

Steps for Processing City of Albuquerque

Pawnbrokers Permit Application

And

Pawnbrokers Permit Renewal of Application

It is the responsibility of the Applicant to complete the following steps in order to obtain a City of Albuquerque Pawnbrokers 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. City Clerk:

- a. All applications require approval and signature from City Clerk.
- b. A \$5,000 bond is required to be on file with City Clerk:
- c. City Clerk will return application to applicant.

4. Treasury Division:

- a. Mail the application to:
Attn: Pawn Brokers 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
PAWNBROKER PERMIT APPLICATION (Rev. 5/01)
City of Albuquerque Treasury Division
One Civic Plaza Room 1080B

Legal Name of Business: _____

DBA _____ Phone Number _____

Location of Business: _____
Street City State Zip Code

Contact Name: _____ Email: _____ Phone Number: _____

Step 1

Zoning Enforcement Office 600 Second Street NW 924-3840

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

APD will investigate all principals, officers, and employees listed on the application. Please deliver (or mail) your application to Property Crime Unit, 400 Roma NW, Albuquerque NM, 87102. APD will notify you when pick up the application after APD completes the review and inspection:

APPROVED **DISAPPROVED**

Comment/Condition: _____

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

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**CITY OF ALBUQUERQUE
PAWNBROKER PERMIT APPLICATION**

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Step 3

City Clerk Plaza Del Sol 600 2nd ST NW (7th Floor) 768-3030

Mail the original bond to: City Clerk’s Office, City of Albuquerque, PO Box 1293, Albuquerque NM 87103-1293 or deliver the bond directly to the City Clerk’s Office at 600 2nd St NW (Plaza Del Sol 7th floor). If you hand deliver the bond, a representative of the City Clerk’s Office will verify and retain the original of the unexpired \$5,000 bond. A copy of the original bond should also be mailed to: ATTN: Pawn, Treasury Division, City of Albuquerque, PO Box 17, Albuquerque NM 87103.

PREVIOUSLY FILED _____ APPROVED _____ DISAPPROVED _____

Comment/Condition: _____

Signature/Position/Date: _____
(City Clerk’s office retains original \$5,000 bond)

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Step 4

Treasury Division One Civic Plaza Room 1080B, 768-3387

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,

***Atten: – Pawn Brokers Application
Treasury Division, City of Albuquerque,
PO Box 17, Albuquerque, NM 87103-0017.***

**CITY OF ALBUQUERQUE
PAWNBROKER PERMIT APPLICATION**

Legal Name of Business _____

This business is a ___ Corporation ___ Partnership ___ Proprietorship

Business Location _____
Street City State Zip Code

Mailing Address _____
Street City State Zip Code

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 Social Security Number

Name Title % Ownership

Residence Address City State Zip Telephone

Date, City and State of Birth Social Security Number

Name Title % Ownership

Residence Address City State Zip Telephone

Date, City and State of Birth Social Security Number

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

Has this business paid the City of Albuquerque Business Registration Fee of \$35.00 for the current period?

_____ 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 PERMIT 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
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 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.

(Initials of all principals or corporate officers)

SIGNED:

Owner	Date
Owner	Date
Owner	Date

A pawnbroker permit fee of \$250.00 will be due with the completed and approved application.

**CITY OF ALBUQUERQUE
PAWNBROKER PERMIT 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.