



RIVERSIDE POLICE DEPARTMENT PAWN BROKER/SECOND HAND DEALER PERMIT INFORMATION SHEET

GENERAL INFORMATION

The City of Riverside Municipal Code 5.90 has the following Pawn Broker/Second Hand Dealer Permit requirements.

- A. No person shall own, operate, or manage any pawnshop establishment in any location within the city without first having obtained a pawnshop business establishment permit from the chief of police. No person shall own, operate, or manage any secondhand dealer establishment in any location within the city without first having obtained a secondhand dealer establishment permit from the Chief of Police.
- B. Any person desiring to own or operate a pawnshop establishment or secondhand dealer establishment must first obtain the licenses, certificates, and permits described in sections 5.90.030, 5.90.040, and 5.90.050 in order to obtain a pawnshop business establishment permit from the Chief of Police.

THE FOLLOWING STEPS MUST BE COMPLETED TO OBTAIN A PAWN BROKER/SECOND HAND DEALER PERMIT WITHIN THE CITY OF RIVERSIDE:

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|---|---|
| <p>1 Review Riverside Municipal Code Chapter 5.90</p> <p>2 Application: Completed in full (Including Property Owner Acknowledgement/Notary)</p> <p>3 Pre-Application Form (Zoning Approval)</p> <p>4 Riverside Business Tax License (Copy of current license)</p> <p>5 State Issued Secondhand/Pawnbroker Application (New Business/Change of Ownership)</p> | <p>6 \$20,000 Two Year Non-Revocable Surety Bond (Pawnbroker)</p> <p>7 Financial Statement from a State of California C.P.A, Confirming at Least \$100,000 in Liquid Assets (New/Change of Ownership Pawnbroker)</p> <p>8 Valid Photo Identification (Color copy)</p> <p>9 Copy of Lease/Proof of Ownership (Rental Agreement/Mortgage, etc.)</p> |
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Submit items 3-9 along with the completed application. Application processing may take up to 90 days. Once the application has been approved, the Pawn Broker/Second Hand Dealer Permit will be issued.

FEES (Credit/Debit Card or Cash/Check/Money Order Payable to City of Riverside)

<p>\$561.00</p> <p>\$32.00</p> <p>\$561.00</p> <p>\$300.00</p>	<p>Pawn Broker/Second Hand Dealer Permit (New Business/Change of Ownership)</p> <p>Department of Justice Live Scan Fingerprint Fee</p> <p>Pawn Broker/Second Hand Dealer Permit Renewal Fee</p> <p>Department of Justice Licensing Fee (Cashier Check/Money Order Payable to DOJ)</p>
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THIS PERMIT MUST BE RENEWED EVERY TWO YEARS

There is no grace period for renewals. Renewal Applications must be received before the expiration of your license or you will have to re-apply and pay any applicable fees. **All fees are non-refundable.**

Complete applications will be accepted by appointment only (walk-ins will not be seen).

To schedule an appointment, visit our website at: RiversideCA.gov/RPD/Permits
 Appointments will be seen at the Riverside Police Department – Magnolia Station
 located at 10540 Magnolia Avenue, Riverside, CA 92505.

For further questions, contact the Special Investigations Division - Vice Unit:

Telephone: (951) 353-7614 | Email: RPDVice@RiversideCA.gov



RIVERSIDE POLICE DEPARTMENT
PAWN BROKER/SECOND HAND DEALER PERMIT
— PRE-APPLICATION ZONING APPROVAL —

Applicant Name:	
Business Name:	
Type of Business:	License Permit Type:
Proposed Business Site:	

City Planning Approval:	<input type="checkbox"/> Zoning Approved	<input type="checkbox"/> Zoning Not Approved
City of Riverside Planning Approver		
Staff Name:		
Title:		
Phone Number:		

The undersigned acknowledges and understands that the approval set forth on this form in no way represents that the business proposed to be conducted on the site listed above, complies with applicable zoning laws, planning requirements or use permits, and that additional conditions may need to be met prior to conducting business on the site.

