



## **Town of East Haven – Policies Regarding Licensing as a Pawnbroker, Secondhand Dealer, or Precious Metals, Gemstone, and Coins Dealer**

### **1. Overview**

This guide (hereafter, “Policy”) is provided as a convenience for applicants and licensees and as a statement of the additional policies imposed by the Town of East Haven (hereafter, “Town”) and the East Haven Police Department (hereafter, “Licensing Authority”) on those wishing to engage in business as pawnbrokers, secondhand dealers, or precious metals, gemstone, or coins dealers. These policies are a supplement and, as such, should not be relied on as authoritative or as a replacement for the full guidelines contained in the Connecticut General Statutes.

### **2. Application Fees**

All application and renewal fees shall be payable to the “East Haven Police Department” by business check, certified bank check, money order, or postal order ONLY. NO CASH OR PERSONAL CHECKS WILL BE ACCEPTED.

#### Pawnbroker (Sec. 21-40 C.G.S.)

Initial application fee: \$50.00, Annual renewal fee: \$25.00

(Shall also file at the Police Department a bond with competent surety, in the penal sum of \$2,000.00)

(The payment of a renewal fee and surety bond will be waived if the person holds a license as a secondhand dealer.)

#### Precious Metals, Gemstone, and Coins Dealer (Sec. 21-100 C.G.S.)

Initial Application Fee: \$10.00, Annual renewal fee: \$10.00

#### Secondhand Dealer (P.A. 11-100, Sec. 10)

Initial application fee: \$250.00, Annual renewal fee: \$100.00

(Shall also file at the Police Department a bond with competent surety in the penal sum of \$10,000.00.)

### **3. Types of Licenses**

A license issued for one category does not allow a person to engage in activity applicable to another category. A separate license must be obtained for each category.

#### **4. Directions to apply for Licenses in East Haven, Connecticut**

Any person or firm who has made application to and has satisfactorily met the statutory requirements to transact business in the State of Connecticut and who desires to conduct business as a licensed pawnbroker, precious metals/gemstones and coin dealer, or a secondhand dealer (as defined by P.A. 11-100, C.G.S.) within the Town of East Haven shall meet the following requirements established by the East Haven Police Department, acting by its Chief of Police (hereafter, the "Licensing Authority"):

(1) Complete the Town's application for the specific license desired and return the form with the statutory fee to the East Haven Police Department, 471 North High Street, East Haven, CT 06512. License applications can be obtained from the Records Division during regular business hours or by visiting the Town of East Haven's website at [www.townofeasthavenct.org](http://www.townofeasthavenct.org).

(2) ALL applicants shall have their fingerprints taken at the East Haven Police Department. Two separate fees must be paid with two separate money orders. All fingerprinting fees are non-refundable:

(a) \$16.50 fee, by bank check or money order, made out to "Treasurer—State of CT" which will be submitted to the Connecticut State Police Bureau of Identification for a criminal history/records check from the FBI.

(b) \$50.00 fee, by bank check or money order, made out to "Treasurer—State of CT" for the State Criminal History/Records check.

Per statute, the Licensing Authority shall not grant a license to any application upon documentation or finding that the person is a "convicted felon."

(3) ALL applicants shall submit photocopies of the following documents at the time of their application:

(a) Current driver's license;

(b) Birth certificate;

(c) Social Security card;

(d) CT Sales and Tax permit – issued by the Commissioner of Revenue Services, 25 Sigourney Street, Hartford, CT.;

(e) Proof of bond from competent surety if required.

(4) ALL applicants shall submit to an inspection of their place of business and to a review of their electronic data collection and retention systems so that the Licensing Authority may verify an applicant's ability to comply with Town policies.

(5) Incomplete applications or those submitted without property documentation will be returned to the applicant.

(6) Applications approved by the Licensing Authority will result in the issuance of a permit as a licensed pawnbroker, precious metal, and gem stone dealer, or second hand dealer. Such permits will be valid for one year from the date they are signed by the licensing authority.

## 5. Policies Pertaining to Licensed Individuals or Companies

(1) The acceptance of a license to operate as a pawnbroker, secondhand dealer, or precious metals, gemstone, or coins dealer is an acceptance of the policies contained in this Policy.

(2) Pawnbrokers, secondhand dealers, or precious metals, gemstone, or coins dealers shall comply with all regulations and requirements contained in the Connecticut General Statutes, including Public Act 11-100. Upon discovery that a pawnbroker, secondhand dealer, or precious metals, gemstone, or coins dealer is not abiding by the regulations pertaining thereto contained in Connecticut General Statutes and P.A. 11-100, the Licensing Authority may revoke or suspend a license to operate pending satisfactory compliance.

(3) Pawnbrokers, secondhand dealers, or precious metals, gemstone, or coins dealers shall maintain and submit sworn monthly transaction reports to the Licensing Authority, on the form prescribed by the Town (or an equivalent, see below), containing the following information:

- a. The dates on which property was received;
- b. Descriptions of property received;
- c. Names of persons turning over property;
- d. Complete Addresses of persons turning over property;
- e. Descriptions of persons turning over property, including, but limited to height, age, gender, and/or hair color), or operator's license or state ID card.

The monthly transaction report must be typed or computer generated, and must be electronically searchable i.e. PDF, Microsoft Excel. An equivalent form may be substituted for the monthly transaction report form, provided that it contains all the same information as the town form. A copy of the town form shall still be submitted with the substitute form and must be filled out (sections 1, 2, and 4) with a signature in section 4 attesting to the accuracy of the information contained within the substituted form.

(4) Reports required to be submitted pursuant to Section 3 of this Policy shall cover the period beginning on the first of each month and ending on the last day of each month. Monthly transaction reports are to be filed at the East Haven Police Department no later than 15 days from the end of each month. Failure to file monthly reports on time will result in a \$100.00 fine for each instance of non-compliance. Failure to file monthly reports on more than two occasions may result in suspension or revocation of a license to operate pursuant to law.

(5) This policy is ever-evolving and changing. The Licensing Authority reserves the right to change, amend, or revoke this Policy, including the right to refuse to issue licenses in the future. Changes, amendments, or revocations of this policy will take effect 30 days from the date of revision.

(6) If any provision of this policy is found to be unenforceable or in conflict with any State or Federal law, that provision shall be interpreted to be severable from this Policy and shall not affect the enforceability of any remaining provisions.

Enacted 8/16/2012.

On behalf of the Licensing Authority,

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Chief of Police

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Date