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[Redacted]
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Via email- [Redacted]

Re: A Locksmith License is Required to Change Locks in an Office Building.

Dear Mr. [Redacted]

This letter responds to your inquiry whether a NYC Department of Consumer Affairs Locksmith license is required for an employee who changes locks on behalf of his/her employer. The answer is that a license is required.

Pursuant to NYC Administrative Code ("the Code") §20-298, a locksmith is:

"a person dealing in the mechanical actions. . .of all locks, key or keyless, or similar devices, and whose trade or occupation is repairing, servicing, installing, inspecting, opening and closing such locks by mechanical means, other than with the regular key made for the purpose, without altering. . . the original condition or effectiveness of such locks. . ."

Section 20-299 of the Code states that "[i]t shall be unlawful for any person. . .in a. . . office building. . . or any other establishment, to perform the duties of a locksmith, without a license. . ."

According to your letter, the employee will perform "locksmith type work", including changing locks. As this type of work fits within the definition of a locksmith, and because the duties will be performed in an office building or other establishment, a Locksmith license is required.

For your convenience, I have enclosed a Locksmith license application.

Sincerely,
[Redacted Signature]
[Redacted Name]