



City of Boulder

Regulatory Licensing Division

LicensingOnline@bouldercolorado.gov · 303 441-4192

PAWNBROKER / SECONDHAND DEALER LICENSE APPLICATION / RENEWAL

Please refer to the Online CSS Application Submission Instructions for filing your application and paying of application fees.
For BACKGROUND CHECK fees you will be invoiced separately by City Licensing Staff.

You must apply for a license at least 2 weeks prior to beginning sales. You may not begin business in the City of Boulder until you have your secondhand/pawn and sales tax licenses in your possession. **Please renew your license at least 2 weeks before your expiration date.** Renewed licenses will be emailed to your email address – please ensure that we have the most up-to-date information. Late applications are not accepted. If using this form for a new license, you must complete all fields. **If using as a renewal, please complete all and note if the information has changed since last year.**

2023 Annual License fee: \$140.00 per year (\$280 total for two year license) + \$7 per person for background check

☐

New

☐

Renewal

Expiration date (if a renewal): _____

Email address: _____

Business/Applicant: _____ Business phone: _____

Business mailing address: _____

Physical address, if different: _____ Alternate phone: _____

Trade name (DBA): _____ Cell phone: _____

Business type: ☐ LLC ☐ Individual ☐ Partnership ☐ Corporation

For new applications and renewals, for individual or partnership type businesses, please complete the following information for each owner:

Legal Name (First, Middle, Last)

Date of Birth

Legal Name (First, Middle, Last)	Date of Birth

For new applications and renewals, for corporation or LLC businesses, please complete the following information for each officer/member:

Legal Name (First, Middle, Last)

Date of Birth

Legal Name (First, Middle, Last)	Date of Birth

☐ Yes, I have a valid sales tax account in good standing with the City of Boulder.

(If not, you must apply for a sales tax license and provide proof of sales tax license or application before this license will be issued).

Regardless of ownership type, please provide the Legal Name and Birth Dates for each person who will complete Police Department pawn slips below:

[illegible]

If this application is for a pawnbroker license, applicant must:

1. Provide the City of Boulder a surety bond for \$5000 to be forfeited if the applicant fails to comply with the requirements of Chapter 17, Title 4, BRC 1981, and if the applicant fails to keep safely or return all articles pledged to the applicant.
2. Provide to the City Manager's Office evidence of fire and property damage insurance policies upon the property the applicant holds as a pledge, in the minimum amount of one-half its pledged value in case of fire.

OATH OF APPLICANT

I hereby certify under penalty of perjury in the second degree, that the above statements & all attachments are true and correct to the best of my knowledge.

Signature of applicant	Print name, title & date
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- For City of Boulder staff use only -

Date sent to Sales Tax: _____ ☐ **Sales Tax Approved** ☐ **Sales Tax Denied**

Notes: _____

Name, Date

Date sent to Police Dept.: _____ ☐ PD Approved ☐ PD Denied

Notes: _____