



## PAWNBROKER MANAGER'S CERTIFICATE

No pawnbroker licensee shall employ a person as a manager, nor shall any person accept such employment as a manager, unless such person has been investigated and been granted a manager's certificate by the Director of Finance. In the event a licensee changes the manager of a pawnbroker establishment, the licensee shall immediately report such change and register the new manager on forms provided by the Director of Finance within 30 calendar days of such change.

### ADDITIONAL DOCUMENTS REQUIRED WITH APPLICATION

- Authority for Release of Information
- Three letters of character reference from residents of Greeley for each applicant

### FEE REQUIRED FOR INITIAL APPLICATION

- \$50.00 nonrefundable manager's registration fee
- \$6.85 CCIC

### TERMS OF LICENSE

A manager's certificate issued shall be for a maximum period of three years; and such certificate shall automatically expire:

- Upon a change of employment by the certificate holder, unless renewed within ten days
- If the holder is not employed in the pawn industry within the City for a period of 90 days or more, a manager's certificate which has expired may be renewed by the application process described above.

1000 10<sup>TH</sup> St, Greeley, CO 80631  
970.350.9728 FAX 970.350.9736



Pawnbroker License

Pawnbroker Manager Certificate

**A background check is required of all applicants for the above licenses or certificates. The following is required prior to going to Greeley/Weld Criminal Justice Records Section, 1551 N. 17<sup>th</sup> Avenue, Greeley, CO for the background check.**

Step 1:

- Fingerprint card obtained at the Weld County Jail, 2100 O St, Greeley, CO. There is a **\$10.00** fee charged by the Weld County Sheriff's Office for fingerprinting.

Step 2:

- Receipt from City of Greeley, Finance Department, indicating all City required fees have been paid.
- Completed and signed application form.
- Completed and signed Authority for Release of Information form.
- Proof of identification.
- Money order or company check made out to the Colorado Bureau of Investigations (**CBI**) for **\$16.50** per applicant.

Fingerprints must be obtained prior to Step 2. Once fingerprints have been obtained and all paperwork is completed please complete Step 2 process.

1000 10<sup>TH</sup> St, Greeley, CO 80631  
970.350.9728 FAX 970.350.9736

# APPLICATION FOR PAWNBROKER MANAGER

1000 10<sup>th</sup> St  
Greeley, CO 80631

970.350.9728      970.350.9736 fax

## GENERAL INFORMATION

1. Name of Individual: \_\_\_\_\_
  2. Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_
  3. Address of Individual: \_\_\_\_\_
  4. Home telephone number: \_\_\_\_\_ Business telephone number: \_\_\_\_\_
  5. Business Name: \_\_\_\_\_
  6. Business Address: \_\_\_\_\_
  7. Do you hold, or have you held, a direct or indirect interest in a pawnbroker license? \_\_\_\_\_  
If yes, include name of establishment, address, type of license, and date:  
\_\_\_\_\_  
\_\_\_\_\_
  8. Have you, any member of your family, or any corporation, company, or partnership in which you were involved, ever has a pawnbroker license suspended, revoked, or refused? If you, give name, date, jurisdiction, and action taken:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  9. List all of your arrests, felony, misdemeanor, and traffic charges. Please list dates, charge, location, convictions, dispositions, and sentences:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  10. List all civil court actions, including divorce and name changes, along with the names of litigants, dates, court of jurisdiction, and causes of action.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

ALL INFORMATION MUST BE COMPLETED - Illegible and/or incomplete applications will be rejected

# APPLICATION FOR LICENSE



1000 10<sup>th</sup> St  
Greeley, CO 80631  
970.350.9728  
970.350.9736 fax

## AUTHORITY FOR RELEASE OF INFORMATION

Name \_\_\_\_\_  
(Last) (First) (Middle)

\_\_\_\_\_ Date of Birth \_\_\_\_\_  
Sex Month/Day/Year

I, \_\_\_\_\_, do hereby authorize a review and full disclosure of all records specified below, or any part thereof, concerning myself, by and to ANY duly authorized agent of the City of Greeley, Greeley Police Department, or Private investigator working as an agent of the City of Greeley for purposes of the application, whether the said records are of Criminal Justice, public, private or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records of financial or credit institutions, including records of deposits, withdrawals and balances of checking and savings accounts, and loans, and also the records of commercial or retail credit agencies (including credit reports and/or ratings); real and personal property tax statements and records, and other financial statements and records wherever filed; records of complaint, arrest, trial and/or convictions for alleged or actual violations of law, including criminal, civil and/or traffic records; records of complaint of a civil nature made by or against me, whosoever located.

I understand that all information obtained by a personal history background investigation, which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for licensing by the City of Greeley, Finance Department. I understand that all materials pertaining to this background investigation become the property of the City of Greeley, Finance Department and will not be returned to me.

I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request. I further understand that in the event my application is not approved, the sources of confidential information will not be revealed to me.

A photocopy of this signed release form will be considered valid as an original hereof.  
MUST BE SIGNED IN THE PRESENCE OF A NOTARY:

\_\_\_\_\_  
Affiant's Signature

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Expiration Date

(Notary Seal)