

 <p><i>"To Protect and Serve"</i></p>	<p align="center"><b>WESTPORT POLICE DEPARTMENT</b>          50 Jesup Road Westport, CT 06880          203-341-6000</p>	<p align="center">FORM #   <b>PD-40</b>          REV 7/21</p>
	<p>Form Title</p> <p align="center"><b>PAWNBROKER, PRECIOUS METALS, SCONDHAND DEALER PROCEDURES &amp; FEES</b></p>	

**Pawnbroker (Sec. 21-40 CGS)** – Initial application \$50.00 / annual renewal \$25.00 (shall also file at the police department, a bond with competent surety, in the penal sum of \$2,000). The payment of renewal fee and surety bond may be waived if the person holds a license as a secondhand dealer.

**Precious Metals, Gemstones and Coins Dealer (sec. 21-100 CGS)** - \$10.00 annually.

**Secondhand Dealer (PA11-100, sec. 10)** – Initial application \$250.00 / annual renewal \$100.00 (shall also file at the police department, a bond with competent surety, in the penal sum of \$10,000.00).

\* All fees are payable by business check, certified bank draft, money order, or U.S. Postal money order.

**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.**

Any person and/or firm who has made prior application to and has satisfactorily met the statutory requirements to engage in or transact business in this State pursuant to Sec. 12-409 CGS and who desires to conduct business as a licensed pawnbroker, precious metals/gemstones and coins dealer and/or a secondhand dealer within the Town of Westport as defined by Public Act 11- 100 of the General Statutes shall meet the following requirements as established by the Chief of Police (hereinafter identified as the "Issuing Authority"):

1. Complete the appropriate application for the specific license desired and return the form with the statutory fee (listed above and on the application) to the Westport Police Department, 50 Jesup Road, Westport, CT 06880. License applications can be obtained from the Records Division during regular business hours or by visiting the Westport Police Department website: <http://www.westportct.gov/police>
2. Go to DESPP Web link <https://ct.flexcheck.us.idemia.io/CCHRSPreEnroll/> and use **Westport Precious Metals & Stone Dealers License Access Code (1985-D015)**. Fill out the required information and submit payment of \$88.25. Once you submit your information and payment, you will be given a transaction code. You will need to bring your transaction code to your fingerprint appointment.

**\*\*\*Your fingerprints cannot be taken unless you have the transaction code \*\*\***

Per statute, the "Issuing Authority" **shall not** grant a license to any applicant upon Documentation or finding that the person is a **convicted felon**.

3. You must sign and date the “FBI Privacy Act Statement” and “Noncriminal Justice Applicant’s Privacy Rights” forms. Please submit them with your application. Forms can be found by visiting the Westport Police Department website: <http://www.westportct.gov/police>
4. **ALL** applicants shall submit photocopies of the following documents at the time of application:
  - Current driver’s license
  - Birth certificate, **OR**
  - Social Security card
  - Connecticut Sales and Tax Permit – issued by the Commissioner of Revenue Services, 25 Sigourney Street, Hartford, CT, telephone (860) 297-5962 or (800) 382-9463
  - Proof of bond from competent surety if required
5. Incomplete applications or those submitted without the proper supporting documentation shall be returned to the applicant.
6. **Each person** engaging or transacting in such business must be licensed.

Applications approved by the Chief of Police will result in the issuance of a permit as a licensed pawnbroker, precious metal and gemstone dealer, or secondhand dealer. Such permits will be valid for one year from the date they are signed by the Chief of Police.