Locksmith License

You must have a Locksmith License to repair, service, install, inspect, and open and close locks by mechanical means.

### Fee

The fee for the full two-year license term is $100.

### Expiration Date

The license expires May 31 in odd-numbered years.

# Get an Application

### Online

Visit the Department of Consumer Affairs' license page.(https://www1.nyc.gov/site/dca/businesses/licenses-apply.page)

### By Mail

Call 311 to request a paper copy.

# Apply

### Online

To apply online, you need a Department of Consumer Affairs (DCA) account.

Log in or register for a DCA account.(https://a858-elpaca.nyc.gov/CitizenAccess/)

### In Person

If you’re applying in person, you will have to complete an application and bring it to the Department of Consumer Affairs Licensing Center or the NYC Small Business Support Center.

* DCA Licensing Center42 BroadwayNew York, NY 10004Mon, Tue, Thu, Fri: 9:00 AM - 5:00 PMWed: 8:30 AM - 5:00 PM
* NYC Small Business Support Center90-27 Sutphin Boulevard, 4th FloorJamaica, NY 11435Mon: 9:00 AM - 5:00 PM

The centers are closed on major holidays. If you need to take an exam, you should arrive before 3 PM.

# Renew

About three months before your license expires, the Department of Consumer Affairs will mail you a renewal package.

You can complete and submit the application DCA sent you by mail or in person, or you can renew online. Once your license expires, you are considered unlicensed and you may get penalties if you continue to operate. If you don’t renew your license within 59 days of expiration, you will have to reapply for a new license.

### Online

To renew online you need to have a DCA online account and a Personal Identification Number (PIN). The PIN is required to link information about your DCA records to your online account.

Log in or register for a DCA account.(https://a858-elpaca.nyc.gov/CitizenAccess/)

If you don’t have a PIN already, you can request it by phone.

### In Person

You can drop off your completed application and any required documents at the Department of Consumer Affairs Licensing Center or the NYC Small Business Support Center.

* DCA Licensing Center42 BroadwayNew York, NY 10004Mon, Tue, Thu, Fri: 9:00 AM - 5:00 PMWed: 8:30 AM - 5:00 PM
* NYC Small Business Support Center90-27 Sutphin Boulevard, 4th FloorJamaica, NY 11435Mon: 9:00 AM - 5:00 PM

The centers are closed on major holidays. If you need to take an exam, you should arrive before 3 PM.

### By Mail

Mail your application and required documents to:

DCA Licensing Center

42 Broadway

New York, NY 10004

### By Phone

You can:

* Get answers to questions about renewing
* Report if you haven’t gotten a renewal package within 30 days of the license expiration date

Call 311 for assistance.

# Status

### Online

You can check the status of your application through your DCA account.

Log in or register for a DCA account.(https://a858-elpaca.nyc.gov/CitizenAccess/)

### By Phone

Call 311 for status.

# Resources

### Online

On the DCA website you can:

* Live chat with a DCA representative
* Learn about laws you need to know and obey
* Learn about other licenses you might need
* Download valuable publications, tips, and FAQs
* Request an inspection
* Read checklists to learn what DCA inspectors look for in your industry and avoid violations
* Learn how to handle consumer complaints
* Pay fines by credit card
* Resolve a DCA violation
* Update important business information, including your contact information, your name or business name, or corporate officer information
* Request the replacement of a lost, stolen, or damaged DCA license document
* Download DCA's model contracts and model receipts, required signs, and other templates

Go to the DCA Business Toolbox.(https://www1.nyc.gov/site/dca/businesses/resources-for-businesses.page)

With a DCA online account, you can:

* Access your DCA records
* Renew a license
* Change address
* Change name
* Change officer information
* Request license replacement
* Follow the status of applications
* Submit additional documents as part of your license application (if you submitted your application at the DCA Licensing Center)

Log in or register for a DCA account.(https://a858-elpaca.nyc.gov/CitizenAccess/)

### In Person

* DCA Licensing Center42 BroadwayNew York, NY 10004Mon, Tue, Thu, Fri: 9:00 AM - 5:00 PMWed: 8:30 AM - 5:00 PM
* NYC Small Business Support Center90-27 Sutphin Boulevard, 4th FloorJamaica, NY 11435Mon: 9:00 AM - 5:00 PM

The centers are closed on major holidays. If you need to take an exam, you should arrive before 3 PM.

### By Phone

Call 311 for assistance.

# Online Technical Assistance

If you’re using the online services portal to submit applications and other requests to the Department of Consumer Affairs (DCA), you can get help with technical problems, including:

* Log-in problems
* Resetting user names or passwords
* Problems uploading documents
* Error messages
* Web page not loading
* Button not responding

Call 311 for assistance.

# License-Specific Assistance

You can get answers to license-specific questions and information about application requirements.

Call 311 for assistance.