



Village of Sagaponack

P.O. Box 600 Sagaponack, N.Y. 11962
631-537-0017 Fax-537-0612
Email: sagaponack@optonline.net

Mayor
Don Louchheim
Clerk-Treasurer
Rosemarie Cary Winchell
Village Attorney
Anthony Tohill

Trustees
Lee Foster
Patrick Guarino
Lisa Duryea Thayer
Joy Sieger

Instructions for INDIVIDUAL Peddler's License

Applications must be submitted to the Village Clerk's Office. The application **must be fully completed and notarized**. The background check, criminal records search and fingerprinting will be done prior to approval.

Fingerprinting: Procedures for New and Expired Applicants: Please see the attached sheet procedures and directions for fingerprinting.

DOCUMENTS TO BE SUBMITTED WITH APPLICATION:

- A copy of your New York State Driver's License
- New York State Sales Tax Number
- Two (2) Identical Photographs (1 1/2 x 1 1/2 full face) taken no longer than thirty (30) days prior to submission of this application.
- **Application fee: \$250.00** shall be submitted together with the application to the Village Clerk's Office in cash, check or money order made payable to **Village of Sagaponack**.



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Appointments

Applicants can call **L-1 Enrollment's toll free number at 877/472-6915** to schedule an appointment. The closest location is Fingerprinting is 42 West Main Street, Riverhead, (in the Minuteman Press Building). There are also location in Hauppauge, Kings Park, Hempstead, Hicksville and Brooklyn, Queen, Bronx, Staten Island and Manhattan.

There are two ways to schedule an appointment:

- Applicants can go to L1's website (24/7/365) at www.L1enrollment.com ; or
- Applicants can call L1's toll free call center at **877/472-6915** from **9:00 a.m. to 9:00 p.m.** The call center has multi-lingual and hearing impaired capability.
- Appointments available within 7 days.

Fees:

- The L-1 fee is \$11.50. The DCJS fee remains the same at \$75.00. L1 will collect both fees.
- Payment options include check, money order and credit card.

Photos:

- Photos are required to be fingerprinted – L-1 will perform this service.