

DRAFT

Steps for Processing City of Albuquerque

Pawnbrokers Application And Pawnbrokers Renewal Application

It is the responsibility of the Applicant to complete the following Steps to order to obtain a City of Albuquerque Pawnbrokers Permit

1. Zoning Enforcement:

- a. Signature and approval from Zoning on initial application / **Renewals** will just have to check renewal box on application.
- b. Zoning will return application to applicant.
- c. *Check with zoning to verify that the location is zoned for Pawnbrokers, some areas in Albuquerque are not zoned for Pawnbrokers business.*

2. Police Department:

- a. Signature and approval from APD.
- b. APD will return application to applicant.

3. City Clerk:

- a. Signature and approval from City Clerk:
- b. (Pawnbrokers)A \$5,000 bond on file with City Clerk. Must be original copy.
- c. City Clerk will return application to applicant.

4. Treasury Division:

- a. Take completed application with signatures and approval from the appropriate departments to Treasury Division (City Hall Room 1080B) and pay the fee (***To be determined***).

CITY OF ALBUQUERQUE
PAWNBROKER PERMIT APPLICATION
City of Albuquerque Treasury Division
One Civic Plaza Room 1080B
Telephone: (505) 768-3398

Legal Name of Business: _____

DBA _____ Phone Number _____

Location of Business: _____
Street City State Zip Code

Contact Name: _____ Email: _____ Phone Number: _____

Step 1

This step does not apply to renewals unless you (1) moved to a new location or (2) began selling autos or trucks within the past twelve months. If this step does not apply, please check "RENEWAL" below.

For new applicants, new locations and those who recently began to sell autos or trucks, a Zoning Enforcement Officer must determine if your business activity and location conform to the Integrated Development Ordinance. Please take your application to 600 Second Street NW, 1st floor (East side of Lobby) to have the following section completed:

RENEWAL _____ **APPROVED** _____ **DISAPPROVED** _____

Comment/Condition: _____

Signature/Position/Date: _____
(Zoning retain a copy)

Step 2

Police Department (APD) 400 Roma NW 768-2267

A police officer will investigate all principals, officers, and employees listed on the application. Please deliver (or mail) your application to Pawnshop Unit, 400 Roma NW (87102). APD will notify you when to return to pick up the application after APD completes the following section:

APPROVED _____ **DISAPPROVED** _____

Comment/Condition: _____

Signature/Position/Date: _____
(APD retain a copy)

=====

CITY OF ALBUQUERQUE PAWNBROKER APPLICATION

Legal Name of Business _____

This business is a ___ Corporation ___ Partnership ___ Proprietorship

Business Location _____

	Street	City	State	Zip
Mailing Address _____	Address	City	State	Zip

Telephone Number: _____

City of Albuquerque Zoning Category _____

New Mexico Gross Receipts Tax Identification Number _____

Business Principals or Corporate Officers

Name	Title	% Ownership
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Residence Address	City	State	Zip	Telephone
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Date, City and State of Birth	Social Security Number
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Name	Title	% Ownership
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Residence Address	City	State	Zip	Telephone
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Date, City and State of Birth	Social Security Number
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Name	Title	% Ownership
------	-------	-------------

Residence Address	City	State	Zip	Telephone
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Date, City and State of Birth	Social Security Number
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Attach additional pages if necessary. LIST ALL PARTIES.

**CITY OF ALBUQUERQUE
PAWNBROKER PERMIT APPLICATION**

Are there any other persons or agents authorized to act on behalf of the business?

YES _____ NO _____

If "YES," please give complete details as to name, address, official capacity, and extent of their authority on a separate sheet and attach to this application.

Describe the nature of your business operation _____

On what date did this business begin
or does it plan to begin under the present ownership? ____/____/____

Is your business involved in the receipt, transport or possession of firearms?

_____ YES _____ NO

Does your business sell automobiles or trucks?

_____ YES _____ NO

Is the required \$5,000 bond presently on file with the City Clerk's Office?

_____ YES _____ NO

If YES, what date does the bond expire? ____/____/____

CITY OF ALBUQUERQUE PAWNBROKER APPLICATION

Please list the complete name and address of your insurance agent and security bonding company who have or will issue the required \$5,000 bond.

Bonding Company Name	Insurance Company Name						
Bonding Company Address	Insurance Company Name						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black;">City</td> <td style="width: 33%; border-bottom: 1px solid black;">State</td> <td style="width: 33%; border-bottom: 1px solid black;">Zip</td> </tr> </table>	City	State	Zip	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid black;">City</td> <td style="width: 33%; border-bottom: 1px solid black;">State</td> <td style="width: 33%; border-bottom: 1px solid black;">Zip</td> </tr> </table>	City	State	Zip
City	State	Zip					
City	State	Zip					
Agent	Agent						

My (our) signatures below attest that as owners (partners or corporate officers) under this ordinance, I (we) swear and affirm that all statements and representations made on this application, including those of all employees, are true and correct to the best of my (our) knowledge or belief. I (we) agree to notify the City Treasury Division in writing of any changes in ownership or business agents within ten business days. I (we) agree to comply with all regulations, ordinances, and statutes of the City of Albuquerque or State of New Mexico.

(Initials of all principals or corporate officers)

If my (our) pawnbroker business accepts firearms as security for loans, I (we) acknowledge that the employment of anyone with a felony conviction is a violation of (state statute) 30-7-16 NMSA 1978 (Receipt, Transportation, or Possession of Firearms by a Felon). I (we) further acknowledge that if me (our) pawnbroker / second hand dealer business accepts firearms as security for loans, I (we) am not allowed to employee, owner, partner or corporate officer has been convicted of a felony will be sufficient grounds for revocation of my (our) pawnbroker / second hand dealer permit.

persons who have been convicted of felonies, nor may any owner, partner, or corporate officer have been convicted of a felony. If my (our) pawnbroker business accepts firearms as security for loans, I (we) acknowledge that the discovery that any employee, owner, partner, or corporate officer has been convicted of a felony will be sufficient grounds for revocation of my (our) pawnbroker permit.

(Initials of all principals or corporate officers)

SIGNED:

Owner	Date
Owner	Date
Owner	Date

A Pawnbroker fee of *(To be determined)* will be due with the completed and approved application.

**CITY OF ALBUQUERQUE
PAWNBROKER / APPLICATION
EMPLOYEE INFORMATION LIST**

Legal Name of Business _____

Today's Date _____

Employee Name _____

Home Address _____
Street City State Zip

Date of Birth / /

Social Security Number - -

Employee Name _____

Home Address _____
Street City State Zip

Date of Birth / /

Social Security Number - -

Employee Name _____

Home Address _____
Street City State Zip

Date of Birth / /

Social Security Number - -

Employee Name _____

Home Address _____
Street City State Zip

Date of Birth / /

Social Security Number - -

List additional employees (with all information requested above) on rear of this page. Attach additional pages, if necessary, to this application.