



Application for Pawnbrokers License

Application Fee -- Non-Refundable

Annual Fee – \$30.00 Due January 1st of each year
Background Check Fees may apply (OHPD Fee Schedule)

Section 1: Applicant Information: (OHMC 5.01.020)

Business Name:

Applicant Name:

Date of Birth:

Physical Address:

Mailing Address (*if different from above*):

Phone:

Email:

If applicant is a Corporation, please state the managing or directing agent's name.*

** Include documentation from the Corporation verifying that the listed managing or directing agent has authority to enter into the license for Pawnbrokers.*

Section 2: License Requirements - Regulations (OHMC 5.24.020)

1. Have you ever been convicted of any crime involving property? _____
2. Have you ever been convicted of any crime involving moral turpitude? _____
3. Have you ever been suspended or received revocation of a pawnbroker license? _____
4. Do you have a permanent place of business within the City of Oak Harbor? _____
5. If yes to question 4, are you willing to maintain the place of business? _____
6. If yes to question 5, please explain how you will maintain the business: _____

Section 3: Records Required and Report to Police Department and Inspection (OHMC 5.24.030 - 060)

It shall be the duty of every pawnbroker to maintain his place of business, books, or other permanent record in which shall be legibly written in the English language at the time of any loan, purchase, or sale, a record containing requirements as set forth in OHMC 5.24.030.

Before 12:00 p.m. (noon) of every business day, it shall be the duty of every pawnbroker to report to the Chief of Police (using the form provided by the City) a full, true, and correct transcript of the record of all transactions made the preceding day.

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

I understand OHMC 5.24.030-060 requirements concerning records, reporting, and inspection.

Section 4: License Suspension or Revocation (OHMC 5.24.080)

The City Council may suspend or revoke the pawnbroker's license if in the opinion of Council there has been a violation of any of the requirements set forth in OHMC 5.24. The pawnbroker shall be given at least five (5) days' notice prior to the hearing before City Council, and the charges shall be specified in the notice.

I understand OHMC 5.24.080 relating to Council's ability to suspend or revoke the license and the hearing and notification process.

Section 5: Acknowledgement of OHMC 5.24

I acknowledge that I have read and understand Oak Harbor Municipal Code 5.24. The above information is true and correct and provided for the purpose of obtaining a Pawnbroker's license under Chapter 5.24 of the Oak Harbor Municipal Code.

Signature: _____ Date: _____

Section 6: Instructions to Obtain Pawnbroker License

- **Step 1:** First-time applicants – Complete Pawnbroker License and Business Applications, & pay applicable fees.
- **Step 2:** The City Clerk will inform you when your application will be added to the Council Agenda for City Council action.
- **Step 3:** Following Council review, the Clerk will contact you with the results.
- **Step 4:** If Council approves, you will receive a Business and Pawnbroker's endorsement 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 Council denies the application, the \$30.00 application fee is non-refundable.
- **Forms:** Property Description and Daily Log Forms available at Clerk's office.
- **Renewal:** Must renew Pawnbroker's license annually. **Expires December 31st** of each year.

SECTIONS 7 and 8 -- INTERNAL USE ONLY

Section 7: Police Department Investigation (OHMC 5.24.020)

Decision/Findings:

(Attach additional pages if needed)

Police Chief

Date

Section 8: Council Approval OHMC 5.24.020

Conditions set by City Council (if any):

Bond Required Amount _____

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

City Clerk

Date

Contact the City Clerk with questions at athompson@oakharbor.org or 360-279-4539.