



# EAST WINDSOR POLICE DEPARTMENT

**Edward J. DeMarco, Jr.**  
**Chief of Police**

## ADVISEMENT OF PAWNBROKER REQUIREMENTS

Last Name	First Name	Middle Initial	Name of Business

**Business address:**

Number, Street, Unit No. (No P.O. Box)	City/Town	Zip Code

### Pawnbroker Requirements

As a person who is applying for a license from the East Windsor Police Department to engage in or carry on the business of a pawnbroker at the address listed above, you are required, if so licensed, to comply with the requirements of the Connecticut General Statutes, as well as the following requirements of the licensing authority.

If so approved, the East Windsor Police Department will issue a Pawnbroker License for the specific business, location and town or city for which you have applied. This license does not allow you to engage in or carry on the business of a pawnbroker as any other business, in any location or in any other town or city. The Commissioner of DESPP may, after notice and hearing, suspend or revoke such licenses for good cause which shall include, but is not limited to, failure to comply with any requirements for licensure specified by the licensing authority at the time of issuance. Such license shall be displayed in a conspicuous location in the place where such business is carried on.

You are required at the time of receipt of your license to file, with the East Windsor Police Dept., a bond, with competent surety, in the sum of two thousand dollars, to be approved by the department and conditioned for the faithful performance of the duties and obligations pertaining to the business so licensed, unless you are also licensed as a Secondhand Dealer, in which case the bond of ten thousand dollars will be the only bond required.

During the term of such license, you shall notify the East Windsor Police Dept. in writing of any additional places that will be used by the business for the purchase, receipt, storage or sale of property prior to such use, of the addition or discontinuation of any Internet web sites or accounts used to conduct the business and of the addition of any employees, officers, shareholders, financial backers or creditors or any other individual with a relationship to the entity similar to that of an officer shareholders, financial backers or creditors. No pawnbroker licensee shall take, receive or purchase tangible personal property without receiving and copying proof of the identity of the person depositing, pledging or selling the property. Such identification shall include a photograph, an address, if available on the identification, and an identifying number, including, but not limited to, date of birth. No pawnbroker licensee shall enter into any pledge or purchase transaction with a minor unless such minor is accompanied by such minor's parent or guardian and the identification of such parent or guardian is copied as if they were the person that the property was received or purchased from.

Initialed by Applicant:

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**Pawn Broker Requirements (continued)**

You are required to maintain a computerized record-keeping system deemed appropriate by the East Windsor Police Department. Entries shall be entered in English. At the time that any pawnbroker licensee receives any article of personal property by way of pledge, deposit or purchase, a description of such article and the current location that it is stored, the name, residence address, proof of identity as required above, a general description of the person from whom, and the date and hour when, such property was received shall be entered into such computerized record-keeping system. The system shall also include a digital photograph of each such article if the property does not contain any identifiable numbers or markings, Each entry in the record-keeping system shall be numbered consecutively.

A tag shall be attached to the article in a visible and convenient place with a number written on such tag corresponding to the entry number in the record-keeping system and shall remain attached to the article until the article is sold or otherwise disposed of. The East Windsor Police Department authorizes the removal of such tags from certain articles such as jewelry for the purposed of cleaning and repair, while the article is being cleaned or repaired on the premises by the licensee only after an entry is first made into the computerized record-keeping system of such removal and only when such removal is necessary to prevent destruction of the tag or when it interferes with the ability to clean or repair the article. A subsequent entry into the record-keeping system shall be made upon the return of such tag onto such item. Such tag shall be visible in the digital photograph of such item.

Such record-keeping system and the place where such business is carried on and all articles of property therein may be examined at all times by any police officer or an agent of the Chief of Police. Any police officer, who performs such an examination may require any employee on the premises to provide proof of the employee's identity. All records maintained within this record-keeping system shall be retained by you for not less than two years.

The description of any property received by any pawnbroker licensee shall be entered into the computerized record-keeping system deemed appropriate by the East Windsor Police Department, and shall include, but shall not be limited to, all distinguishing marks, names of any kind, including brand and model names, model and serial numbers, engravings, etchings, affiliation with any institution or organization, dates, initials, color, vintage or image represented. Any description of audio, video or electronic media of any kind shall also include the title and artist or any other identifying information contained on the cover or external surface of such media.

