

**APPLICATION FOR
PAWNBROKER LICENSE**

Requirements, Process and Application Packet

CITY CODE CHAPTER 6-8-1.

Application is hereby submitted for a pawnbroker license within the City of St. Francis, in accordance with the Ordinances of said city regulating the same.

Enclose with this application:

- The Annual license fee of \$1,000
- A completed and signed "background check authorization" form and copy of driver's license
- Fee for background check: \$25
- A certificate of workers' comp insurance or company name & policy#:

_____ (if applicable)

A certificate of liability insurance

FULL Name of Business:

Address of the premises to be licensed:

Business Phone Number(s):

Minnesota Tax Identification No.

Federal Tax identification No.

Manager or Owner's FULL Name:

Manager or Owner's Date of Birth:

Manager or Owner's Place of Birth:

If Applicant is different from Manager/Proprietor, please fill out Q's 9 through 15

Applicant's FULL Name

Applicant's Phone Number(s):

Applicant's Email Address:

Applicant's Address:

Applicant's Date of Birth:

Applicant's Place of Birth:

Applicant's Position with Company:
Address of Owner of Premises: (If different from applicant)
Owner's Phone Number(s): (If different from applicant)
If partnership, state names and addresses of all partners. Include a copy of the partnership Agreement.
If corporation, state name(s) and addresses of all officers and directors. Include a copy of the Articles of incorporation and Secretary of State's Certificate of Good Standing.

****No other persons than those named in this application have any interest in the management and control of such business.*

Brief description of nature of business and goods to be received/sold:
Period of time in which activities will be conducted:
Sources of supply of goods or property purposed to be sold:
Other communities where licenses are or have been held:
List below as to whether, within the preceding five (5) years, the applicant, and/or owner of the business has been convicted of any crime relating to theft, damage or trespass to property, sale of a controlled substance, or the operation of business; the nature of any such offense and the penalty assessed:

The names, residences and/or business addresses of three (3) person, residents of the State of Minnesota of good moral character, not related to the Applicant or financially interested in the licensee's premises who may be referred as to the Applicant's character, or in the case where information is required of a manager, the manager's character.

Do you reside in St. Francis and have your home as a base for your business? Yes: No:

If yes, what is the present zoning of the property?

This application shall be accompanied by a statement indicating the amount of investment the Applicant has in the business, building, premises, fixtures, furniture, stock in trade, etc. and proof of source of such money.

DATA PRACTICES ADVISORY: The data supplied in this application will be used to assess the qualifications for a license. This data is not legally required but the City will not be able to grant the license without it. If a license is granted, the data will constitute a public record.

I hereby certify that the foregoing statements are true and correct to the best of my knowledge and that the giving of false information or the failure to give pertinent information constitutes cause for revocation of this permit. Further, I agree to comply with all the provisions of the ordinance under which this license is granted.

Signature of Applicant or Authorized Agent Print Name of Applicant Date

Subscribed and sworn to before me, a notary public, on this _____ day of _____, 20__

NOTARY PUBLIC

My Commission expires: _____

Return completed application and requested information along with the fee to the City Clerk, City of St. Francis, 3750 Bridge St NW, St. Francis, MN 55070 Phone: (763)-753-2630 Fax: (763)-753-9881

Check or money order payable to "City of St. Francis"

OFFICE USE ONLY:

Approved By/Date License Fee Receipt No. License No.

Zoning Approval-----

Zoning Comments:

Findings by St. Francis Police Department:

This License will expire on December 31, ____

Position: _____

CITY OF ST. FRANCIS

**AUTHORIZATION FORM FOR
DEPT OF MOTOR VEHICLE &
BUREAU OF CRIMINAL APPREHENSION**

The City of St. Francis verifies information received on convictions/moving violations for which a jail sentence could have been imposed. This is done to identify problems that may compromise the safety of employees, residents or individuals/groups that partner with the City.

