



EAST WINDSOR POLICE DEPARTMENT

Edward J. DeMarco, Jr.
Chief of Police

Advisement of Secondhand Dealer Requirements

Last Name	First Name	Middle Initial	Name of Business
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Business address:

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

As a person, as defined under Connecticut General Statute Section 21-39a, who is applying for a license to engage in or carry on the business of a Secondhand Dealer 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, the East Windsor Police Department.

The East Windsor Police Department will issue a Secondhand Dealer 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 secondhand dealer as any other business, in any other location or in any other town or city. The Chief of Police may, after notice and hearing, suspend or revoke such licenses for cause which shall include, but is not limited to, failure to comply with any requirements for licensure specified by the East Windsor Police Department at the time of issuance. Such license shall be displayed in a conspicuous location in the place where such business is carried on.

At the time of receipt of your license, you are required to file, a bond, with competent surety, in the sum of ten thousand dollars, conditioned for the faithful performance of the duties and obligations pertaining to the business so licensed.

During the term of such license, you shall notify the East Windsor Police Department 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 that is similar to that of an officer, shareholder, financial backer or creditor.

No secondhand dealer licensee shall take, receive or purchase tangible personal property without receiving and copying proof of the identity of the person selling the property if such person is not a wholesaler. 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 secondhand dealer licensee may purchase any personal property from a minor unless such minor is accompanied by such minor's parent or guardian and the identification of such parent or guardian copied as if they were the person that the property was received or purchased from.

Initialed by Applicant:

Secondhand Dealer 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 the person acting under this license purchases any article of personal property, a description of such article and the current location that it is stored and the name, the residence address, the proof of identity as required by this section and a general description of the person from whom, and the date and hour when, such property was purchased and in which, if the property does not contain any identifiable numbers or markings, shall be included a digital photograph of such article. Each entry in such 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 Chief of Police 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 such 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 the East Windsor Police Department. 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 two years.

The description of any property purchased by any secondhand dealer 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.

A secondhand dealer licensee shall pay for any property purchased only by check or money order and shall not pay cash for any such property. Any secondhand dealer licensee who pays by check 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 in accordance with this section as part of the record-keeping system. No secondhand dealer licensee shall pay or cash any instrument issued by him or her. A secondhand dealer licensee shall indicate on each such instrument the number or numbers associated with such property in the record-keeping system required to be maintained pursuant to this section.

You shall submit weekly, sworn statements to an email address that will be provided by East Windsor Police Department, describing the property received/purchased 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 secondhand dealer licensee shall sell or dispose of any personal property acquired in any transaction in the course of business in less than ten days after the date of its receipt. Upon the sale or disposition of such property, such dealer shall, if such property is not sold at retail at the place of business of such dealer, include a record of such sale or disposition in the record-keeping system required by this section.

Initialed by Applicant:

Secondhand Dealer Requirements (continued)

A Secondhand Dealer license is in effect for one year from the date it is issued. It does not allow you to engage in the business of a Pawnbroker or Precious Metals and Stones dealer, as defined under Connecticut General Statute Section 21-39a, 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 secondhand dealer, 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 violates the provisions 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 so licensed I will ensure compliance with the requirements of the Connecticut General Statutes, as well as the requirements of the East Windsor Police Department as listed above.

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: _____.