



Application for Pawnbroker Regulatory License
Application Fee – Non-Refundable
Annual Fee (includes background check) per master fee schedule

Section 1: Applicant Information: (OHMC 5.15.040)

Business Name: _____

Business UBI number: _____

Applicant Name: _____

*Local business representative if different than applicant: _____

Date of Birth: _____

Physical address for business: _____

Mailing address: _____

Phone: _____

Email: _____

**Copy of applicant or local business representative ID, front and back, must be provided for police background check. Fingerprinting will also be conducted as part of the background check.*

Section 2: Business License Required: (OHMC 5.15.030)

- Application for Business License completed or submitted simultaneously with this application.

Section 3: Police Department Investigation: (OHMC 5.15.040)

The investigation shall include review of any felony, misdemeanor, and traffic convictions which have occurred in the last 10 years by conducting local records and Washington Access to Criminal History (WATCH) background checks. The investigation shall also list any discrepancies which may prevent the approval of the applicant including, but not limited to, unsatisfactory criminal history of felony, misde-

meanor, or traffic convictions that are directly related to fitness for a pawnbroker regulatory license. The applicant must show that he or she has and will maintain a permanent place of business in the city of Oak Harbor, and that the applicant understands the rules and regulations pertaining to the pawnbroker business. This includes the place or places where identifying marks are on items of property. Prior suspension or revocation of an regulatory license may be grounds for refusal of a pawnbroker regulatory license.

Section 4: \$10,000.00 Bond Required (OHMC 5.15.040)

\$10,000.00 Bond attached.

Section 5: Records Required. (OHMC 5.15.080)

(1) It shall be the duty of every pawnbroker to maintain at the place of business books or other permanent records. Records shall be legibly written in the English language at the time of any loan, purchase or sale, a record thereof containing:

- (a) The date of the transaction;
- (b) The name, printed and written, age, address of the person with whom the transaction was made;
- (c) Driver's license number or other appropriate identification;
- (d) The complete description of the property bought or received in pledge shall be entered legibly in the record by the pawnbroker; the complete description of the property bought or received in pledge which, in the case of watches, shall contain the name of the maker and the number of both the works and the case; and in the case of jewelry, a description of all letters and marks inscribed thereon, type of stone, and color of items, such as white gold, type of setting, etc.; and
- (e) The number of any pawn tickets issued therefor.

(2) It is unlawful for any pawnbroker and every clerk, agent or employee of such pawnbroker to fail, neglect or refuse to make entry of any material matter in his or her records, as required by this section, or to make any false entry therein, or to obliterate or remove from his or her place of business such record.

Section 6: Pledger Information (OHMC 5.15.090)

Anyone who pledges, sells or consigns any property to or with a pawnbroker shall sign the records required to be kept by such dealer with his or her true name and shall include the regulatory license holder's correct residence address.

Section 7: Daily report to police chief (OHMC 5.15.100)

It shall be the duty of every pawnbroker, before 12:00 noon of every business day, to report to the chief of police on a form to be furnished by the police department, a full, true and correct transcript of the record of all transactions made the preceding day.

Section 8: Records Available for inspection (OHMC 5.15.110)

All books and other records of any pawnbroker, relating to purchase, pledge, exchange, barter or receipt of any goods, wares, merchandise or other articles or things of value, shall at all times be open for inspection by the chief of police, or any law enforcement detailed for that purpose, and all articles or things received, purchased or left in pledge with the pawnbroker shall at all times be open for inspection.

Section 9: Acknowledgement of OHMC 5.15

I acknowledge that I have read and understand Oak Harbor Municipal Code 5.15. The above information is true and correct and provided for the purpose of obtaining a Pawnbroker regulatory license under Chapter 5.15 of the Oak Harbor Municipal Code.

Signature: _____ Date: _____

Section 10: Instructions to Obtain Pawnbroker Regulatory License

- **Step 1:** Complete Pawnbroker Regulatory License and Business Application and pay applicable fees. License fee includes the fee for background check.
- **Step 2:** The Finance Department/Utilities Dept. will forward application to the police department to complete the investigation.
- **Step 3:** Applicant must schedule fingerprinting with police department.
- **Step 3:** Following police department investigation, application will be forwarded to Finance Director for approval.
- **Step 4:** If Finance Director approves, you will receive a Business and Pawnbroker's Regulatory License in the mail.
- **Note:** *If the application is granted, the \$30.00 application fee will count as the first annual license payment.*
- **Step 5:** If Finance Director denies the application, the \$30.00 application fee is non-refundable.
- **Forms:** Property Description and Daily Log Forms available at Finance Department/Utilities office.
- **Renewal:** Must renew Pawnbroker's license annually. **Expires December 31st** of each year.

SECTIONS 11 and 12 -- INTERNAL USE ONLY

Section 11: Police Department Investigation (OHMC 5.15.060)

WSP WATCH Background Check Results

Fingerprinting completed

Approved Denied By: _____ Police Dept. Official Date _____

Notes: _____

WATCH WSP _____ LOCAL RECORDS _____

Decision/Findings:

(Attach additional pages if needed)

Police Department

Date

Section 12: Finance Director Decision OHMC 5.15.070

Conditions set by Finance Director (if any):

Approval/Denial Date	Fees Paid	Business License No. Issued	Bond Required/Received

Finance Director

Date

Contact the Finance Department/Utilities Department with questions at utilities@oakharbor.org or 360-279-4530.