

CROMWELL POLICE DEPARTMENT

PROCEDURE FOR PAWN BROKER LICENSE

- APPLICATION FOR LICENSE MUST BE NOTARIZED PRIOR TO SUBMISSION.
- COPY OF VALID PHOTO ID TO BE INCLUDED AT TIME OF APPLICATION.
- \$50.00 FEE TO BE PAID AT TIME OF APPLICATION, **\$25.00 FOR YEARLY RENEWALS** (*renewal fee is waived if already licensed as a secondhand dealer*) AND SHALL AT THE TIME OF RECEIVING SUCH LICENSE, FILE WITH THE LICENSING AUTHORITY A BOND TO THE TOWN OF CROMWELL WITH COMPETENT SURETY IN THE AMOUNT OF TWO THOUSAND DOLLARS.
- PLEASE CONTACT MARGIE DELLAFIORE AT 860-635-7843 OR EMAIL mdellafiore@cromwellpd.com for your Pre-Enrollment Cromwell Service Code for the State below.
- **PRIOR TO SUBMITTING THE APPLICATION**, GO TO THE STATE OF CT WEBSITE <https://ct.flexcheck.us.idemia.io/cchrspreenroll> and follow the instructions in order to process your Pre-Enrollment with the State.
 1. You will need **Cromwell Service Code** Number Provided.
 2. Once you complete this you will receive an Applicant Tracking Number.
 3. **YOU MUST RETAIN THIS NUMBER TO PROCEED FURTHER.**
- Make an appointment to be fingerprinted with the Dispatch Center (860-635-2256). The hours for fingerprinting are Mon.–Sat. 9:00 a.m.–10:40 a.m. Please be advised that based on call volume appointments may be canceled.
- **Be sure to have your Applicant Tracking Number that you received from the State of CT when you come in to drop off your application and be fingerprinted. You will not be able to proceed unless you have this number.**
- Submit all paperwork to Margie DellaFiore's attention at the end of the fingerprinting appointment.
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- PURSUANT TO THE CONNECTICUT GENERAL STATUTES, THE LICENSING AUTHORITY (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. A LICENSE ISSUED SHALL BE REVOCABLE "FOR CAUSE." PAWN BROKERS WISHING TO MAKE

OUTRIGHT PURCHASES MUST HAVE A SECOND HAND DEALER'S LICENSE.

REQUIREMENTS:

- Date and time item pawned must be recorded. Pawned items must be held intact for a minimum of sixty (60) days.
- Positive identification of the person involved in each transaction, including the name and address of the person pawning the goods must be included (a photocopy of a valid driver's or similar proof of his or her identity that includes a photograph of the person and his or her address. A digital photograph must be taken of the individual pawning the item. This positive identification must be held on file for at least one year.
- Submit all information electronically to police upon request from the Cromwell Police Department or any employee or agent thereof, and must be submitted to the department on a weekly basis in accordance with the Connecticut General Statutes.
- All employees are subject to a criminal records check.
- Name all principals in business.
- Specify all storage areas for the business, which shall be open for random inspections, including but not limited to those by the Cromwell Police Department.