

DRAFT

Steps for Processing City of Albuquerque

Second Hand Dealer Application

And

Second Hand Dealer Renewal Application

It is the responsibility of the Applicant to complete the following Steps to order to obtain a City of Albuquerque Second Hand Dealer 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.

2. Police Department:

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

3. 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
SECOND HAND DEALERS 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
Zoning Enforcement

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

Please deliver (or mail) your application to Property Crime 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)

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**CITY OF ALBUQUERQUE
SECOND HAND DEALER APPLICATION**

Step 4

Treasury Division One Civic Plaza Room 1080B, 768-3398

Take completed application with signatures and approval from the appropriate departments to Treasury Division (City Hall Room 1080B) and pay fee (*To be determined*). If you wish, you may mail the application, and fee please include check (or money order), Treasury Division, City of Albuquerque, PO Box 17, Albuquerque, NM 87103-0017, and Second-Hand Dealer.

**CITY OF ALBUQUERQUE
SECOND HAND DEALER 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
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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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Attach additional pages if necessary. LIST ALL PARTIES.

CITY OF ALBUQUERQUE
SECOND HAND DEALER 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