

## **Secondhand Dealer/Pawnbroker**

Pursuant to changes made to Boulder Revised Code in October of 2021 for the annual license renewals or initial applications for Secondhand Dealer and Pawnbroker Licenses, beginning with the 2022 renewal or application cycle, all licenses will be issued with a staggered license term so that licenses are staggered for even and odd year expiration dates.

License expiration dates will be determined based on the Trade Name of your business.

### **For 2022 New or Renewed Applications:**

Businesses with a Trade Name from A-M will be issued through 12/31/2022 with a one-year license fee due at the time of application. These businesses will continue to be renewed on even years.

Businesses with a Trade Name from N-A will be issued through 12/31/2023 with a two-year license fee. The first-year license fee is due at the time of application, with the second-year license fee being billed and payable by 7/1/2022. These businesses will continue to be renewed on odd years.

Background check fee invoices will remain the same.

If you have questions, please call in to our weekly Licensing Clinic, held each Wednesday from 11:30M-12:30PM

Call: 720-593-3714 and enter conf ID: 247 686 993#

Microsoft Teams meeting Join on your computer or mobile app

**[Join the meeting](#)**

Or call in (audio only)

**+1 720-593-3714,,247686993#** United States, Denver

Phone Conference ID: 247 686 993#

## **Pawnbroker and Secondhand Dealer Requirements**

Pursuant to changes made to the Boulder Revised Code in October of 2021 for Pawnbroker and Secondhand Dealer licenses, City Council approved [Ordinance No. 8504](#) to require electronic submittal of used goods information by secondhand dealers and uniform holding periods and monetary minimums consistent with statewide practices, as well as updates to definitions.

City Licensing and the Boulder Police Department encourage you to read the linked ordinance with the sections for Pawnbroker and Secondhand Dealer's to become familiar with the changes that are required for your business.

Some of the important sections of note in the ordinance that have been changed or added to the B.R.C. for Pawnbroker and Secondhand Dealer businesses are:

- 4-17-2. - Definitions
- 4-17-7. - Record of Goods Purchased, Consigned or Pledged
- 4-17-10. - Holding Period

If you have questions regarding these changes and how they affect your business, please email [licensingonline@bouldercolorado.gov](mailto:licensingonline@bouldercolorado.gov) with a CC to [BurkeE@bouldercolorado.gov](mailto:BurkeE@bouldercolorado.gov)



## City of Boulder

Regulatory Licensing Division

[LicensingOnline@bouldercolorado.gov](mailto: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 Application/Renewal per license year fees:	<input type="checkbox"/> Pawnbroker <b>\$140.00</b> + \$7 per person for background	<input type="checkbox"/> Secondhand Dealer <b>\$140.00</b> + \$7 per person for background
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☐ 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.

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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: \_\_\_\_\_