

**APPLICATION FOR CITY LICENSE  
PAWNBROKER – SECONDHAND DEALER – GEMS & PRECIOUS METALS DEALER**

**APPLICATION FEES ARE NON-REFUNDABLE**  
License is valid for 24 months from date of issuance

Check type of License applied for (may check more than one box):

- **PAWNBROKER**       - **SECONDHAND DEALER**       - **GEMS & PRECIOUS METALS DEALER**

Name of corporation or company

BUSINESS NAME \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_

BUSINESS CITY/STATE/ZIP \_\_\_\_\_

BUSINESS PHONE \_\_\_\_\_

PROPERTY IDENTIFICATION NUMBER \_\_\_\_\_

PROPERTY LEGAL DESCRIPTION: \_\_\_\_\_

Is this a -NEW -RENEWAL application?

Fee \$ \_\_\_\_\_ License No. \_\_\_\_\_

Date: \_\_\_\_\_

Payment

Cash  Check # \_\_\_\_\_

Receipt # \_\_\_\_\_

24 Month Fee	Pawnbroker	Secondhand Dealer	Gem & Precious Metals Dealer
<b>Licensing Fee</b>	\$50.00	\$50.00	\$50.00
DCI Investigation*	\$26.75	\$26.75	\$26.75
Fingerprint*	<u>\$20.00</u>	<u>\$20.00</u>	<u>\$20.00</u>
<b>Total Fee</b>	<b>\$96.75</b>	<b>\$96.75</b>	<b>\$96.75</b>

**\*DCI Investigation and Fingerprint fees are charged for each applicant.**

If the business encompasses more than one category of license, the Licensing Fee for a single premises shall not exceed \$50. (Does not include DCI Investigation and Fingerprint fee charged per applicant)

All licenses shall expire 24 months from date of issuance.

The official making the determination of suitability will provide you with an opportunity to complete or challenge the accuracy of the information contained in the identification record.

**Personal History and Identification:**

If a person who wishes to operate a business for which a license is required under this chapter is an individual, the person must sign the application for a license as the applicant. If a person who wishes to operate a business for which a license is required is other than an individual, each individual who has any financial interest in the business must sign the application for a license as an applicant and must specify each individual's financial interest. If there are more than 5 individuals with financial interests in the business, the people with the top 5 financial interests (by percentage of total financial interest) in the business must sign the application as an applicant and specify each individual's financial interest.

Each applicant must be qualified under the requirements of this chapter. If 1 of a business' applicants is not qualified under the requirements of this chapter, the entire business' license shall be denied. Each applicant shall be considered a licensee if a license is granted.

If a license is granted and an individual not listed on this application gains a top 5 financial interest (by percentage of total financial interest), the individual must file a new, separate application for a license.

NAME	ADDRESS	% OF OWNERSHIP	TITLE

**Personal History and Identification:**

APPLICANT NAME (print)

\_\_\_\_\_  
 (last) (first) (middle)

List all AKA and Alias names:		

APPLICANT ADDRESS \_\_\_\_\_  
 (Street)  
 \_\_\_\_\_  
 (City/State/Zip)

PHONE (HOME) \_\_\_\_\_  
 PLACE OF BIRTH \_\_\_\_\_

AGE	DOB	SS#	STATE/DL#		
HEIGHT	WEIGHT	HAIR	EYES	RACE	SEX

Please list the local telephone number(s) at which you can be contacted and the hours you can be contacted:

Phone ( ) \_\_\_\_\_ Hours \_\_\_\_\_ -  
 Phone ( ) \_\_\_\_\_ Hours \_\_\_\_\_ -

Are you legally authorized to hold employment within the United States: -YES -NO

**LEGAL**

If you have ever been arrested **or** convicted of any crime (excluding traffic citations), please provide details below.

			Indicate Y=Yes or N=No for each item		
Approximate Date	Agency and State	Circumstances & Disposition	Arrested	Convicted	Charges Pending

Have you ever been on court probation as an adult?  Yes  No  
 If "Yes", please give details (including when, where, why).


Have you ever had a Pawnbroker, Secondhand Dealer or Gems and Precious Metals Dealer License revoked?  Yes  No

If "Yes", please give details (including when, where, why).


If there is any additional information you wish to discuss, please indicate below and use reverse side of this form if needed.

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WAIVER TO PERMIT BACKGROUND INVESTIGATION

***This section must be signed in front of a notary or City Finance Office staff. If this section is left blank, the application will be returned.***

I, \_\_\_\_\_, hereby authorize the Rapid City Police Department to  
(print name)

conduct an investigation into my complete history. I hereby release any law enforcement agency, company, corporation, or individual from all liability for furnishing information concerning me in response to this investigation. I also hereby understand that I may be asked to submit to a polygraph examination, in order to verify aspects of this background investigation.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

**NOTICE: FAILURE TO DISCLOSE ANY CRIMINAL OFFENSES MAY RESULT IN THE DENIAL OF THIS LICENSE BY THE RAPID CITY COMMON COUNCIL**

Seal

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

\_\_\_\_\_  
My Commission Expires

**SYSTEMS CHECKED: (For Department Use ONLY)**

CJIS       RCPD/PCSO       DCI       Sex Offender       Other

Information Summary:

INVESTIGATOR \_\_\_\_\_  
SUPERVISOR \_\_\_\_\_

YES     NO  
RECOMMENDED

DEPARTMENT:  APPROVAL     DISAPPROVAL

Date: \_\_\_\_\_

\_\_\_\_\_  
Chief of Police, Karl Jegeris

**FINGERPRINTING SERVICES**

On August 4, 2008, the Rapid City Police Department started conducting Live Scan fingerprinting services to the community. Live Scan is an inkless process where fingerprints are electronically recorded.

Fingerprinting Service Hours: Monday through Thursday; 8:00 a.m. to 4:00 p.m.; Friday 8:00 a.m. to 3:00 p.m.

Appointment for fingerprinting can only be made by calling the Criminal Investigation Division at (605) 394-4134 during normal business hours, as listed above. Payment to the Finance Office must be made and valid identification provided to the fingerprint operator before your fingerprints are scanned.

Identification Required:

You must bring a valid form of photo identification with you to your appointment. Valid identification includes a valid driver's license or State issued identification card, military ID, or a valid passport. No other forms of identification will be accepted for purposes of fingerprinting.

Fingerprinting Location:

The Rapid City Police Department Criminal Investigation Division is located on the 3rd Floor of the Public Safety Building, 300 Kansas City Street, Rapid City, SD. This building is located east of the Pennington County Courthouse.