



Michael A. Spera
Chief of Police

TOWN OF OLD SAYBROOK DEPARTMENT OF POLICE SERVICES

36 Lynde Street • Old Saybrook, Connecticut 06475

Instructions for Licensing as a Pawnbroker, Secondhand Dealer or Precious Metals and Stones Dealer

These instructions shall serve as a guide in regards to applying for and renewing a Pawnbroker, Secondhand Dealer or Precious Metals, Gemstone, and Coins Dealer License in the Town of Old Saybrook. Additionally the supplemental policies of the Licensing Authority are included. The licensing authority is the Chief of Police of the Old Saybrook Department of Police Services. These guidelines are a supplement and summary and are not a replacement for the full guidelines outlined in the Connecticut General Statutes. Description of Licenses can be found in Connecticut General Statutes, Sec. 21-39a

Type of License, Fee Amounts and Requirements

All New License Applications Require the following:

- Application – Old Saybrook Application Pawn-Secondhand-Precious Metals and Stones – Must be notarized by a Notary Public.
- Advisement of Requirements for each License you're applying for. Must be notarized by a Notary Public.
- Authorization for Information Release Form. Must be notarized by a Notary Public.
- Valid Photo Identification (Driver's License).
- Submit to a state and national criminal history checks which includes fingerprinting at the O.S.P.D.
 - FBI and CT Criminal Background Check - \$64.75 (Separate Check or Money Order)
 - This check should be made out to "The Town of Old Saybrook"
- Copy of your State of Connecticut Tax Certificate
- ALL checks should be a business check, bank check or money order. NO cash or personal checks.

In addition to the above each of the individual licenses requires the following:

Pawnbroker (Sec. 21-39 through 21-47 C.G.S.)

- All the above information.
- Shall show proof of competent surety bond in the penal sum of \$2000.00
- New Application - \$50.00 Renewal - \$25.00
 - (Separate Check or Money Order made out to "Town of Old Saybrook")
- All Employees are required to submit to a state and national criminal history check.
 - Employee Application.
 - FBI and CT Criminal Background Check - \$64.75 (Separate Check or Money Order)
 - This check should be made out to "The Town of Old Saybrook"

Secondhand Dealer (Sec. 21-47d through 21-47e C.G.S.)

- All the above information.
- Shall show proof of competent surety bond in the penal sum of \$10,000.00
- New Application - \$250.00 Renewal - \$100.00
 - (Separate Check or Money Order made out to "Town of Old Saybrook")
- All employees are required to submit to a state and national criminal history check.
 - Employee Application.
 - FBI and CT Criminal Background Check - \$64.75 (Separate Check or Money Order)
 - This check should be made out to "The Town of Old Saybrook"

Precious Metals or Stones Dealer (Sec. 21-100 C.G.S.)

- All the above information.
- New Application - \$10.00 Renewal - \$10.00
 - (Separate Check or Money Order made out to “Town of Old Saybrook”)
- All employees are required to submit to a state and national criminal history check.
 - Employee Application.
 - FBI and CT Criminal Background Check - \$64.75 (Separate Check or Money Order)
 - This check should be made out to “The Town of Old Saybrook”

Additional Information

- Forms can be picked up at the Old Saybrook Department of Police Services located at 36 Lynde Street or downloaded from www.oldsaybrookpolice.com under the Records Section.
- Only Old Saybrook Department of Police Services forms will be accepted.
- Incomplete forms will be returned to the applicant.
- All employees should be listed on your application. While only one license is required per business, each employee is required to submit to a state and national criminal history check.
- Employees hired mid-year shall submit to a state and national history check.
- Anyone with a Felony conviction will be denied a license.
- You should be submitting two (2) checks total. Both made out to the Town of Old Saybrook. One is for the state and national criminal history checks and the second is for the permit fee. Additional checks will be needed for each employee at the time of finger printing.
- Renewal Applications should be submitted 60 days prior to the expiration of your license. Updated information should be noted. If your bond expires, updated information will be required. Finger printing is not required upon renewal.
- You will be provided with a Certificate of License which must be displayed in a prominent location at the place of business.
- You must submit an electronic file in EXCEL format on a weekly basis to: speciallicensing@oldsaybrookpolice.com
- Your place of business and electronic and/or written documentation is subject to inspection by police officers.
- Failing to comply with any of the requirements may cause a delay in processing your application.