Contact the Planning Department at (951) 826-5800 directly prior to beginning your business.
3900 Main St. - 3rd Floor Riverside, CA 92522

Signature of Applicant:
Print or Type Name:



RIVERSIDE POLICE DEPARTMENT PAWN BROKER/SECOND HAND DEALER PERMIT APPLICATION

PERMIT	FEES
<input type="checkbox"/> Pawn Broker/Second Hand Dealer Permit (New Business/Change of Ownership)	\$561.00
<input type="checkbox"/> Department of Justice Live Scan Fingerprint Fee	\$32.00
<input type="checkbox"/> Pawn Broker/Second Hand Dealer Permit Renewal Fee	\$561.00
<input type="checkbox"/> Department of Justice Licensing Fee (Cashier Check/Money Order Payable to DOJ)	\$300.00

SECTION A - APPLICANT INFORMATION

1. Business Information			
Business Name:			
Street Address:	City:	State:	Zip:
Business Phone Number:		Business Email Address:	
Description of Business Activity:			
2. Do you have a State of California Secondhand Dealers License? <input type="checkbox"/> Yes <input type="checkbox"/> No			
3. Owner Information			
<input type="checkbox"/> Corporation	<input type="checkbox"/> Individual/Sole Proprietorship	<input type="checkbox"/> Partnership	
Applicant Name:			
Street Address:	City:	State:	Zip:
Applicant Phone Number:		Applicant Email Address:	

4. Have you previously held or applied for such permit in another jurisdiction? Yes No

City: _____ Date: _____ Permit Type: _____

5. Has any such previously held permit ever been suspended, revoked, or denied? Yes No

Location: _____ Date: _____ Agency: _____

Reason: _____

6. Hours of Operation

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Open AM/PM							
Close AM/PM							

7. Will you deal in:

<input type="checkbox"/> Coins	<input type="checkbox"/> Firearms	<input type="checkbox"/> Jewels
<input type="checkbox"/> Gold	<input type="checkbox"/> Secondhand Property	<input type="checkbox"/> Other

8. Business Property

I am renting my business property.

Property Owner Name: _____

Property Owner Phone Number: _____ Property Owner Email Address: _____

I own my business property.

9. Do you have a secondary location where property will be stored and/or processed? Yes No

If "Yes," please provide address(s): _____

SECTION B - DECLARATIONS

<p>1. I have read the provisions of Chapter 5.90 of the Riverside Municipal Code governing pawnbroking and secondhand dealing.</p>	Initials: _____
<p>2. I understand that I am required to comply with all laws related to pawnbroking and secondhand sales and businesses. If this application is approved, I agree to abide by applicable laws and ordinances.</p>	Initials: _____
<p>3. I understand that I must apply for renewal of my permit before it expires. I also understand that if I do not apply for my renewal before the expiration date, I will be required to re-apply and pay all applicable fees.</p>	Initials: _____
<p>4. I have read this entire application and all of the answers provided above. I understand that any material misrepresentation or omission, intentional or not, may result in the denial of this application or the permit issued pursuant to this application.</p>	Initials: _____
<p>5. I hereby declare that I am authorized to submit this application on behalf of the entity or individual listed on the application because I am an owner of the entity, I have authority from the owner or am the owner.</p>	Initials: _____
<p>6. I acknowledge that any false, misleading, or fraudulent statement of material fact in individual listed on the application because I am an owner of the entity, I have authority from the owner or am the owner.</p>	Initials: _____
<p>7. I hereby declare that I have read and understand all the laws, rules and regulations, and policies and procedures associated with this application; and that I fully understand the nature, meaning, and content of such laws, rules, and policies. I warrant and represent that I will adhere to all laws, rules, and policies, during the application process and after a permit is issued by the City.</p>	Initials: _____
<p>8. I hereby declare that I have conducted my own research and investigation regarding the compliance of the proposed location with state and local laws, including, but not limited to, location requirements, zoning regulations, and address requirements. I further declare that the proposed location of the permit fully complies with applicable state and local law.</p>	Initials: _____
<p>9. I acknowledge that any promise, representation, or any other statement made to me by any agent or employee of the City that is not contained within this application is null, void, and unenforceable and that I am not relying on any such promise, representation, or statement.</p>	Initials: _____
<p>10. I acknowledge the City will review this application for compliance with applicable laws, regulations, and ordinances, and that this application may be denied as allowed by laws, rule, or policies of the City.</p>	Initials: _____
<p>11. I acknowledge that this application does not confer an entitlement or a vested right to receive a permit, and I acknowledge that I must follow all rules and procedures to obtain a permit prior to operating or otherwise claiming that I have any such right to a permit or to operate.</p>	Initials: _____
<p>12. I hereby declare that I have read this acknowledgment and advisement, that I have had the opportunity to consult with, and be represented by, legal counsel of my own choice prior to the execution and submission of this application, and that I am knowingly and voluntarily submitting this application in compliance with this acknowledgment and advisement and all applicable laws.</p>	Initials: _____

