



# 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.**

Application Fee: \$50	Annual License Fee: \$98 per year (\$196 total for two-year license)	Background Check Fee: \$7 per person
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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).



## **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.**

**Regulatory Licensing and the Boulder Police Department encourage you to read the linked ordinance with the sections for Pawnbroker and Secondhand Dealers 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).**