All completed forms and documents should be brought to:

**Old Saybrook Department of Police Services
Special Licensing
36 Lynde Street
Old Saybrook, CT 06475**



TOWN OF OLD SAYBROOK DEPARTMENT OF POLICE SERVICES

36 Lynde Street • Old Saybrook, Connecticut 06475

Michael A. Spera
Chief of Police

Application For Licensing

Pawnbroker, Secondhand Dealer, Precious Metals and Stones Dealer

Date of Application:

Type of Application:

Pawnbroker Initial License Fee \$50 Renewal \$25 Renewal Fee Waived w/ Secondhand Lic

Secondhand Dealer Initial License Fee \$250 Renewal \$100

Precious Metals and Stones Dealer Initial License Fee \$10 Renewal Fee \$10

Business Information

Name of Business

Type of Business - LLC, Corporation, Partnership, Association

Street Address

City

State

Zip

Business Phone

Business Website

List all locations used or intended to be used for purchase, receipt, storage or sale of property:

Physical address of property (include unit #)

City/Town/State/Zip

Intended Use

Applicant Information

Last Name, First Name, Middle Name

Date of Birth

Sex

Applicant's Residential Street Address

City

State

Zip

Home Phone

Cell Phone

E-Mail Address

Position in Business - Title

Length of Time at Business

If additional space is needed attach additional sheets

Applicant Information - Continued

List all residential addresses used by the applicant in the past five (5) years:

Physical address of property (include unit #)

City/Town/State/Zip

Dates resided from/to:

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| | | |
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| | | |

Applicant Employment History for the past five (5) years starting with the current or most recent

| | | | | | |
|----------------|----------------------|------------------|-------------------------|-----|--|
| | | | | | |
| From: | To: | Name of Employer | | | |
| | | | | | |
| Street Address | | City | State | Zip | |
| | | | | | |
| Business Phone | Last Supervisor Name | | Supervisor Phone Number | | |
| | | | | | |
| Last Job Title | | | | | |

| | | | | | |
|----------------|----------------------|------------------|-------------------------|-----|--|
| | | | | | |
| From: | To: | Name of Employer | | | |
| | | | | | |
| Street Address | | City | State | Zip | |
| | | | | | |
| Business Phone | Last Supervisor Name | | Supervisor Phone Number | | |
| | | | | | |
| Last Job Title | | | | | |

| | | | | | |
|----------------|----------------------|------------------|-------------------------|-----|--|
| | | | | | |
| From: | To: | Name of Employer | | | |
| | | | | | |
| Street Address | | City | State | Zip | |
| | | | | | |
| Business Phone | Last Supervisor Name | | Supervisor Phone Number | | |
| | | | | | |
| Last Job Title | | | | | |

If additional space is needed attach additional sheets

Criminal History

List all crimes for which you have been convicted

Check here if you have no convictions

| Name of Crime | Date of Conviction | Court Where Convicted | Arresting Agency |
|---------------|--------------------|-----------------------|------------------|
| | | | |
| | | | |
| | | | |
| | | | |

Principals in the Business, Employees, Officers, Shareholders, Financial Backer or Creditors

| | | |
|---|---------|-------|
| Name | Address | Phone |
| Relationship to Business - Employee, Principal in Business, Officer, Shareholder, Financial Backer, Creditor, Other | | |
| Relationship to Business | | |

| | | |
|---|---------|-------|
| Name | Address | Phone |
| Relationship to Business - Employee, Principal in Business, Officer, Shareholder, Financial Backer, Creditor, Other | | |
| Relationship to Business | | |

| | | |
|---|---------|-------|
| Name | Address | Phone |
| Relationship to Business - Employee, Principal in Business, Officer, Shareholder, Financial Backer, Creditor, Other | | |
| Relationship to Business | | |

| | | |
|---|---------|-------|
| Name | Address | Phone |
| Relationship to Business - Employee, Principal in Business, Officer, Shareholder, Financial Backer, Creditor, Other | | |
| Relationship to Business | | |

| | | |
|---|---------|-------|
| Name | Address | Phone |
| Relationship to Business - Employee, Principal in Business, Officer, Shareholder, Financial Backer, Creditor, Other | | |
| Relationship to Business | | |

Internet Websites, Accounts or E-Mail Addresses - List ALL sites required

- #1
- #2
- #3

If additional space is needed attach additional sheets

I hereby certify that the information provided is true and accurate. I understand that if I have falsified any information in this application or on the attached pages, I will not be entitled to the license sought or, if the information is found to be false after the license is issued, the license may be revoked or suspended after notice and hearing. I fully understand that if I intentionally make a statement that is untrue and which is intended to mislead a public servant in the performance of his or her official function, I will be in violation of Section 53a-157b of the Connecticut General Statutes for False Statement and may be subject to arrest.

Date: _____ Signature of Applicant: _____
Must be signed in the presence of a Notary Public

Subscribed and sworn to before me this _____ day of _____, 20 _____, in accordance with the Connecticut General Statutes.

