



CITY OF SAINT PAUL

375 Jackson Street, Suite 220  
Saint Paul, Minnesota 55101-1806

**Telephone:** 651-266-8989  
**Facsimile:** 651-266-9124  
**Web:** [www.stpaul.gov/dsi](http://www.stpaul.gov/dsi)

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Dear Secondhand Dealer:

The City of Saint Paul Department of Safety and Inspections is writing this letter to you as a licensed secondhand dealer. As you know, there are certain laws that apply to your secondhand dealer business. One law is the requirement that you report transactions in which you receive or purchase certain items identified in the City's ordinance. Those items are listed on the other side of this letter.

Reportable transactions can be submitted two ways;

- 1) Electronically – using LeadsOnline©, a computer-aided reporting platform that can be found at [support@leadsonline.com](mailto:support@leadsonline.com) or by calling 1-800-311-2656. This option costs \$1.50 for each submitted reportable transaction. Dealers who report 200 or more transactions per year (Class A dealers) must use this option.

OR

- 2) Manually – by completing individual forms obtained from, and submitted to, the Saint Paul Police Department (SPPD) at 367 Grove Street. This option costs \$2.50 for each submitted reportable transaction.

Secondhand dealers who do not submit reportable transactions or otherwise violate secondhand dealer license requirements may be subject to adverse licensing action.

Questions regarding licensing requirements can be directed to the Department of Safety and Inspections at (651) 266-8989 or [www.stpaul.gov](http://www.stpaul.gov).

Questions regarding transaction reporting can be directed to the SPPD Automated Pawn System Officer at 651-266-5730.

The City of Saint Paul thanks you for complying with your reporting requirements as they assist in the recovery of stolen items and the solving of crimes which improves the quality of life in our city.

Eric Hudak  
Licensing Manager, Department of Safety and Inspections  
(651) 266-9132

## REPORTABLE ITEMS – SECONDHAND DEALERS

Acceptance of the following items must be reported to the Saint Paul Police Department. Dealers who report 200 or more transactions per year (Class A) must submit the report electronically on the same day in which the item was received. Dealers who report 199 or less transactions per year (Class B) must submit the report, manually or electronically, within five (5) business days in which the item was received.



All firearms



All items with a unique identifier such as a serial number



All items containing precious metals and/or gems

Any of the following for which you paid \$25 or more:



Electronic audio or video equipment



Musical instruments



Photographic and optical equipment



Electronic office equipment



Computer hardware and software



Cellular telephones



Boat motors and golf carts



Power lawn and garden equipment



Power tools

Any of the following for which you paid \$50 or more:



Sporting goods



Bicycles

Any of the following for which you paid \$100 or more:



Architectural or household items containing stained, beveled, etched, leaded or other art glass

Any of the following for which you paid \$150 or more:



Artwork