CITY OF LAKEWOOD

# PAWNBROKER LICENSE

Lakewood Civic Center

It is unlawful for any person, firm, or corporation to conduct the business of pawnbroker within the city limits unless such person, firm or corporation shall have first obtained a pawnbroker's license from the City of Lakewood. All applicants for a pawnbroker's license shall file an application for such license with the City Clerk on forms to be provided by the Clerk.

**DOCUMENTS REQUIRED WITH APPLICATION**

- Certificate of zoning
- Distance Requirement Affidavit
- Proof of applicant's right to possession of premises
- Authority for Release of Information
- Evidence that the corporation is in good standing under the statutes of the State of Colorado
- Foreign corporations shall provide evidence that the corporation is authorized to do business in the State of Colorado
- Updated After Hours Emergency Contact Form
- Insurance Policy (Refer to Section 5.24.290 SAFEKEEPING – INSURANCE)
- $10,000 bond

**FEES REQUIRED**

- $500.00 Nonrefundable application fee
- $2,500.00 Annual license fee

**TERMS OF LICENSE**

The term of a Pawnbroker license is for one year from the date of issuance.

If you have any questions regarding a pawnbroker license, please call the City Clerk's office at 303-987-7080.

CITY OF LAKEWOOD

**City Clerk's Office**
**Lakewood Civic Center**
**480 S. Allison Parkway**
**Lakewood, CO 80226-3127**
**Phone: 303-987-7080**
**Fax: 303-987-7088**
**TDD: 303-987-7057**

**DISTANCE REQUIREMENT**
**AFFIDAVIT**

State of Colorado

County of Jefferson

I, _____

do hereby state and affirm that there are no other pawnbroker businesses within a one mile radius of _____

located at _____.

_____

Subscribed and sworn to before me this _____ day of _____, 20____.

_____
Notary Public

My commission expires: _____.

.....

**FOR STAFF USE ONLY**

Approval by Planning Department

_____ _____
Signature Date

# City of Lakewood

**Police Department**
445 South Allison Parkway
Lakewood, Colorado 80226-3105
Voice: 303-205-0910
TDD: 303-987-7111
Fax: 303-205-0920

**AUTHORITY FOR RELEASE OF INFORMATION**

Name_____
(Last) (First) (Middle)

_____ Date of Birth_____
*Sex* *Month/Day/Year*

I, _____, do hereby authorize a review and full disclosure of all records specified below, or any part thereof, concerning myself, by and to ANY duly authorized agent of the Lakewood Police Department, whether the said records are of public, private or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records of financial or credit institutions, including records of deposits, withdrawals and balances of checking and savings accounts, and loans, and also the records of commercial or retail credit agencies (including credit reports and/or ratings); real and personal property tax statements and records, and other financial statements and records wherever filed; records of complaint, arrest, trial and/or convictions for alleged or actual violations of law, including criminal, civil and/or traffic records; records of complaint of a civil nature made by or against me, wheresoever located.

I understand that all information obtained by a personal history background investigation, which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for licensing by the Lakewood Police Department. I understand that all materials pertaining to this background investigation become the property of the Lakewood Police Department and will not be returned to me.

I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request. I further understand that in the event my application is not approved, the sources of confidential information will not be revealed to me.

A photocopy of this signed release form will be considered valid as an original hereof.

MUST BE SIGNED IN THE PRESENCE OF A NOTARY:

_____
Affiant's Signature

Subscribed and sworn to before me this _____ day of _____, _____.

_____ _____ (Notary Seal)
Notary Public Expiration Date

# UPDATED AFTER HOURS EMERGENCY CONTACT FORM

Please provide current contact information to help the Lakewood Police Department protect your property in the event of an after-hours emergency at your business. All information is confidential. If you have questions, call 303-987-7540. Mail or fax the completed form to the Lakewood Police Department, Special Investigations Unit, 445 S. Allison Pkwy, Lakewood, CO 80226. Fax: 303-987-7155.

Business Name: _____

If storefront sign is different, please indicate that name here: _____

Exact Business Address (include Unit #): _____

Codes/Passwords: _____

Local Business Phone #: _____

Please circle one: Landline Cell VOIP

Type of Business: _____ Hours of Operation: _____

Alarm Company: _____ Phone: _____

Alarm System (please circle all that apply): Silent Holdup Audible

Please list personnel (who have keys) in the order in which they should be called if someone is needed to respond to an after-hours emergency. List after-hours **LOCAL** numbers, not daytime.

Name: _____ Position: _____
Home Address: _____
Phone: _____Cell Phone: _____Pager: _____

Name: _____ Position: _____
Home Address: _____
Phone: _____Cell Phone: _____Pager: _____

Name: _____ Position: _____
Home Address: _____
Phone: _____Cell Phone: _____Pager: _____

Please provide additional information to help protect your business in case of an after-hours emergency (for example: guard dogs, employees are on-site 24 hours, hazardous materials stored on-site) _____

_____ _____ _____
Signature Print Name Date

5.24.290 Safekeeping-Insurance.

Any pawnbroker licensed and operating under the provisions of this chapter shall provide a safe place for the keeping of pledged property received by him, and shall have sufficient insurance on the pledged property held by him for the benefit of the pledgor to pay fifty percent of the real value thereof in case of fire, theft, or other casualty loss, which policy shall be deposited with the City Manager or his designee prior to approval of the license. Neither the pawnbroker nor surety shall be relieved from their responsibility by reason of such fire, theft, or other casualty loss, nor from any other cause, save full performance. (Ord. O-89-61 § 1 (part), 1989).