/certificate requested: _____

Business: _____ Title: _____

Certification

Are you under an obligation to pay child support? If yes, complete items 1 - 4. Yes No

1. I am making payments in accordance with a plan agreed upon by the parties. Yes No

2. I am four months or more behind in the payment of child support. Yes No

3. My child support obligation is the subject of a pending court proceeding. Yes No

4. I am receiving public assistance or supplemental security income. Yes No

If you are four months or more behind in child support or have failed to comply with a summons, subpoena or warrant relating to a paternity or child support proceeding, you may be subject to suspension of your business, professional and/or driver licenses.

Affirmation

I acknowledge that giving false information is a crime and may result in this license/certificate being revoked.

Signature: _____ Date: _____



PUTNAM COUNTY CONSUMER AFFAIRS
Weights and Measures/ Trades Licensing and Registration
110 Old Route 6, Building #3 Carmel, NY 10512
Phone: 845-808-1617 Fax: 845-808-1930

License No.: _____

ROSTER OF EMPLOYEES

Please Type or Print

APPLICANT: _____
Individual Partnership Corporation

TRADE NAME: _____

BUSINESS PHYSICAL ADDRESS: _____

The Applicant must list his agents, employees or duly authorized representatives.

NAME	TITLE	RESIDENT ADDRESS	SIGNATURE

USE ADDITIONAL SHEET IF NECESSARY

Date: _____
Signature & Title of Applicant _____

NOTICE MUST BE GIVEN TO THIS OFFICE IMMEDIATELY OF ANY CHANGE IN PERSONNEL

LICENSE AND PERMIT BOND

That we, _____ (John Doe – dba, Inc., LLC. etc...) _____, Of the (Town/City – etc...) of (Town/City Name), State of _____, as Principal and (Bond Company) a Corporation duly licensed to do business in the State of _____, as Surety, are held and firmly bound unto the Putnam County Department of Consumer Affairs, State of New York, Obligee,

(VALID ONLY WHEN A COUNTY, CITY, TOWN OR VILLAGE IS NAMED AS OBLIGEE)

in the Amount of Five-thousand and no/100 (\$5,000.00) Dollars,

(NOT VALID FOR MORE THAN \$5,000.00)

Lawful money of the United States, to be paid to the said Obligee, for which payment well and truly to be made, we bind ourselves and our legal representatives, jointly and severally.

THE CONDITION OF THIS OBLIGATION IS SUCH, That whereas, the Principal has been licensed as a **SECONDHAND DEALER OF PRECIOUS METALS AND GEMS** by the Obligee.

NOW THEREFORE, if the Principal shall faithfully perform the duties and comply with the laws and ordinances (including all amendments), pertaining to the license or permit, then this obligation to be void, otherwise to remain in full force and effect for a period commencing on the _____ day of _____, 20____, and ending on the _____ day of _____, 20____ unless renewed by continuation certificate. *****MUST RUN FOR THE ENTIRE YEAR TERM OF LICENSING*****

This bond may be terminated at any time by the Surety upon sending notice in writing to the Obligee and to the Principal, In care of the Obligee or at such other address as the Surety deems reasonable, and at the expiration of thirty-five (35) days from the mailing of notice or as soon thereafter as permitted by applicable law, whichever is later, this bond shall terminate and the Surety shall be relieved from any subsequent acts or omissions of the Principal.

Dated this _____ day of _____, 20_____.

PRINT NAME
Principal

SIGNATURE
Principal

Countersigned

By _____ AGENT SIGNATURE
Resident Agent

By _____
President

QuickStart for Businesses



This QuickStart will help you meet local and state reporting guidelines in a secure manner with no additional costs.

LeadsOnline is the nation's largest and most trusted electronic reporting system, serving as an agent to thousands of law enforcement agencies and as a service provider to tens of thousands of reporting businesses.

Reporting businesses and law enforcement agencies benefit from **cost-savings, enhanced efficiency and effectiveness, better business processes, and safer communities.**

Electronic reporting via LeadsOnline **eliminates hassle, costs, and security issues with submitting emails, paper logs, disks, or keeping a log/journal for law enforcement access.** We're pleased to serve you and your community.