At the time of making any loan on a pawn or pledge of personal property or of purchasing such property on condition of selling the same back again at a stipulated price the pawnbroker licensee will deliver to the person who deposits, pledges or sells such property a memorandum or note containing (1) the statutorily required entry in your computerized record-keeping system by the provisions of section 21-41, (2) a copy of the statement signed by the person who deposits, pledges or sells such property that represents and warrants that such property is not stolen and has no liens or encumbrances against it, and that such person is the rightful owner of such property and has the right to enter into the transaction, and (3) a copy of the statement signed by the person who deposits, pledges or sells such property that states such person will indemnify and hold you harmless for any loss arising from the transaction because of a superior right of possession to the property residing with a third person. You may charge the person who deposits, pledges or sells such property a fee for such memorandum or note, the processing and recording of the transaction, the storage of the property, any insurance for the property and any appraisal of the property.

You shall pay for any property received by deposit, pledge or purchase only by check, draft or money order and shall not pay cash for any such property except when you cash a check, draft or money order for the person who is depositing, pledging or selling the property. When any pawnbroker licensee cashes a check, draft or money order, they shall require proof of the identity of the person presenting the check, draft or money order in accordance with subsection (a) of section 21-41.

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**Pawn Broker Requirements (continued)**

Each check, draft or money order used to pay for property received by a pawnbroker shall contain the number or numbers associated with such property in the record-keeping system maintained in accordance with section 21-41. Whenever payment is made by check, the pawnbroker shall retain the electronic copy of such check or other record issued by the financial institution that processed such check, and such copy or record shall be subject to inspection pursuant to section 21-41 as part of such computerized record-keeping system. No pawnbroker shall cash any check, draft or money order issued by such pawnbroker in an amount in excess of one thousand dollars and no person shall structure any transaction or transactions to avoid this prohibition. Any transaction or transactions between a pawnbroker and the same party within a twenty-four-hour period shall be aggregated and considered a single transaction for the purposes of this subsection.

You shall submit an electronic file in EXCEL compatible format to the East Windsor Police Department on a weekly basis to an email address that will be provided by the East Windsor Police Department describing the property received and setting forth the nature and terms of each transaction and the name and residence address and a description of the person from whom the property was received.

No pawnbroker shall sell or dispose of any personal property left with such pawnbroker in deposit or pledge for money loaned or as a result of the purchase of such property on condition of selling the same back again at a stipulated price in less than sixty days from the date when the same is left in deposit or pledge or purchased on condition of selling the same back again at a stipulated price, except when such sale or disposition is to the person who deposited, pledged or sold such property or an authorized agent of such person. All such property may be sold or disposed of at the place of business of such pawnbroker or at public sale after such sixty-day period. Upon the expiration of sixty days from the date when such property is left with a pawnbroker, if the person who deposited or pledged such property fails to redeem any such property in accordance with the terms of the transaction, such right of redemption or repurchase on the part of the person who deposited or pledged such property shall be extinguished and the pawnbroker shall acquire the entire interest in the property that was held by the person who deposited or pledged such property prior to such deposit or pledge without further notice to such person.

A Pawnbroker license is in effect for one year from the date it is issued. A Pawnbroker license does not allow you to engage in the business of a Secondhand Dealer or Precious metals and stones dealer unless so licensed. A licensee seeking renewal of such license shall file an application for renewal at least sixty days before the expiration of such license. This license is not transferable. Any person who willfully engages in the business of a pawnbroker, unless licensed according to law, or after notice that his or her license has been suspended or revoked, shall be guilty of a class D felony. Any person who willfully violates any of the provisions of Sections 21-39 through 21-47 of the Connecticut General Statutes, inclusive, for which no other penalty is provided shall be guilty of a class A misdemeanor.

I understand and agree that if licensed I will ensure compliance with the requirements of Sections 21-39 through 21-47 of the Connecticut General Statutes, inclusive, as well as the requirements of the East Windsor Police Department.

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_  
(Must be signed in the presence of a Notary Public)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_\_, in accordance with the Connecticut General Statutes.

Signature of Notary Public: \_\_\_\_\_

Print Name of Notary Public: \_\_\_\_\_ My Commission

Expires: \_\_\_\_\_.