



PAWNBROKER LICENSE INFORMATION

Office of the City Clerk License Division
 200 E. Wells St. Room 105, Milwaukee, WI 53202
 (414) 286-2238 e-mail address: license@milwaukee.gov www.milwaukee.gov/license

Who needs a Pawnbroker License?

Any individual, partnership, limited liability company or corporation engaged in the business of lending money on personal property or goods, which are pledged as security for the loan on the condition that if the loan is not repaid within a specified period of time the goods used as security may be sold to compensate for nonpayment.

Non Transferrable

Pawnbroker licenses cannot be transferred.

Definition

Pawnbroker

A person, firm or corporation engaged in the business of lending money on personal property or goods which are pledged as security for the loan on the condition that if the loan is not repaid within a specified period of time the goods used as security maybe sold to compensate for nonpayment.

License Period

License expires 1 year from date of issuance.
 License must be issued within 1 year of approval, or a waiver from the Licenses Committee is needed.

Fee

\$375

Forms Needed

- Business Application ccl-bapp
- Pawnbroker Supplemental Application ccl-pawn3
- Bond For Licensed Pawnbroker ccl-pawn1

Bond Requirement

The Bond for Licensed Pawnbrokers must be submitted with the application. The bond must be completed by two different sureties and be in the amount of \$500.

Residency Requirement

The individual, both partners, or agent of a corporation or limited liability company must be a resident of the state of Wisconsin for one year prior to the date of application.

Proof of residency must be submitted to the Milwaukee Police Department License Investigation Unit upon application. Call (414) 935-7430 to comply with this requirement.

Reporting Compliance

Prior to operating, you must establish a NEWPRS account. NEWPRS (Northeastern Wisconsin Property Reporting System) is a database you must utilize to manage and store purchase information.

Contact Officer Thiele at (414) 935-7339 for instructions.

City of Milwaukee Ordinance Regulations

- Milwaukee City Ordinance 92-1
- Ordinances are available online at www.milwaukee.gov/ordinances.



**PAWNBROKER
SUPPLEMENTAL APPLICATION**

CCL-PAWN3

Office of the City Clerk License Division
(414) 286-2238 E-MAIL ADDRESS: LICENSE@MILWAUKEE.GOV
WWW.MILWAUKEE.GOV/LICENSE
200 E. Wells St. Room 105, Milwaukee, WI 53202

Legal Entity Name:

Premises Address:

STATE OF INCORPORATION

State of incorporation is required for corporations and limited liability companies:

APPLICANT

Place of birth:

Place of Residence in last year (Address, City, State, Zip):

(Per 92-2-5-c of the Milwaukee Code of Ordinances, the individual, all partners, or the agent must reside in the state of Wisconsin for one year prior to the filing of the application.)

BUILDING OWNER

Name:

Address (include city, state, zip code):

MERCHANDISE

List all type(s) of merchandise for sale:

MANAGER OF BUSINESS

Name: _____ Date of Birth: _____

Address (include, city, state, zip code):

HOURS OF OPERATION

Day of Week	Hours of Operation (include a.m. or p.m.) (Example: 9:00 a.m. - 5:00 p.m.)	Estimated Number of Customers per day
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

Office Use Only:

Initials_____ App#_____ Filed_____ Granted_____ Issued_____ Email sent to LIU after issued

LIST OTHER LICENSES HELD BY THE APPLICANT AND THE STATUS(ES)

<input type="checkbox"/> Occupancy Permits <input type="checkbox"/> Active <input type="checkbox"/> Suspended <input type="checkbox"/> Other: _____	<input type="checkbox"/> Wisconsin State Seller's Permit <input type="checkbox"/> Active <input type="checkbox"/> Suspended <input type="checkbox"/> Other: _____	<input type="checkbox"/> Other(s): _____ <input type="checkbox"/> Active <input type="checkbox"/> Suspended <input type="checkbox"/> Other: _____
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DESCRIBE YOUR PLANS TO:

