



## 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](#)

### REQUIRED DOCUMENTS:

- [Las Vegas Business License Application](#) (Form #BL001)
- [Temporary License Request](#) - Optional (Form #PL200)
- [Financial Questionnaire](#) (Form #PL124) and documentation to support sources of funding
- [Responsible Party Acknowledgement Notice](#) (Form #PL233)

#### Corporations:

- Most recent Financial Statements
- List of stockholders holding more than 10% and/or involved in the day-to-day operation
- List of officers and directors as filed with the Secretary of State
- Most recent Annual Report (publicly traded); or
- Most recent Form 10-K filed with SEC (publicly traded)
- Articles of Incorporation
- Organizational chart of related companies (if applicable)

**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
- Organizational chart of related companies (if applicable)

#### Limited Liability Companies (LLC):

- Articles of Organization
- Operating Agreement
- List of members and contributions if not included in Operating Agreement
- Organizational chart of related companies (if applicable)

#### Partnerships:

- Partnership Agreement
- List of Partners if not in the Agreement
- Organizational chart of related companies (if applicable)

**Limited Partnerships:**

- Partnership Agreement
- List of Partners and contributions
- Organizational chart of related companies (if applicable)

**Suitability package for each "Principal" as defined by LVMC 6.02.010 (Must be completely filled out and typed or printed in INK or application 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

**OTHER REQUIRED DOCUMENTS:**

- Location Lease Agreement or proof of property ownership
- Filed stamped copy of Certificate of Business Fictitious Firm Name
- Nevada State Business Registration or Notice of Business Exemption (copy of license or proof of application)
- Nevada State Sales/Use Tax Permit (copy of permit or proof of application)

**ADDITIONAL REQUIREMENTS:**

- Work Cards - 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.
- A Special Use Permit (SUP) or variance may be required under Title 19.
- See [LVMC 6.60](#) for additional requirements for Pawnbrokers and Auto-pawnbrokers.

**FEES: (All fees are non-refundable)****CLV Business Licensing Fees:**

- Initial Processing Fee: \$100.00
- Temporary License Request (optional): \$500.00
- Original License Fee: \$60,000
- Semi-Annual License Fee (Pawnbroker): \$500.00
- Semi-Annual License Fee (Auto-pawnbroker): \$250.00
- Waiver Request Fee (if applicable): \$100.00 per person

**Suitability Fees:**

- \$150.00 per person being investigated
- \$200.00 per privilege license

**Notary Fees:**

- If your items need to be notarized, a license technician can assist you with this during your appointment for an additional \$5.00 per signature.

**RELATED LICENSE:**

- Secondhand Dealer:**  
Any person engaged in whole or in part in the business of buying, selling or trading secondhand or used personal property, including, without limitation, hides, junks, metal junk, melted metals, antiques and collectibles. Pawnbrokers who want to buy, sell or trade used items, will require a Secondhand Dealer license.

**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.

**\*\*\* IMPORTANT \*\*\***

Applications are taken by appointment only, Monday through Thursday.

Call **(702) 229-1840** for appointment.

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

**Incomplete applications will not be accepted and your appointment will be cancelled.**

You will need to call back to reschedule.

**Return this Checklist with the original application packet PLUS a copy of the original application packet in the following order:**

- Ownership/Officer/Corporate Information Form
- Legal Representation Letter, if applicable
- City of Las Vegas Business License Application
- Request for Temporary License
- Personal History Questionnaire
- Authorization to Release Information
- Birth Certificate, Driver's License, Passport, DD214, Certificate of Naturalization, Permanent Resident Card, Employment Authorization Card
- One (1) current photo of head and shoulders, passport size - approximately 2" x 2" (must be less than 30 days old)
- Work Card, Health Card, Alcohol Awareness Card, if applicable
- Work Card - Fingerprint Application
- Personal Bank Statements, if applicable
- Personal Tax Returns, if applicable
- Alcohol Owner/Management Acknowledgement Notice
- Responsible Party Acknowledgement Notice
- Entertainment Verification Form
- Any license specific Acknowledgements or Addendums (Medical Marijuana, Smoke Shops-Drug Paraphernalia Addendum, etc.)
- Waiver Request(s)
- Privilege License Financial Questionnaire, if applicable
- Business Bank Statements
- Business Tax Returns
- Group together documents as listed on your Checklist/Instructions for Corporations; Trusts; LLC's; Partnerships; Limited Partnerships
- Secretary of State documents; Nevada State Business Registration; Business Fictitious Firm Name; Nevada Sales/Use Tax Permit (proof of application)
- Lease Agreement or proof of property ownership
- Purchase/Sale Agreement
- Transfer of Business License
- Floor Plan
- Participation Agreement (Gaming)
- Special Use Permit
- Employee Listing

**If we make any copies, you will be charged \$1.00 per page.**

**Notary services are also offered in our office for a fee.**