**Instructions to apply for a license exemption pursuant to**

***Local Law Chapter 384, Pawn Shop, Secondhand Dealer And Jewelry And Coin Exchange Dealers***

* **Complete the exemption request form.**
  + You may use the forms provided or
  + You may obtain the electronic exemption request form at <http://www2.monroecounty.gov/sheriff-county-law-chapter-384>.
* **Complete the fillable CPA Letter.**
  + Have your Certified Public Accountant complete the fillable letter which can be found in this package or at <http://www2.monroecounty.gov/sheriff-county-law-chapter-384>.
* Drop off the **original** completed exemption request form along with the **original** CPA letter to:

**Monroe County Sheriff’s Office**

**Licensing Compliance Unit**

**Deputy Josh Carlson**

**130 South Plymouth Ave**

**Rochester NY 14614**

* You will be notified by the Sheriff’s Office once your exemption request has been reviewed.