

Instructions for City of Albuquerque Pawnbrokers Permit Application

It is the responsibility of the permit applicant to complete all required steps below

Step 1:

APD /Property Enforcement

400 Roma Ave NW

(505) 768-2267

Submit new and renewal applications via electronically or by hard copy to Albuquerque Police Department (APD) Property Enforcement Unit. The application must include a complete list of all individuals employed at the specified business site location prior to APD's approval of the application. APD will conduct a background check on all individuals listed.

Mailing Address: APD/Organized Crime Unit, PO Box 1293, Albuquerque, NM, 87103-1293

Step 2:

Zoning Enforcement

600 2nd St NW, 1st Floor

(505) 924-3857

Upon approval from APD Property Enforcement the application will either be routed via electronically OR the hard copy must be submitted in person to the Planning Department/Zoning Enforcement for review. Proof of current business registration is required prior to Zoning Enforcement's approval of the application. Contact Zoning Enforcement on how to submit current proof of registration.

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 (IDO). Pawn shops may not be located within 1 mile in any direction of a lot containing any other pawn shop. Contact Zoning Enforcement for more information.

* **A Pawnbrokers application must be used only if the establishment engages in the business of lending money on the deposit or pledge of personal property; the purchase of personal property with the expressed or implied agreement or understanding to sell it back at a stipulated price; or engaged in the business of purchasing items of gold, silver, platinum or other precious metals or gems and reselling the product (Precious Materials Dealers may/may not be applicable. Contact Planning Dept. for any questions).**

If the establishment does not meet the defined criteria as described above, then use the *Secondhand/Precious Material Dealers/Automated Kiosk* application.

Step 3:

City Clerk's Office

600 2nd St NW (7th Floor)

(505) 768-4546

Upon approval from APD/Property Enforcement Unit the application will either be routed via electronically OR the hard copy must be submitted in person to the City Clerk's Office.

Prior to City Clerk's approval of the application, the applicant must submit either by mail or in-person, an original bond in the amount of \$5,000.00. The bond must name the City of Albuquerque as "Obligee" and cover the term of the permit starting July 1st of the permit year and ending June 30th of the following year. The surety company must be qualified and licensed to do business in the State of New Mexico (*The original bond will be held on file with the City Clerk's Office*).

Mailing Address: City Clerk's Office, PO Box 1293, Albuquerque, NM 87103-1293

Step 4:

Treasury Division

1 Civic Plaza, 10th Fl. Room 10111

(505) 768-2129

Once the application has the necessary approvals from each of the applicable City departments, a copy of the approved application along with a copy of the bond will be routed via electronically OR a hard copy must be submitted in person to the Treasury Division.

Remit payment of \$250.00 for the Pawnbroker's permit either online at: www.tops.cabq.gov or by mail. Contact Treasury for a new online account registration.

Mailing Address: Pawn Brokers Application- Treasury Division, PO Box 17, Albuquerque, NM 87103

**City of Albuquerque Treasury Division
1 Civic Plaza, 10th FL. Room 10111
ABQ, NM, 87103**

APPLICATION FOR PAWNBROKER PERMIT (Rev. 05/2023)

Business Information

Business Name	DBA	Phone	
Location Address	City	State	Zip Code
Mailing Address	City	State	Zip Code
Contact Name	Email	Phone	

Business Ownership: Individual Partnership Corporation (If corporate name differs from business name, complete the following):

Current Business Registration Number: _____ **Zoning Category:** _____

Business Registration Fee Current? YES NO

* If Business Registration is not current, contact Business Registration at (505) 924-3890 or go online to www.cabq.gov/planning/business-registration-information. Fee must be paid prior to approval of this application.

Official Start Date of Business: _____ **NM Gross Receipts Tax Identification Number:** _____

BUSINESS OWNER(S) OR CORPORATE OFFICER(S)

Business Owner(s): (Name of individual, partners, or corporate officers)

Name	Phone	Title	% Ownership
Address	City	State	Zip Code
Social Security Number/Tax ID Number	Date of Birth	State of Birth	

Name	Phone	Title	% Ownership
Address	City	State	Zip Code
Social Security Number/Tax ID Number	Date of Birth	State of Birth	

Name	Phone	Title	% Ownership
Address	City	State	Zip Code
Social Security Number/Tax ID Number	Date of Birth	State of Birth	

Are there any other person(s) or agent(s) authorized to act on behalf of the business? YES* NO

If "YES", please fill out the required information below.

Name Phone Official Capacity Extent of Authority

Address City State Zip Code

Name Phone Official Capacity Extent of Authority

Address City State Zip Code

Describe the nature of your business operation.

Is your business involved in the receipt, transport or possession of firearms? YES NO

(Submit original notarized "Sale of Firearms from a Residential Zone" application to the Planning Dept. if applicable. Application can be downloaded at: <https://www.cabq.gov/planning/code-enforcement-zoning/code-enforcement-applications-forms-handouts>).

Does your business sell automobiles or trucks? YES NO

Does your business have the required \$5,000 bond presently on file with the City Clerk's Office? YES NO

If "YES", what date does the bond expire: _____

Submittal of an original bond in the amount of \$5,000 must be submitted prior to City Clerk's approval. The term of the bond must cover the entire duration of the initial annual permit or annual renewal period.

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 Phone Number Agent

Address City State Zip Code

Insurance Company Name Phone Number Agent

Address City State Zip Code

Original bonds must be submitted to the City Clerk's Office either in person or by mail. The Clerk's Office is located at 600 2nd St. NW, Ste. 720 Albuquerque, NM 87102. Mailing address is P.O. Box 1293 Albuquerque, NM 87103.

EMPLOYEE INFORMATION LIST

BUSINESS NAME: _____

Employee Name	Phone		
Address	City	State	Zip Code
Social Security Number/Tax ID Number	Date of Birth	State of Birth	

Employee Name	Phone		
Address	City	State	Zip Code
Social Security Number/Tax ID Number	Date of Birth	State of Birth	

Employee Name	Phone		
Address	City	State	Zip Code
Social Security Number//Tax ID Number	Date of Birth	State of Birth	

Employee Name	Phone		
Address	City	State	Zip Code
Social Security Number//Tax ID Number	Date of Birth	State of Birth	

Employee Name	Phone		
Address	City	State	Zip Code
Social Security Number//Tax ID Number	Date of Birth	State of Birth	

Employee Name	Phone		
Address	City	State	Zip Code
Social Security Number/Tax ID Number	Date of Birth	State of Birth	

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.

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 my (our) pawnbroker business accepts firearms as security for loans, I (we) am not allowed to employ 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.

"As the person responsible for completing the application for the business, I certify under penalty of perjury that the information on this application is true and complete to the best of my knowledge."

Applicant Signature

Date

ALBUQUERQUE POLICE DEPARTMENT (APD)/PROPERTY ENFORCEMENT UNIT

Received By: _____
Date

APD/Rank Date

PLANNING DEPARTMENT/ZONING ENFORCEMENT

Received By: _____
Date

Zoning Enforcement Date

CITY CLERK

Received By: _____
Date

City Clerk Date

**** PLEASE REMIT PAYMENT OF \$250.00 ONLINE ([tops.cabq.gov](https://www.tops.cabq.gov)), UPON APPROVAL OF THIS PAWNBROKER APPLICATION. ****
CONTACT TREASURY DIVISION FOR NEW ACCOUNT REGISTRATION & FOR ANY ADDITIONAL QUESTIONS.
(505) 768-2129 or treasurypayment@cabq.gov