Signature of Notary Public

Print Name of Notary Public

My Commission Expires: _____



TOWN OF OLD SAYBROOK DEPARTMENT OF POLICE SERVICES

36 Lynde Street • Old Saybrook, Connecticut 06475

Michael A. Spera
Chief of Police

Employee Application For Licensing Pawnbroker, Secondhand Dealer, Precious Metals and Stones Dealer

Date of Application:

Type of Business:

Pawnbroker Secondhand Dealer Precious Metals and Stones Dealer

Business Information

| | | | |
|----------------------|----------------------|---|----------------------|
| <input type="text"/> | | <input type="text"/> | |
| Name of Business | | Type of Business - LLC, Corporation, Partnership, Association | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Street Address | City | State | Zip |
| <input type="text"/> | <input type="text"/> | | |
| Business Phone | Business Website | | |

Employee Information

| | | | |
|--|----------------------------|----------------------|----------------------|
| <input type="text"/> | | <input type="text"/> | <input type="text"/> |
| Last Name, First Name, Middle Name | | Date of Birth | Sex |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Applicant's Residential Street Address | City | State | Zip |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Home Phone | Cell Phone | E-Mail Address | |
| <input type="text"/> | <input type="text"/> | | |
| Position in Business - Title | Length of Time at Business | | |

List all residential addresses used by the applicant in the past five (5) years:

| Physical address of property (include unit #) | City/Town/State/Zip | Dates resided from/to: |
|---|----------------------|------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

If additional space is needed attach additional sheets

Applicant Employment History for the past five (5) years starting with the current or most recent

| | | | |
|----------------|----------------------|------------------|-------------------------|
| | | | |
| From: | To: | Name of Employer | |
| | | | |
| Street Address | | City | State Zip |
| | | | |
| Business Phone | Last Supervisor Name | | Supervisor Phone Number |
| | | | |
| Last Job Title | | | |

| | | | |
|----------------|----------------------|------------------|-------------------------|
| | | | |
| From: | To: | Name of Employer | |
| | | | |
| Street Address | | City | State Zip |
| | | | |
| Business Phone | Last Supervisor Name | | Supervisor Phone Number |
| | | | |
| Last Job Title | | | |

| | | | |
|----------------|----------------------|------------------|-------------------------|
| | | | |
| From: | To: | Name of Employer | |
| | | | |
| Street Address | | City | State Zip |
| | | | |
| Business Phone | Last Supervisor Name | | Supervisor Phone Number |
| | | | |
| Last Job Title | | | |

Criminal History

List all crimes for which you have been convicted Check here if you have no convictions

| Name of Crime | Date of Conviction | Court Where Convicted | Arresting Agency |
|---------------|--------------------|-----------------------|------------------|
| | | | |
| | | | |
| | | | |
| | | | |

If additional space is needed attach additional sheets

I hereby certify that the information provided is true and accurate. I understand that if I have falsified any information in this application or on the attached pages, I will not be entitled to the license sought or, if the information is found to be false after the license is issued, the license may be revoked or suspended after notice and hearing. I fully understand that if I intentionally make a statement that is untrue and which is intended to mislead a public servant in the performance of his or her official function, I will be in violation of Section 53a-157b of the Connecticut General Statutes for False Statement and may be subject to arrest.

Date: _____ Signature of Applicant: _____
Must be signed in the presence of a Notary Public

Subscribed and sworn to before me this _____ day of _____, 20____, in accordance with the Connecticut General Statutes.

Signature of Notary Public

Print Name of Notary Public

My Commission Expires: _____



TOWN OF OLD SAYBROOK DEPARTMENT OF POLICE SERVICES

36 Lynde Street • Old Saybrook, Connecticut 06475

Michael A. Spera
Chief of Police

Authorization For Release of Personal Information

Full Name: _____ Date of Birth: _____
Social Security #: _____ Driver's License #: _____ State: _____

I, _____, do hereby authorize a review of and full disclosure of all records or any part thereof, concerning myself, by and to, a duly authorized agent of the Old Saybrook Department of Police Services, Old Saybrook, Connecticut, whether said records are of a public, private or confidential nature.

The intent of this authorization is to give my consent for a full and complete disclosure of the records of educational institutions, financial or credit institutions, including records or deposits, withdrawals and balances of checking and savings accounts and loans, and also the records of the intent of this authorization is to give my consent for full and complete disclosure of the records of educational, commercial or retail credit agencies (including credit reports and/or), medical and psychiatric treatment and/or consultation, including hospitals, clinics, private practitioners and the U.S. Veteran's Administration, public utilities, employment and pre-employment records, including background reports, sufficiency ratings, real and personal property tax statements and records wherever filed, conviction records for violation of the law, including criminal and or traffic records, records of complaint of a civil nature made by or against me, whosoever located, and to include the records and recollection of attorney-at-law or of other counsel, whether representing me or another person in any case, in which I presently have or have had an interest.

It is the intent of this authorization to provide full and free access to background and history of my personal life, for the specific purpose of pursuing a background investigation, which may provide pertinent data for the Old Saybrook Department of Police Services, to consider in determining my suitability for licensing by that department. It is my specific intent to provide access to personal information, however personal or confidential it may appear to be, and the sources of information specifically enumerated about are not intended to deny access to any records not specifically mentioned herein.