13. I acknowledge that I am jointly and severally liable for any and all taxes, fees, and charges associated with the permit.	Initials: _____
14. I consent for the City of Riverside, by and through its appropriate officers, agents, and employees to verify and confirm the information contained in this application, and to conduct such other investigations as may be reasonably required by the City of Riverside, its officers, agents, and employees for the purpose of determining the capability, fitness, and capacity of the applicant to obtain a Pawn Broker/Second Hand Dealer Permit.	Initials: _____
15. Whenever there is a change in information that was required to be submitted in the application. Such notification shall be in writing to the Riverside Police Department within ten (10) business days of the change.	Initials: _____

Riverside Police Department shall complete an investigation of the qualifications and moral character of the applicant and either grant or deny the permit within ninety (90) days after the submission of the completed application; provided, however, if good cause exists, the Riverside Police Department may extend the period of investigation for an additional thirty (30) days, provided the applicant is mailed notification or verbally notified that the investigation has not been completed.

Print Name:	Applicant's Signature:	Date:
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RIVERSIDE POLICE DEPARTMENT
PAWN BROKER/SECOND HAND DEALER PERMIT
PROPERTY OWNER ACKNOWLEDGEMENT
OF PAWNBROKING AND SECOND HAND SALES AND DISTRIBUTION

I, _____, declare under penalty of prejry that:
 (Name of Property Owner/ Authorized Representative)

1. I am the Property Owner of record, or the duly authorized representative of the Property Owner, for the real Property located at _____.
 (Address/"The Property")

2. The Property Owner acknowledges and consents to the business, _____
 (Business Name)

 (Tenant Applicant (Corporation/LLC/Partnership/Sole Owner))

pawnbroking and conducting the proposed sales and distribution of secondhand items at the Property.

3. No person shall engage in any sales or distribution of secondhand products on the proposed Property without all licenses and permits required by the Riverside Municipal Code (RMC) while a Pawn Broker/Second Hand Dealer Permit application is pending.
4. The City of Riverside may enter the property to conduct inspections of the Property during the application process in order to thoroughly investigate whether a Pawn Broker/Second Hand Dealer Permit should be granted.
5. I have read, understand, and will ensure compliance with the terms in RMC Section 5.90 (Pawn Broker/Second Hand Dealer Permit) and RMC 1.17.020 (G), as applicable.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Print Name & Title:	Signature of legal owner/owner representative:	Date:
Authorized Representative Business Name:	Authorized Representative Business Address:	Business Telephone:

***This authorization form will not be valid without notarization. The authorization form automatically expires upon sale or transfer of the property to a new legal owner. If sale or transfer of the property occurs prior to the applicant obtaining a firearm dealer license, the applicant must resubmit this notarized form with approval of the new legal owner of the property.**



RIVERSIDE POLICE DEPARTMENT PAWN BROKER/SECOND HAND DEALER PERMIT – NOTARY ACKNOWLEDGEMENT –

CALIFORNIA ACKNOWLEDGEMENT | CIVIL CODE § 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California | County of _____

On, _____ before me, _____,
(Here Insert Name and Title of the Officer)

personally appeared _____

(Name(s) of Signer(s))

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

PLACE NOTARY SEAL AND/OR STAMP ABOVE

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

(Signature of Notary Public)