

EAST WINDSOR POLICE DEPARTMENT

Pawn Brokers, Secondhand Dealers, and Precious Metals

Application Procedure

- 1) Complete the application for license. Applicants are required to complete the appropriate Advisement of Requirement of forms for each license you are applying for.
- 2) FBI AND STATE FINGERPRINT CARDS TO BE MADE OUT AND MAILED FOR CLEARANCE.

\$62.00 Cashier's Check or Money Order for FBI and Connecticut Criminal History Checks made payable to the East Windsor Police Department.

Fingerprints are taken at the police department on Tuesdays and Thursdays, 9:00 a.m. to 11:00 a.m., and on Wednesdays, 5:00 p.m. to 8:00 p.m. The East Windsor Police Department charges \$10.00 for the fingerprints.

- 3) Copy of your motor vehicle license and birth certificate must be attached to the application.
- 4) a. **Pawnbroker License** – Fee of fifty dollars (\$50) payable to the East Windsor Police Dept. and shall submit, with competent surety, the sum of two thousand dollars (\$2,000), to be approved by the licensing authority, and conditioned for the faithful performance of the duties and obligations pertaining to the licensed business. Renewal for such license is twenty-five dollars (\$25.00) per year thereafter.

b. **Secondhand Dealer License** – Fee of two hundred fifty dollars (\$250.) payable to the East Windsor Police Department, with competent surety, the sum of ten thousand dollars (\$10,000), to be approved by the licensing authority, and conditioned for the faithful performance of the duties and obligations pertaining to the licensed business. Renewal for such license is one hundred dollars (\$100) per year thereafter.

c. **Precious Metals Dealer License** – Fee of ten dollars (\$10) payable to the East Windsor Police Department, and ten dollars (\$10) per year thereafter.

Applications for the reissue of existing licenses shall be filed at least 60 days before the expiration of such license.

- 5) If issued, the license shall be prominently displayed in the place of business.
- 6) No licensee shall purchase any property from a minor.

PURSUANT TO SECTION 21-100 OF THE CONNECTICUT GENERAL STATUTES, THE CHIEF OF POLICE, IN HIS SOLE DISCRETION, MAY ISSUE A LICENSE. NO LICENSE SHALL BE ISSUED TO ANY PERSON WHO HAS BEEN CONVICTED OF A FELONY.

You are responsible to familiarize yourself with all pertinent Connecticut General Statutes that govern the operation of your business. The East Windsor Police Department may, at their

discretion, conduct inspections and audits of your business. The license may be revocable for cause, which shall include, but not be limited to, failure to comply with any requirements for licensure specified by the licensing authority at the time of issuance. All principals in the business must be named and the applicant shall specify all storage areas for the business, which shall be open for random inspections by any State or municipal police officer or designee of the East Windsor Police Chief.

The East Windsor Police Department accepts electronic receipt of the records you are required to produce and submit. The Police Department will provide you with the proper spreadsheet format in template form for this purpose.

On a weekly basis during the term of this license, **no later than 5:00 p.m. on each Monday**, you shall compile a list of all items purchased, and deliver said list in electronic format to the East Windsor Police Department via E-Mail to:

Carlm@eastwindsorpd.com

Please feel free to contact Maria Diana-Root, Adm. Asst., with any questions at 860-292-8240 or at dianam@eastwindsorpd.com.