I understand that any information obtained by the 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 a permit by the Old Saybrook Department of Police Services. I fully understand that refusal to grant this authorization will not, or itself; constitute a basis for rejection of my application.

A photocopy or facsimile of this signed authorization form is to be considered as valid as an original.

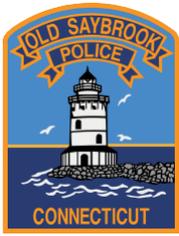
I hereby release you, your organization, its representatives, agents and employees, and the Old Saybrook Department of Police Services, its representatives, agents and employees from any and all liability whatsoever and/or damages that may result from furnishing the above information.

Date: _____ Signature of Applicant: _____
(Must be signed in the presence of a Notary Public)

Subscribed and sworn to before me this _____ day of _____, 20 ____, in accordance with the Connecticut General Statutes.

Signature of Notary Public: _____ Print Name of Notary Public: _____

My Commission Expires: _____.



TOWN OF OLD SAYBROOK DEPARTMENT OF POLICE SERVICES

36 Lynde Street • Old Saybrook, Connecticut 06475

Michael A. Spera
Chief of Police

Advisement of Precious Metals or Stones Dealer Requirements

| | | | |
|---|------------|------|------------------|
| Last Name | First Name | MI | Name of Business |
| Business Address, Number, Street (No P.O.Box) | | Town | Zip |

Precious Metals or Stones Dealer Requirements

As a person, as defined under section 21-39a of the Connecticut General Statutes, who is applying for a license from the Old Saybrook Department of Police Services to engage in or carry on the business of a Precious Metals or Stones Dealer at the address listed above you are required, if so licensed, to comply with the requirements of Section 21-100 of the Connecticut General Statutes, as well as the following requirements of the licensing authority, the Chief of Police of the Old Saybrook Department of Police Services:

The Chief of Police will issue a Precious Metals or Stones Dealer License to an applicant for a specific business location for which you have applied. This license does not allow the licensee to engage in or carry on the business of a Precious Metals or Stones Dealer as any other business, in any other location or in any other town or city. The Chief of Police may revoke such license for cause which shall include, but is not limited to, failure to comply with any requirements for licensure specified by the Chief of Police at the time of issuance. Such license shall be displayed in a prominent location in the place where such business is conducted.

No precious metals or stones dealer licensee shall take, receive or purchase any gold or gold-plated ware, silver or silver-plated ware, platinum ware, watches, jewelry, precious stones, bullion or coins without receiving and copying proof of the identity of the person selling the property if such person is not a wholesaler. Such identification shall include a photograph, an address, if available on the identification, and an identifying number, including, but not limited to, date of birth. No precious metals or stones dealer licensee may purchase any personal property from a minor unless such minor is accompanied by such minor's parent or guardian and the identification of such parent or guardian copied as if they were the person that the property was received or purchased from.

You are required to maintain a computerized record-keeping system deemed appropriate by the Chief of Police. Entries shall be entered in English, at the time the person acting under this license purchases any article of personal property, a description of such article and the current location that it is stored and the name, the residence address, the proof of identity as required by this section and a general description of the person from whom, and the date and hour when, such property was purchased and in which, if the property does not contain any identifiable numbers or markings, shall be included a digital photograph of such article. Each entry in such record-keeping system shall be numbered consecutively.

You shall submit an electronic file in EXCEL format to the Chief of Police on a weekly basis to an email address that will be provided by Department of Police Services, a sworn statement of his or her transactions describing the property received/purchased and setting forth the nature and terms of each transaction and the name and residence address and a description of the person from whom the property was received. Such sworn statement shall not be deemed a public record for the purposes of the Freedom of Information Act, as defined in section 1-200.

Such record and the place where such business is carried on and all articles of property therein may be examined at all times by any state police officer or municipal police officer. Any state police officer or municipal police officer who performs such an examination may require any employee on the premises to provide proof of the employee's identity. All records maintained within this record-keeping system shall be retained by you for not less than two years.

You may not purchase any property from a minor unless such minor is accompanied by a parent or guardian and the identification of such parent or guardian should be photocopied or an image of the identification should be scanned and retained in your records.

Applicant Initials

Advisement of Precious Metals or Stones Dealer Requirements – Page 2

| | | | |
|-----------|------------|----|------------------|
| Last Name | First Name | MI | Name of Business |
|-----------|------------|----|------------------|

A precious metals or stones dealer licensee shall pay for any property purchased only by check or money order and shall not pay cash for any such property. Any precious metals or stones dealer licensee who pays by check shall retain the electronic copy of such check or other record issued by the financial institution that processed such check, and such copy or record shall be subject to inspection in accordance with this section as part of the record-keeping system. No precious metals or stones dealer licensee shall pay or cash any instrument issued by him or her. A precious metals or stones dealer licensee shall indicate on each such instrument the number or numbers associated with such property in the record-keeping system required to be maintained pursuant to this section. A licensee that pays cash or cashes a check or money order shall be guilty of a class A misdemeanor. No licensee may advertise or purport that he or she will pay for property received with cash.

