

**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 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 at <http://www2.monroecounty.gov/sheriff-county-law-chapter-384>.
  
- ✓ Mail the **original** completed exemption request form along with the **original** CPA letter to:

**Monroe County Sheriff's Office  
Licensing Compliance Unit  
Deputy Daniel Philipp  
130 South Plymouth Ave  
Rochester NY 14614**

- ✓ You will be notified by the Sheriff's Office once your exemption request has been reviewed.