How to register

1. Go to www.leadsonline.com.
2. At the top of the page, click **Register**:

3. Then click **I am a business**:

4. Fill out the required information and accept terms and conditions at the end of the form.
5. Click **Submit Registration**.
6. An email confirmation will be sent to the email you supplied. We'll then verify the information you submitted and will call you to show you how to use the system. If you need immediate assistance, call us at 800-311-2656.

If you don't have POS software

1. Go to www.leadsonline.com and login using your username and password.
2. In the menu, click on **Ticket Assistant**.
3. Enter the transaction information, customer information, and item(s) information into the appropriate fields – all fields with an asterisk (*) are required.

4. Click on **Submit** after completing each ticket. The system will send the data to LeadsOnline. It's that easy.

If you're using POS software

1. Create a file or "police report" in your point-of-sale software.
2. Save the file; choose a location you can easily find (CD, USB drive, your desktop, etc).
3. Go to www.leadsonline.com and login using your username and password.
4. You'll land on the "Upload Data" screen; select your business from the drop-down list.
5. Click on the **Browse** button and select the file/police report you created; click **Upload**.

You'll receive an on-screen confirmation that the file was sent.



Check for errors and alerts by clicking **Store Monitor** under **My Account**. Email us at storesupport@leadsonline.com or call (800) 311-2656 for additional assistance. You can view our terms of use and FAQs at www.leadsonline.com.

Top Questions Asked By Businesses

1. How much is this going to cost my business?

Nothing. Services provided to businesses by LeadsOnline are free of charge. All you need is a computer and Internet connection. (Law Enforcement pays an annual subscription to use the service.)

2. How secure is the LeadsOnline system?

The information you send is encrypted and our data center has passed the SAS 70 Type II security audit.

3. What if I don't have the Internet on the same computer as my business software?

Simply save your daily transactions to a CD or USB drive. Then put the CD or USB drive in the computer with Internet access and send your file. Uploading takes only 30 seconds, on average.

4. What if I don't have business software and still do transactions by hand?

If you write transactions by hand, LeadsOnline provides a user-friendly feature called Ticket Assistant to help you easily and rapidly input your daily transactions. As with all our services to businesses, Ticket Assistant is free of charge to you.

5. I have OLD software – will LeadsOnline still work for me?

Yes, as long as you can save a file of your transactions from your software. We can accept any file type except PDF or Word documents. You'll be surprised just how flexible our Client Support Team is in working with older software.

6. Who sees my data? Can other stores (my competitors) see it?

Only authorized law enforcement officials investigating crimes have access to the data on the LeadsOnline system. This means that no one else can see your company information. And you can't see anyone else's data, either. You can only see the transactions you have sent us, and you can do so via your Store Monitor screen.

7. How often should I send my transactions to LeadsOnline?

Reporting requirements vary by state and jurisdiction; however, law enforcement prefers businesses to upload at least once a day. And if it's done as part of opening or closing procedures, it's easier to remember, and it takes only 30 seconds.

8. I'm not computer literate. Is this going to be hard for me?

Many of our clients – both businesses and law enforcement – are not technically savvy, but that's why we offer free customer support. And we'll never charge you, no matter how many times you call. We work very hard to make sure this is easy for you.

9. Do I need to install software on my computer to use LeadsOnline?

No – LeadsOnline is 100% browser-based, meaning it's accessible only via the Internet. There is no need for software of any kind to be placed on your computer unless you choose to use LeadsOnline Image Capture to upload images. For more information about LeadsOnline Image Capture, contact our Client Support Team at (800) 311-2656.

10. If I upload to LeadsOnline, do I still need to do what I've always done in reporting to my local law enforcement agency?

It depends upon the circumstance, but generally no. LeadsOnline investigators access the information as needed during investigations, and will follow up with you if additional information is needed. If you are still unclear about the requirements put forth by your local law enforcement agency, then please contact the department directly.

11. Will my customers be aware that I am uploading?

No – the system does nothing to alert your customers to the manner in which you meet local reporting requirements. Your transactions are uploaded when you send them to us, in batch, each day.