Any precious metals or stones dealer licensee who was licensed in any city or town as a pawnbroker pursuant to section 21-40 on March 31, 2011, who continues to hold such license and who had filed a copy of such license with the Chief of Police at the time of application for such precious metals or stones dealers license, may pay for property received pursuant to a precious metals or stones dealer license issued in accordance with Section 21-47d in the manner authorized under section 21-42 until July 1, 2021, provided such precious metals or stones dealer complies with all other provisions of this section relating to precious metals or stones dealers.

No licensee shall sell or dispose of any property, other than bullion or coins, acquired in any transaction in the course of business in less than five days after the date of such transaction. At the time of making any purchase the licensee shall deliver to the person selling property a receipt containing a description of the property purchased, the price paid for the property and the name and address of the purchaser.

A Precious Metals or Stones Dealer License is in effect for one year from the date it is issued. It does not allow you to engage in the business of a Pawnbroker or Secondhand dealer, as defined under section 21-39a, unless so licensed. A licensee seeking renewal of such license shall file an application for renewal at least sixty days before the expiration of such license. This license is not transferable. Any person who willfully engages in the business of a Precious Metals or Stones Dealer, unless licensed according to law, or after notice that his or her license has been suspended or revoked, shall be guilty of a class D felony. Any person who violates any provision of section 21-100 or the requirements of the Chief of Police, for which no other penalty is provided, shall be fined not more than one thousand dollars.

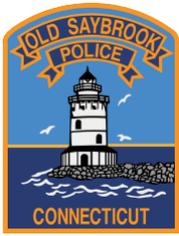
As a person, as defined under section 21-39a, who is applying for a license from the Old Saybrook Department of Police Services to engage in or carry on the business of a Precious Metals or Stones Dealer at the address listed above, I understand and agree that if so licensed I will ensure compliance with the requirements of section 21-100, as well as the requirements of the Chief of Police as listed above.

Date: _____ Signature of Applicant: _____
(Must be signed in the presence of a Notary Public)

Subscribed and sworn to before me this _____ day of _____, 20 ____, in accordance with the Connecticut General Statutes.

Signature of Notary Public: _____ Print Name of Notary Public: _____

My Commission Expires: _____.



TOWN OF OLD SAYBROOK DEPARTMENT OF POLICE SERVICES

36 Lynde Street • Old Saybrook, Connecticut 06475

Michael A. Spera
Chief of Police

Advisement of Secondhand Dealer Requirements

| | | | |
|---|------------|------|------------------|
| Last Name | First Name | MI | Name of Business |
| Business Address, Number, Street (No P.O.Box) | | Town | Zip |

Secondhand Dealer Requirements

As a person, as defined under Section 21-39a of the Connecticut General Statutes, who is applying for a license from the Old Saybrook Department of Police Services to engage in or carry on the business of a Secondhand Dealer at the address listed above, you are required, if so licensed, to comply with the requirements of Sections 21-47d through 21-47e of the Connecticut General Statutes, inclusive, as well as the following requirements of the licensing authority, the Chief of Police of the Old Saybrook Department of Police Services:

The Chief of Police will issue a Secondhand Dealer License for the specific business location for which you have applied. This license does not allow you to engage in or carry on the business of a secondhand dealer as any other business, in any other location or in any other town or city. The Chief of Police may, after notice and hearing, suspend or revoke such licenses for cause which shall include, but is not limited to, failure to comply with any requirements for licensure specified by the Chief of Police at the time of issuance. Such license shall be displayed in a prominent location in the place where such business is conducted.

At the time of receipt of your license, you are required to file, with the Chief of Police, a bond, with competent surety, in the sum of ten thousand dollars, to be approved by the Chief of Police and conditioned for the faithful performance of the duties and obligations pertaining to the business so licensed.

During the term of such license, you shall notify the Chief of Police in writing of any additional places that will be used by the business for the purchase, receipt, storage or sale of property prior to such use, of the addition or discontinuation of any Internet web sites or accounts used to conduct the business and of the addition of any employees, officers, shareholders, financial backers or creditors or any other individual with a relationship to the entity that is similar to that of an officer, shareholder, financial backer or creditor.

No secondhand dealer licensee shall take, receive or purchase tangible personal property without receiving and copying proof of the identity of the person selling the property if such person is not a wholesaler. Such identification shall include a photograph, an address, if available on the identification, and an identifying number, including, but not limited to, date of birth. No secondhand dealer licensee may purchase any personal property from a minor unless such minor is accompanied by such minor's parent or guardian and the identification of such parent or guardian copied as if they were the person that the property was received or purchased from.

