

Steps for Processing City of Albuquerque

Second Hand Dealer/ Precious Materials Application

And

Second Hand Dealer/ Precious Materials Renewal Application

It is the responsibility of the Applicant to complete the following steps in order to obtain a City of Albuquerque Second Hand Dealer/ Precious Materials Permit

1. Zoning Enforcement:

- a. Initial applications require approval and signature from Zoning division, located in the City of Albuquerque's Planning Department
- b. Zoning will return application to applicant.
- c. Renewal applications only require applicant to check renewal box on application.

2. Police Department:

- a. All applications require approval and signature from APD.
- b. APD will return application to applicant.

3. Treasury Division:

- a. Mail the completed application to:
Attn: Second Hand Dealer/ Precious Materials Application.
-Treasury Division, City of Albuquerque,
-PO Box 17, Albuquerque, NM 87103-0017
- b. Required fee of \$250.00.
 - Using Google Chrome internet browser go to tops.cabq.gov

**CITY OF ALBUQUERQUE
SECOND HAND DEALERS/ PRECIOUS MATERIALS
PERMIT APPLICATION**

**City of Albuquerque Treasury Division
One Civic Plaza Room 1080B
treasurypayments@cabq.gov**

Legal Name of Business: _____

DBA _____ Phone Number _____

Location of Business: _____
Street City State Zip Code

Contact Name: _____ Email: _____ Phone Number: _____

**Step 1
Zoning Enforcement**

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:

For all other applications, please check "Renewal"

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, Albuquerque, NM 87102). APD will notify you when to pick up the application after APD completes review.

APPROVED

DISAPPROVED

Comment/Condition: _____

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

**CITY OF ALBUQUERQUE
SECOND HAND DEALER / PRECIOUS MATERIALS
APPLICATION**

Step 3

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 on website at (tops.cabq.gov). If you wish, you may mail the completed application to,

*Attn: Second Hand Dealer/ Precious Materials Fee
Treasury Division, City of Albuquerque
PO Box 17, Albuquerque, NM 87103-0017.*

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**CITY OF ALBUQUERQUE
SECOND HAND DEALER / PRECIOUS MATERIALS
APPLICATION**

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Legal Name of Business _____

This business is a ___ Corporation ___ Partnership ___ Proprietorship

Business Location _____
Street City State Zip

Mailing Address _____
Street 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

Residence Address City State Zip Telephone

Date, City and State of Birth

Name Title % Ownership

Residence Address City State Zip Telephone

Date, City and State of Birth

Attach additional pages if necessary. LIST ALL PARTIES.

CITY OF ALBUQUERQUE
SECOND HAND DEALER / PRECIOUS MATERIALS 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

Please read the following statement carefully before signing the application.

I understand that my signature below indicates that all of the information contained on this application is true and correct.

I further understand the information provided in this application is considered public information and will be published on the City of Albuquerque's website.

Print Name: _____

Signature: _____