

## **RULES & REGULATIONS RELATING TO THE LOCKSMITH BUSINESS**

BY VIRTUE OF THE AUTHORITY VESTED IN ME UNDER THE PROVISIONS OF THE NASSAU COUNTY ADMINISTRATIVE CODE TITLE D-21 §12-8 I HEREBY PROMULGATE THE FOLLOWING REGULATIONS RELATING TO THE LOCKSMITH BUSINESS.

### **1. Use of License Number and Company Name.**

(a) All display advertising and promotional literature shall contain the licensee's license number as printed on the license.

(b) All display advertising and promotional literature shall contain the licensee's full company name as printed on the license.

(c) No Locksmith Business shall permit his/her license and/or license number to be used by another.

### **2. Commercial Practices.**

(a) Representations and illustrations of products or services offered to the public shall be accurately represented in all advertisements or descriptive material.

(b) Warranty or Guarantee. Where reference is made to a warranty or guarantee, such warranty or guarantee shall be clearly disclosed including the subject of the warranty or guarantee and the terms and requirements, if any.

(c) Price Reductions. All references to a price reduction or savings must be based on the usual and customary selling price of the item in the regular course of business. Such statements or representations shall not be based upon fictitious prices or infrequently used prices.

(d) Pricing. Where a price is quoted which does not include cost for labor, parts or accessories necessary for the proper functioning or appearance of a product or service, then said extra cost shall be prominently noted in conjunction with the price quoted. (e.g. "necessary accessories at extra cost.")

### **4. Lost or Misplaced Licenses.**

Any locksmith operator or owner who should misplace or lose his/her Locksmith Business License shall immediately file an affidavit of loss with the Office of Consumer Affairs.

### **5. Age Qualification.**

In order to obtain a Locksmith Business License from the Nassau County Office of Consumer Affairs, the applicant must be eighteen (18) years of age.

6. **Insurance.**

All Locksmith Business owners or operators shall submit proof of insurance to the Office of Consumer Affairs for each year of the license and must contain the license number and expiration date of the license on the form or on an attached cover letter.

8. **Hearings and Decisions.**

(a) Notice. No license shall be revoked until after a hearing before an officer or employee of the Commissioner designated for such purpose, upon at least ten (10) days written notice to licensee except as provided for in this section. The notice shall be served by registered or certified mail and shall state the date and place of hearing and set forth the ground(s) constituting the charges against the licensee. If licensee fails to attend the hearing, the Commissioner shall revoke the license of said licensee.

(b) Suspension of License. Any person who fails to pay any such fine, penalty or pending compliance of any Order imposed by the provisions of this Title, shall be subject to suspension of his/her license.

(c) Waiver. Any fine imposed as a result of a finding of liability under this title may be waived or compromised at the discretion of the Commissioner.

9. **Records.**

(a) A record of each transaction of locksmith service must be created, including: the name; address, signature and a photo ID of the purchaser; date of purchase; and type, quantity and consideration paid for the purchase.

(b) All records of transaction shall be in an electronically searchable excel or similar database. No alterations or erasures may be made to any record.

(c) All records shall be kept for at least three (3) years from the date of each receipt.

(d) All records shall be available for inspection by the Commissioner, any person authorized by the Commissioner, any police officer or any judge of the criminal court.