You are required to maintain a computerized record-keeping system deemed appropriate by the Chief of Police. Entries shall be entered in English, at the time the person acting under this license purchases any article of personal property, a description of such article and the current location that it is stored and the name, the residence address, the proof of identity as required by this section and a general description of the person from whom, and the date and hour when, such property was purchased and in which, if the property does not contain any identifiable numbers or markings, shall be included a digital photograph of such article. Each entry in such record-keeping system shall be numbered consecutively.

A tag shall be attached to the article in a visible and convenient place with a number written on such tag corresponding to the entry number in the recordkeeping system and shall remain attached to the article until the article is sold or otherwise disposed of. The Chief of Police authorizes the removal of such tags from certain articles such as jewelry for the purposes of cleaning and repair, while the article is being cleaned or repaired on the premises by the licensee only after an entry is first made into the computerized record-keeping system of such removal and only when such removal is necessary to prevent destruction of the such tag or when it interferes with the ability to clean or repair the article. A subsequent entry into the recordkeeping system shall be made upon the return of such tag onto such item. Such tag shall be visible in the digital photograph of such item.

Such record-keeping system and the place where such business is carried on and all articles of property therein may be examined at all times by any state police officer or municipal police officer. Any state police officer or municipal police officer who performs such an examination may require any employee on the premises to provide proof of the employee's identity. All records maintained within this record-keeping system shall be retained by you for not less than two years.

Applicant Initials

Advisement of Secondhand Dealer Requirements – Page 2

| | | | |
|-----------|------------|----|------------------|
| Last Name | First Name | MI | Name of Business |
|-----------|------------|----|------------------|

The description of any property purchased by any secondhand dealer licensee shall be entered into the computerized record-keeping system deemed appropriate by the Chief of Police and shall include, but shall not be limited to, all distinguishing marks, names of any kind, including brand and model names, model and serial numbers, engravings, etchings, affiliation with any institution or organization, dates, initials, color, vintage or image represented. Any description of audio, video or electronic media of any kind shall also include the title and artist or any other identifying information contained on the cover or external surface of such media.

A secondhand dealer licensee shall pay for any property purchased only by check or money order and shall not pay cash for any such property. Any secondhand dealer licensee who pays by check shall retain the electronic copy of such check or other record issued by the financial institution that processed such check, and such copy or record shall be subject to inspection in accordance with this section as part of the record-keeping system. No secondhand dealer licensee shall pay or cash any instrument issued by him or her. A secondhand dealer licensee shall indicate on each such instrument the number or numbers associated with such property in the record-keeping system required to be maintained pursuant to this section.

Any secondhand dealer licensee who was licensed in any city or town as a pawnbroker pursuant to section 21-40 on March 31, 2011, who continues to hold such license and who had filed a copy of such license with the Chief of Police at the time of application for such Secondhand Dealers license, may pay for property received pursuant to a secondhand dealer license issued in accordance with Section 21-47d in the manner authorized under section 21-42 until July 1, 2021, provided such secondhand dealer complies with all other provisions of this section relating to secondhand dealers.

You shall submit an electronic file in EXCEL format to the Chief of Police on a weekly basis to an email address that will be provided by the Department of Police Services, describing the property received/purchased and setting forth the nature and terms of each transaction and the name and residence address and a description of the person from whom the property was received.

No secondhand dealer licensee shall sell or dispose of any personal property acquired in any transaction in the course of business in less than ten days after the date of its receipt. Upon the sale or disposition of such property, such dealer shall, if such property is not sold at retail at the place of business of such dealer, include a record of such sale or disposition in the record-keeping system required by this section.

A Secondhand Dealer license is in effect for one year from the date it is issued. It does not allow you to engage in the business of a Pawnbroker or Precious Metals and Stones dealer, as defined under Section 21-39, unless so licensed. A licensee seeking renewal of such license shall file an application for renewal at least sixty days before the expiration of such license. This license is not transferable. Any person who willfully engages in the business of a secondhand dealer, unless licensed according to law, or after notice that his or her license has been suspended or revoked, shall be guilty of a class D felony. Any person who violates the provisions of Sections 21-47d through 21-47e of the Connecticut General Statutes, inclusive, for which no other penalty is provided shall be guilty of a class A misdemeanor.

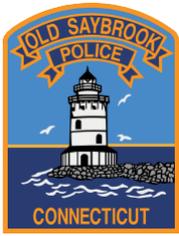
As a person, as defined under Section 21-39a of the Connecticut General Statutes, who is applying for a license from the Old Saybrook Department of Police Services to engage in or carry on the business of a secondhand dealer at the address listed above, I understand and agree that if so licensed I will ensure compliance with the requirements of Section 21-47d – Section 21-47e, as well as the requirements of the Chief of Police as listed above.

