

**PAWNBROKER/SECONDHAND/ANTIQUA/JUNK DEALER/AUCTIONEER
CHECK LIST**

- Completed Application
 - o All sections must be completed or indicate N/A or none
 - o Ensure all owners, managers, and assistant managers complete an application
 - o If this is a new company, all owners must be approved prior to starting business
 - o If this is a subsequent manager or assistant manager to an already established company, the applicant may start working under the premise that all three questions at the bottom of the application have been checked 'no.'
 - o Must be signed & dated

- Application fee \$50.00 (Company Only)

- Permit Fee (Company Only)
 - o Pawnbroker \$300.00
 - o Secondhand/Antique/Auctioneer \$100.00
 - o Junk Dealer \$200.00

- DPS Fingerprinting Fees \$22.00 (money order only- payable to DPS) – required for Owner, Manager and Assistant Store Manager
 - o For a minor – parent needs to bring minor to the Chandler Police Department for fingerprinting with a Notarized Affidavit for parental consent

- Copy of Pawnbroker License (Pawnbrokers only)

- List of Store Managers and Assistant Store Managers

- Business Registration Application

- State TPT License - \$2.00 annually, contact Arizona Department of Revenue

- Copy of driver's license or government issued photo ID card

- Business Registration Supplement, LAWA (If applicable)