Information will be obtained through the Department of Motor Vehicles and the Bureau of Criminal Apprehension. Only criminal convictions, which relate directly to the position for which you are being considered, and for which a jail sentence could have been imposed, will be used in determining employment eligibility.

Only those employees or City representatives directly involved in the selection process will have access to this data.

Before an applicant is rejected on the basis of a criminal conviction, he/she will be notified in writing and will be notified of any right to process complaints and grievances as afforded by Minnesota Statute Chapter 364.

I, _____, authorize the City of St. Francis to verify information on convictions/moving violations for which a jail sentence could have been imposed. Further, I understand that a criminal background check and driver's license check will be run only if I have been selected as a finalist. I agree to the dissemination of information as stated above. Authorization for obtaining this information expires one year from the date this consent form is signed.

Print Full Name _____
(first) (middle) (last)

Print Full Address _____

If you have not lived in Minnesota for past five years, please list previous addresses for the past 10 years on a separate sheet of paper.

Social Security # _____ Drivers License # _____ DOB _____

Signature _____ Date _____

The Bureau of Criminal Apprehension requires that this authorization form be notarized to ensure the validity of the signature.

Notary _____ Stamp _____ Date _____

The Police Dept Recommends: ___ Approval ___ Denial for the _____ position.
Comments:
Signature _____ Date _____

6-8-1. - Pawnbrokers.

- A. *Defined* The term "pawnbroker" means a person who loans money secured by deposit or pledge of personal property, or who buys personal property on condition of selling the same or returning the same back at a stipulated price.
- B. *License Required* It is unlawful for any person to engage in or carry on the business of pawnbroker without a license therefore from the City.
- C. *Records.*
1. Each person licensed hereunder shall keep a record of each transaction made in the course of his business. Such record shall be in the form prescribed by the Chief of Police and shall, in all instances, be legibly made in ink and be in the English language. The record so kept shall include the following information about each transaction:
 - a. The name, address and date of birth of the person pledging or selling the item.
 - b. The time and date of the transaction.
 - c. A complete description of the item pledged or sold, including all identifying numbers and identifying marks.
 - d. The identification presented of the individual making the pledge or selling the item.
 - e. A description of the person pledging or selling the item.
 - f. The amount of money paid or loaned for the item.
 - g. The signature of the person pledging or selling the item.
 - h. Any other information the Police Chief shall require.
 2. The records herein shall be kept available for police inspection at any reasonable time at the licensee's place of business.
- D. *Minors.* It is unlawful for any pawnbroker to purchase or receive on deposit or pledge any property from any minor person under the age of eighteen years.
- E. *Redemption Period* Any person pledging an article shall have ninety (90) days to redeem the same before the pledge becomes forfeitable.
- F. *Police Order to Hold Property.* Whenever the Chief of Police or any member of the police force designated by the Chief of Police, shall notify any such dealer or dealers not to sell any property so received on deposit or purchased by them, or permit the same to be redeemed, such property shall not be sold or permitted to

be redeemed until such time as may be determined by the Chief of Police or member of the police force designated by the Chief of Police so requiring them to be held.

- G. *Hours and Days of Operation.* It is unlawful for any pawnbroker to receive any property as a purchase or pledge between the hours of 9:00 PM and 7:00 AM on any weekday, nor between the hours of 9:00 PM on Saturday and 7:00 AM on Monday, nor on New Year's Day, the Fourth of July, Thanksgiving Day and Christmas Day.
- H. *Report of Stolen or Lost Goods.* If any goods, articles, or things shall be advertised in any public newspaper as having been lost or stolen, and such goods, articles or things shall then be, or shall thereafter come into the possession of the licensee, said licensee shall, upon actual notice thereof, notify the Police Department in writing that certain goods, articles or things advertised are in said licensee's possession, and shall not thereafter dispose of the same except upon written authority to do so from the Chief of Police.