Date: _____ Signature of Applicant: _____
(Must be signed in the presence of a Notary Public)

Subscribed and sworn to before me this _____ day of _____, 20 ____, in accordance with the Connecticut General Statutes.

Signature of Notary Public: _____ Print Name of Notary Public: _____

My Commission Expires: _____.



TOWN OF OLD SAYBROOK DEPARTMENT OF POLICE SERVICES

36 Lynde Street • Old Saybrook, Connecticut 06475

Michael A. Spera
Chief of Police

Advisement of Pawnbroker Requirements

| | | | |
|---|------------|------|------------------|
| Last Name | First Name | MI | Name of Business |
| Business Address, Number, Street (No P.O.Box) | | Town | Zip |

Pawnbroker Requirements

As a person, as defined under Section 21-39a of the Connecticut General Statutes, who is applying for a license from the Old Saybrook Department of Police Services to engage in or carry on the business of a pawnbroker at the address listed above, you are required, if so licensed, to comply with the requirements of Sections 21-39 through 21-47 of the Connecticut General Statutes, inclusive, as well as the following requirements of the licensing authority, the Chief of Police of the Old Saybrook Department of Police Services:

If so licensed, the Chief of Police will issue a Pawnbroker License for the specific business location for which you have applied. This license does not allow you to engage in or carry on the business of a pawnbroker as any other business, in any location or in any other town or city. The Chief of Police may, after notice and hearing, suspend or revoke such licenses for good cause which shall include, but is not limited to, failure to comply with any requirements for licensure specified by the licensing authority at the time of issuance. Such license shall be displayed in a prominent location in the place where such business is conducted.

You are required at the time of receipt of your license to file, with the Chief of Police, a bond, with competent surety, in the sum of two thousand dollars, to be approved by the Chief of Police and conditioned for the faithful performance of the duties and obligations pertaining to the business so licensed, unless you are also licensed as a Secondhand Dealer in accordance with Sections 21-47d through 21-47e of the Connecticut General Statutes, in which case the bond of ten thousand dollars required under Section 21-47d will be the only bond required.

During the term of such license, you shall notify the Chief of Police in writing of any additional places that will be used by the business for the purchase, receipt, storage or sale of property prior to such use, of the addition or discontinuation of any Internet web sites or accounts used to conduct the business and of the addition of any employees, officers, shareholders, financial backers or creditors or any other individual with a relationship to the entity similar to that of an officer shareholders, financial backers or creditors.

No pawnbroker licensee shall take, receive or purchase tangible personal property without receiving and copying proof of the identity of the person depositing, pledging or selling the property. Such identification shall include a photograph, an address, if available on the identification, and an identifying number, including, but not limited to, date of birth. No pawnbroker licensee shall enter into any pledge or purchase transaction with a minor unless such minor is accompanied by such minor's parent or guardian and the identification of such parent or guardian is copied as if they were the person that the property was received or purchased from.

You are required to maintain a computerized record-keeping system deemed appropriate by the Chief of Police. Entries shall be entered in English. At the time that any pawnbroker licensee receives any article of personal property by way of pledge, deposit or purchase, a description of such article and the current location that it is stored, the name, residence address, proof of identity as required above, a general description of the person from whom, and the date and hour when, such property was received shall be entered into such computerized record-keeping system. The system shall also include a digital photograph of each such article if the property does not contain any identifiable numbers or markings, each entry in the record-keeping system shall be numbered consecutively.

A tag shall be attached to the article in a visible and convenient place with a number written on such tag corresponding to the entry number in the recordkeeping system and shall remain attached to the article until the article is sold or otherwise disposed of. The Chief of Police authorizes the removal of such tags from certain articles such as jewelry for the purpose of cleaning and repair, while the article is being cleaned or repaired on the premises by the licensee only after an entry is first made into the computerized record-keeping system of such removal and only when such removal is necessary to prevent destruction of the tag or when it interferes with the ability to clean or repair the article. A subsequent entry into the record-keeping system shall be made upon the return of such tag onto such item. Such tag shall be visible in the digital photograph of such item.

Such record-keeping system and the place where such business is carried on and all articles of property therein may be examined at all times by any state police officer, municipal police officer, or employees of the DESPP Special Licensing and Firearms Unit. Any state police officer, municipal police officer or employee of the DESPP Special Licensing and Firearms Unit who performs such an examination may require any employee on the premises to provide proof of the employee's identity. All records maintained within this record-keeping system shall be retained by you for not less than two years.

The description of any property received by any pawnbroker licensee shall be entered into the computerized record-keeping system deemed appropriate by the Chief of Police and shall include, but shall not be limited to, all distinguishing marks, names of any kind, including brand and model names, model and serial numbers, engravings, etchings, affiliation with any institution or organization, dates, initials, color, vintage or image represented. Any description of audio, video or electronic media of any kind shall also include the title and artist or any other identifying information contained on the cover or external surface of such media.