1. Provide security for the business premises:
2. Provide security for business records:
3. Ensure that business is not conducted with minors:

ANNUAL SALES

What is your estimated sales volume for the calendar year in US Dollars? \$ _____

AFFIRMATION OF UNDERSTANDING – REGULATIONS

Please read and initial each item confirming your understanding:

- _____ Application for a license cannot be made for, or on behalf of, any other person by the applicant acting as an agent for, or in the employee of, another.
1. _____ I understand no purchase or exchange of any property may be made without obtaining the seller's identification information, as stipulated in 92-11 of the Milwaukee Code of Ordinances (MCO).
 2. _____ I understand no item may be received with an altered or obliterated serial number.
 3. _____ I understand description records of any item purchased or exchanged must be maintained as stipulated in 92-12 of the MCO.
 4. _____ I understand that each transaction description record must be reported as stipulated in 92-13 of the MCO, including color photographs and color video recordings as required in 92-12-3 MCO.
 5. _____ I understand that every item purchased or exchanged must be available for inspection by the police department at any reasonable time.
 6. _____ I understand that every item exchanged or purchased or accepted on consignment must be kept on the dealer's premises separate and apart from any other property, unchanged and unaltered, for 30 days for inspection by the police department; additional holding periods may be requested by the department.
 7. _____ I understand that the police may extend the holding period if there is reason to believe that the item purchased or exchanged was not sold or exchanged by the rightful owner.
 8. _____ I understand that no transactions may be conducted with a minor less than 18 years of age unless the minor is with a parent or guardian, or the dealer has a written consent on file signed in the dealer's presence by the parent or guardian.
 9. _____ I understand that no transactions may be conducted with any intoxicated person.
 10. _____ I understand every pawnbroker must report to the police department any item presented in the course of business if there is reason to believe the item was stolen.

SUBMIT THIS FORM ALONG WITH THE "BUSINESS LICENSE APPLICATION"

Office Use Only:

Initials _____ App# _____ Filed _____ Granted _____ Issued _____ Email sent to LIU after issued

BOND FOR LICENSED PAWNBROKERS

BOND NO. _____

ccl-pawn1 12/11/13

Know all men by these presents, that we, _____, as principal and (1) _____ and (2) _____, as sureties, are held and firmly bound unto the City of Milwaukee in the sum of five hundred dollars (\$500), to be paid to the said City of Milwaukee, for which payment well and truly to be made, we bind ourselves and our respective heirs, executors and administrators, and each and everyone of them, jointly and severally by these presents.

Signed, sealed and dated this _____ day of _____, 20_____

The condition of this obligation is such that, whereas, the above bound Principal has applied to the proper authorities of the City of Milwaukee for a license to act as a pawnbroker at _____ in the _____ aldermanic district, in said City of Milwaukee, until the first day of _____ (unless sooner revoked) and whereas, such license has been granted to them.

Now therefore, if the said _____, during the continuance of their license, shall duly comply with the laws of the state of Wisconsin affecting said business, and shall comply with all the requirements of the ordinances of the City of Milwaukee affecting said business, which ordinances are now in effect or may hereafter become effective, then this obligation shall be null and void, otherwise to be in full force and effect.

SURETY 1

In presence of:

Print Name of Principal Representative

Signature of Witness for Principal Representative

By _____
Signature of Principal Representative

Print Name of Attorney-In-Fact/Agent

Signature of Witness for Attorney-In-Fact/Agent

By _____
Signature of Attorney-In-Fact/Agent

Corporations Operating with Seal, Please Affix

SURETY 2 **

In presence of:

Print Name of Principal Representative

Signature of Witness for Principal Representative

By _____
Signature of Principal Representative

Print Name of Attorney-In-Fact/Agent

Signature of Witness for Attorney-In-Fact/Agent

By _____
Signature of Attorney-In-Fact/Agent

Corporations Operating with Seal, Please Affix

** Surety 2 must be a different company than Surety 1.