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.

# Apply

### Online

Visit the Department of Health and Mental Hygiene's permit page.(https://www1.nyc.gov/site/doh/business/permits-licenses.page)

### 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.

Download the application and other forms.(https://www1.nyc.gov/site/doh/business/permits-licenses.page)

Call 311 to request a paper copy.

DCA Licensing Center42 BroadwayNew York, NY 10004

### DCA Licensing Center

Mon: 9 AM - 5 PMTue: 9 AM - 5 PMWed: 8:30 AM - 5 PMThu: 9 AM - 5 PMFri: 9 AM - 5 PM

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

NYC Small Business Support Center90-27 Sutphin Boulevard, 4th FloorJamaica, NY 11435

### NYC Small Business Support Center

Mon - Fri: 9 AM - 5 PM

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

# Renew

Several weeks before your permit expires, the Department of Health and Mental Hygiene will mail you a renewal package.

You can complete and submit the application in person or you can renew online.

### 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.

Renew online.(https://a816-hlst.nyc.gov/CitizenAccess/)

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

Call 311 for assistance 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 10004

### DCA Licensing Center

Mon: 9 AM - 5 PMTue: 9 AM - 5 PMWed: 8:30 AM - 5 PMThu: 9 AM - 5 PMFri: 9 AM - 5 PM

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### By Mail

Mail your application and required documents to:

DCA Licensing Center42 BroadwayNew York, NY 10004

# Status

You can get the status of your application.

Call 311 for status.

# Resources

### DCA Licensing Center

42 BroadwayNew York, NY 10004

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# Get Help

### License-Specific Assistance

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

Call 311 for assistance.

### Online Technical Assistance

If you’re using the NYC Health Department online license and permit system, you can get help with:

* Obtaining a PIN
* Linking or relinking a PIN
* Resetting user names or passwords
* Problems uploading documents
* Error messages
* Web page not loading
* Button not responding

Submit a help request online.(https://www1.nyc.gov/site/doh/business/permits-and-licenses/online-permit-system-technical-assistance-form.page)

Call 311 for assistance.

### Payment Assistance

If you’re using the NYC Health Department online license and permit system, you can get help with payment problems.

Submit a help request online.(https://www1.nyc.gov/site/doh/business/permits-and-licenses/online-permit-system-technical-assistance-form.page)

Call 311 for assistance.

### Renewal Assistance

If you’re using the NYC Health Department online license and permit system to renew your license, you can get help.

Submit a help request online.(https://www1.nyc.gov/site/doh/business/permits-and-licenses/online-permit-system-technical-assistance-form.page)

Call 311 for assistance.