Applicant Initials

Advisement of Pawnbroker Requirements – Page 2

| | | | |
|-----------|------------|----|------------------|
| Last Name | First Name | MI | Name of Business |
|-----------|------------|----|------------------|

At the time of making any loan on a pawn or pledge of personal property or of purchasing such property on condition of selling the same back again at a stipulated price the pawnbroker licensee will deliver to the person who deposits, pledges or sells such property a memorandum or note containing (1) the statutorily required entry in your computerized record-keeping system by the provisions of section 21-41, (2) a copy of the statement signed by the person who deposits, pledges or sells such property that represents and warrants that such property is not stolen and has no liens or encumbrances against it, and that such person is the rightful owner of such property and has the right to enter into the transaction, and (3) a copy of the statement signed by the person who deposits, pledges or sells such property that states such person will indemnify and hold you harmless for any loss arising from the transaction because of a superior right of possession to the property residing with a third person. You may charge the person who deposits, pledges or sells such property a fee for such memorandum or note, the processing and recording of the transaction, the storage of the property, any insurance for the property and any appraisal of the property.

You shall pay for any property received by deposit, pledge or purchase only by check, draft or money order and shall not pay cash for any such property except when you cash a check, draft or money order for the person who is depositing, pledging or selling the property. When any pawnbroker licensee cashes a check, draft or money order, they shall require proof of the identity of the person presenting the check, draft or money order in accordance with subsection (a) of section 21-41.

Each check, draft or money order used to pay for property received by a pawnbroker shall contain the number or numbers associated with such property in the record-keeping system maintained in accordance with section 21-41. Whenever payment is made by check, the pawnbroker shall retain the electronic copy of such check or other record issued by the financial institution that processed such check, and such copy or record shall be subject to inspection pursuant to section 21-41, as part of such computerized record-keeping system. No pawnbroker shall cash any check, draft or money order issued by such pawnbroker in an amount in excess of one thousand dollars and no person shall structure any transaction or transactions to avoid this prohibition. Any transaction or transactions between a pawnbroker and the same party within a twenty-four-hour period shall be aggregated and considered a single transaction for the purposes of this subsection.

You shall submit an electronic file in EXCEL format to the Chief of Police, on a weekly basis to an email address that will be provided by Department of Police Services, describing the property received and setting forth the nature and terms of each transaction and the name and residence address and a description of the person from whom the property was received.

No pawnbroker shall sell or dispose of any personal property left with such pawnbroker in deposit or pledge for money loaned or as a result of the purchase of such property on condition of selling the same back again at a stipulated price in less than sixty days from the date when the same is left in deposit or pledge or purchased on condition of selling the same back again at a stipulated price, except when such sale or disposition is to the person who deposited, pledged or sold such property or an authorized agent of such person. All such property may be sold or disposed of at the place of business of such pawnbroker or at public sale after such sixty-day period. Upon the expiration of sixty days from the date when such property is left with a pawnbroker, if the person who deposited or pledged such property fails to redeem any such property in accordance with the terms of the transaction, such right of redemption or repurchase on the part of the person who deposited or pledged such property shall be extinguished and the pawnbroker shall acquire the entire interest in the property that was held by the person who deposited or pledged such property prior to such deposit or pledge without further notice to such person.

A Pawnbroker license is in effect for one year from the date it is issued. A Pawnbroker license does not allow you to engage in the business of a Secondhand Dealer or Precious metals and stones dealer, as defined under Section 21-39a of the Connecticut General Statutes, unless so licensed. A licensee seeking renewal of such license shall file an application for renewal at least sixty days before the expiration of such license. This license is not transferable. Any person who willfully engages in the business of a pawnbroker, unless licensed according to law, or after notice that his or her license has been suspended or revoked, shall be guilty of a class D felony. Any person who willfully violates any of the provisions of Sections 21-39 through 21-47 of the Connecticut General Statutes, inclusive, for which no other penalty is provided shall be guilty of a class A misdemeanor.

As a person, as defined under Section 21-39a of the Connecticut General Statutes, who is applying for a license from the Old Saybrook Department of Police Services to engage in or carry on the business of a pawnbroker at the address listed above, I understand and agree that if licensed I will ensure compliance with the requirements of Sections 21-39 through 21-47 of the Connecticut General Statutes, inclusive, as well as the requirements of the Chief of Police as listed above.

Date: _____ Signature of Applicant: _____
(Must be signed in the presence of a Notary Public)

Subscribed and sworn to before me this _____ day of _____, 20____, in accordance with the Connecticut General Statutes.

Signature of Notary Public: _____ Print Name of Notary Public: _____

My Commission Expires: _____.