Finance Department; Tax and License Division

Pawnbroker & Secondhand Dealer License Instructions and Application Checklist

1) A Pawnbroker and Secondhand Dealer License application must be completely filled out and signed, including: i) all owners, officers, members, and managers legal name, home address, and birth dates, ii) business email address, and iii) legal name, home address, and birth dates of all employees and store managers who will complete the Police pawn books on used goods. The application will be routed to Sales Tax for business license status and tax remittance research, to Boulder Police for background check research, and to Building Officials for zoning and location spot checks.

2) A fee of $113.00 for Secondhand Dealer or $2,128.00 for Pawnbroker for the application and $7 per person for background checks must be submitted.

3) The applicant must provide proof of applying for/obtaining a city sales tax license. For questions, contact Sales Tax at 303-441-3050.

4) An application must be received at least two weeks prior to beginning sales. A late fee of $200.00 will be charged for all applications that are submitted after the deadline.

Pawnbroker Information

1) Post a surety bond in the amount of $5,000

2) Provide proof of fire and property damage insurance policies upon the property the applicant holds as pledge in the minimum amount of one-half its' pledged value.

Please Note: For each of the above licenses, background checks will be conducted for all business owners, store managers, and employees who will complete the Boulder Police Department pawn books on goods received. Information on record keeping required of the licensee by the Boulder Police Department is available at BPD Records.

For more information please call 303-441-4192 or email: licensing@bouldercolorado.gov .

City of Boulder
Finance Department · Licensing Division
1777 Broadway, Boulder, Colorado 80302 · 303 441-4192

PAWNBROKER / SECONDHAND DEALER LICENSE APPLICATION / RENEWAL

Please make checks payable to: **City of Boulder**
Send complete application, fee and any supporting documents as follows:
Drop off: **Licensing Division, 1777 Broadway, Boulder, CO 80302** or
Mail to: **City of Boulder, Licensing Division, PO Box 791, Boulder, CO 80306**

You must apply for a license at least 2 weeks prior to beginning sales. You may not begin business in the City of Boulder until you have your secondhand/pawn and sales tax licenses in your possession. ***Please renew your license at least 2 weeks before your expiration date.*** Renewed licenses will be sent to your mailing address or emailed to your email address – please ensure that we have the most up-to-date information. Late applications are not accepted. If using this form for a new license, you must complete all fields. If using as a renewal, please complete all ***and*** note if the information has changed since last year.

2016 application fees:	☐ **Pawnbroker $2,128.00** **+ $7 per person for background**	☐ **Secondhand Dealer $113.00** **+ $7 per person for background**

☐ **New** ☐ **Renewal**

Expiration date (if a renewal): _____

Email address: _____

Business/Applicant: _____ **Business phone** _____

Business mailing address: _____

Physical address, if different: _____ **Alternate phone:** _____

Trade name (DBA): _____ **Cell phone:** _____

Business type: ☐ **LLC** ☐ **Individual** ☐ **Partnership** ☐ **Corporation**

For new applications and renewals, for individual or partnership type businesses, please complete the following information for each owner:

Legal Name (First, Middle, Last)		**Date of Birth**

For new applications and renewals, for corporation or LLC businesses, please complete the following information for each officer/member:

Legal Name (First, Middle, Last)		**Date of Birth**

☐ **Yes, I have a valid sales tax account in good standing with the City of Boulder.**
(If not, you must apply for a sales tax license and provide proof of sales tax license or application before this license will be issued).

Regardless of ownership type, please provide the Legal Name and Birth Dates for each person who will complete Police Department pawn slips below:

Legal Name (First, Middle, Last)		Date of Birth

If this application is for a pawnbroker license, applicant must:

1. Provide the City of Boulder a surety bond for $5000 to be forfeited if the applicant fails to comply with the requirements of Chapter 17, Title 4, BRC 1981, and if the applicant fails to keep safely or return all articles pledged to the applicant.
2. Provide to the City Manager's Office evidence of fire and property damage insurance policies upon the property the applicant holds as a pledge, in the minimum amount of one-half its pledged value in case of fire.

OATH OF APPLICANT

I hereby certify under penalty of perjury in the second degree, that the above statements & all attachments are true and correct to the best of my knowledge.

Signature of applicant **Print name, title & date**

For City of Boulder staff use only

Date sent to Sales Tax: _____ ☐ **Sales Tax Approved** ☐ **Sales Tax Denied**

Notes:

Name, Date

Date sent to Police Dept.: _____ ☐ **PD Approved** ☐ **PD Denied**

Notes:

Name, Date

Date sent to Inspection: _____ ☐ **Planning and DS Approved** ☐ **Planning and DS Denied**

Notes:

Name, Date