



## CHECKLIST/INSTRUCTIONS - PAWNBROKER

### DEFINITIONS:

#### [LVMC 6.60.020](#)

**Pawnbroker** - a person who lends money on the security of personal property, other than motor vehicles deposited or left in pawn with him.

**Auto-pawnbroker** - a pawnbroker who accepts a motor vehicle as pledged property or in any other matter allows the use of a motor vehicle as collateral or security for a loan.

**National American Industry Classification System (NAICS Code):** [522298](#)

### \*\*\* IMPORTANT \*\*\*

Applications are taken by appointment only, Monday through Thursday.

To make an appointment, call **(702) 229-1840**.

**If you are more than 15 minutes late, your appointment will be cancelled.**

**Incomplete applications will not be accepted.**

### ADDITIONAL INFORMATION

Pawnbroker licenses are issued based on the population of the City of Las Vegas per [LVMC 6.60.050](#). The City of Las Vegas is **NOT** currently issuing new Pawnbroker licenses. Any applications must be for existing Pawnbroker licenses change of ownership.

### REQUIRED FORMS

- ☐ [Las Vegas Business License Application](#) (Form #BL001)
- ☐ [Temporary License Request](#) - Optional - (Form #PL200), not eligible for licenses that require state approval
  - ☐ If requesting a Temporary License and have **NOT** resided in the Las Vegas area for the past two (2) years, a police letter from your previous jurisdiction is required.
- ☐ [Responsible Party Acknowledgement Notice](#) (Form #PL233)
- ☐ [Financial Questionnaire](#) (Form #PL124) and documentation to support sources of funding (e.g. bank statements, tax returns)

### OWNERSHIP DOCUMENTS

**NOTE: If the ownership structure of the entity applying for the license is made up of other entities (i.e. the member of an LLC is a corporation and another LLC), you are required to supply documents for both LLCs and the corporation as outlined under the entity type.**

#### Trusts:

- ☐ Complete Trust Agreement and Amendments
- ☐ List of all Trustees

#### Limited Liability Companies (LLC):

- ☐ Operating Agreement (must include management and membership percentage details)
- ☐ Organizational chart of related companies (if applicable)
- ☐ If none of the above are available, a notarized affidavit which details managers and members with ownership percentage will be accepted

## OWNERSHIP DOCUMENTS (Continued)

### Corporations:

- ☐ Meeting minutes or secretary certificates detailing current officers, directors, and shareholders
- ☐ Most recent Annual Report (publicly traded); or
- ☐ Most recent Form 10-K filed with SEC (publicly traded)
- ☐ Legal document listing stockholders holding more than 10% and/or involved in the day-to-day operation
- ☐ Organizational chart of related companies (if applicable)
- ☐ If none of the above are available, a notarized affidavit which details shareholders with ownership percentage and officers will be accepted

### Partnerships and Limited Partnerships:

- ☐ Partnership Agreement
- ☐ Organizational chart of related companies (if applicable)
- ☐ If a partnership agreement is not available, a notarized affidavit which details the list of partners with ownership percentage will be accepted

## SUITABILITY PACKAGE

**Suitability package is required for each "Principal" as defined by LVMC 6.02.010 unless they are eligible for a waiver. All hand written forms must be in black ink and in block lettering. Illegible applications WILL NOT be accepted.**

- ☐ [Personal History Form](#) (Form #PL125)
- ☐ U.S. Military Discharge Form DD2214 or equivalent if served in another country, if applicable
- ☐ One (1) current photo of head and shoulders, passport size--approximately 2" x 2" (**Must be less than 6 months old**)
- ☐ Driver's License or State-issued Identification Card

If born **IN** the United States or abroad to U.S. citizens, provide one of the following:

- ☐ Certified copy of Birth Certificate
- ☐ Copy of Certification of Birth Abroad

If born **OUTSIDE** the United States or abroad to U.S. citizens, provide one of the following:

- ☐ Naturalization Certification
- ☐ Copy of Permanent Resident Card
- ☐ Employment Authorization Card

### Suitability Waiver

- ☐ [Principal Waiver General Guideline](#)
- ☐ [Waiver of Suitability Request](#) (Form #PL225)
- ☐ Driver's License or State-issued Identification Card

## OTHER REQUIRED DOCUMENTS

- ☐ Filed stamped copy of Certificate of Business Fictitious Firm Name
- ☐ Nevada Secretary of State Registration Certificate or Notice of Business Exemption
- ☐ Nevada State Sales/Use Tax Permit (copy of permit or proof of application)
- ☐ Special Use Permit (SUP) approval from the Planning Department. Contact a Planner for more information at 702-229-6301.  
**Leased Location:** Properly executed Lease Agreement. Authorized privilege business activity must be included in the use of the
- ☐ premise. Tenant name on the Lease must match the legal entity name used on the business license application. May be contingent on approval of license; **or**
- ☐ **Proof of Property Ownership**
- ☐ Work Card (All employees who have the capability to receive property as collateral for a loan or as an outright purchase, must obtain and maintain a valid, unexpired Work Card.)

**FEES: (All fees are non-refundable)**

**CLV Business Licensing Fees:**

- ☐ Initial Processing Fee: \$100.00
- ☐ Original License Fee: \$60,000
- ☐ Pawnbroker Semi-Annual License Fee: \$150
- ☐ Auto-Pawnbroker Semi-Annual License Fee: \$150
- ☐ Temporary License Request (optional): \$500.00
- ☐ Waiver Request Fee (if applicable): \$100.00 per person

**LVMPD Suitability Fees:**

- ☐ Investigation Fee: \$150.00 per person
- ☐ Financial Investigation Fee: \$200 per privilege application

**Other Fees:**

- ☐ If your items need to be notarized, this service can be provided during your appointment for an additional \$5.00 per signature.
- ☐ If we make any copies, you will be charged \$1.00 per page