



LICENSE APPLICATION

for

PAWNBROKER
SECONDHAND ARTICLE DEALER
SECONDHAND JEWELRY DEALER
SECONDHAND ARTICLE DEALER MALL/FLEA MARKET

FEES ARE NON-REFUNDABLE		Date Recv'd ___/___/___
<input type="checkbox"/> Pawnbroker	\$210.00	Acct. 11030.4316
<input type="checkbox"/> Secondhand Article	\$90.00 /\$75.00	Acct. 11030.4316
<input type="checkbox"/> Secondhand Jewelry	\$90.00 /\$75.00	Acct. 11030.4316
<input type="checkbox"/> Secondhand Mall/Flea	\$165.00	Acct. 11030.4316
<input type="checkbox"/> Investigation fee	\$ 7.00	Acct. 100.2359
Total fee paid \$ _____		Receipt # _____

<input type="checkbox"/> Original Application
<input type="checkbox"/> Renewal

Instructions: Individual license – Complete Sections 1, 2, 3 and 6
 Partnership license – Complete Sections 1, 2, 3, 4, and 6
 Corporate license – Complete Sections 1, 2, 3, 5, and 6

Return application and required fees to:
OFFICE OF THE CITY CLERK, 100 N. APPLETON STREET
APPLETON, WI 54911

SECTION 1 – APPLICANT INFORMATION

Applicant Name (Last, First, MI)		Sex	Race	Date of Birth	Place of Birth (City & State)
Street Address	City	State	Zip	Home Telephone Number	

SECTION 2 – CONVICTION RECORD

Have you, or any other person listed on this application, been convicted of any of the following:

A felony within the last ten (10) years? YES NO

Within the last ten (10) years of:

A misdemeanor? YES NO

A statutory violation punishable by forfeiture? YES NO

A county or municipal ordinance violation? YES NO

For each "YES" response provide the date of arrest, the nature of the offense and conviction information: _____

SECTION 3 – BUSINESS INFORMATION

Business Name	Street Address	City	State	Zip	Telephone Number
Owner's Name	Street Address	City	State	Zip	Telephone Number
Business Manager's name	Street Address	City	State	Zip	Telephone Number
Building Owner's Name	Street Address	City	State	Zip	Telephone Number

SECTION 4 – PARTNERSHIP INFORMATION

Partnership Name:

List name, address, sex, race and date of birth of all partners. Attach additional sheets, if necessary

Name (Last, First, MI)	Sex	Race	DOB	Street Address	City	State	Zip

SECTION 5 – CORPORATE INFORMATION

Corporation Name: _____ **State of Incorp.** _____

List name, address, sex, race and date of birth of all partners. Attach additional sheets, if necessary

Name (Last, First, MI)	Sex	Race	DOB	Street Address	City	State	Zip

SECTION 6 – PENALTY NOTICE

I understand that this license may be denied or revoked for fraud, misrepresentation or false statements contained in the application or for any violation of Wis. Stats. §§ 134.71, 943.34, 948.62 or 948.63.

Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge. I agree to inform the clerk within ten (10) days of any change in the information supplied in this application.

Signature of Applicant: _____ Date ____/____/____

FOR OFFICE USE ONLY

Dept	Approve	Deny	By	Reason
POLICE				
FIRE				
COM DEVELOPMENT				
CITY SEALER				

Safety and Licensing ____/____/____	Common Council ____/____/____	Date Issued ____/____/____	Expiration Date ____/____/____	License Number
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Reasonable accommodations for persons with disabilities will be made upon request and if feasible.

PAWNBROKER/SECONDHAND DEALER/FLEA MARKET LICENSE

- Licenses for Pawnbroker, Secondhand Jewelry Dealer and Secondhand Article Dealer for the City of Appleton are issued for a period of 1 year, expiring on December 31st. A Second Hand Article Dealer/Mall Flea Market license has a different licensing period. Please call 832-6448 for information. The process to obtain a Secondhand Article Dealer License takes approximately 3 weeks from the date of application until the date of issuance and requires approval from several City departments, the Safety and Licensing Committee and the Common Council.
- To apply for one of the above licenses, file your completed, signed application form with the City Clerk's office.
- License fees are non-refundable and are to be paid at the time of filing the application form. Fees are as follows:
 - Pawnbroker - \$217.00 - \$210.00 initial and renewal + \$7.00 Police investigation fee
 - Secondhand Jewelry - \$97.00 - \$90.00 initial + \$7.00 Police investigation fee
\$82.00 - \$75.00 renewal + \$7.00 Police investigation fee
 - Secondhand Article – \$97.00 - \$90.00 initial + \$7.00 Police investigation fee
\$82.00 - \$75.00 renewal + \$7.00 Police investigation fee
 - Secondhand Article Mall/Flea Market - \$172.00 - \$165.00 initial and renewal + \$7.00 Police investigation fee
- QUESTIONS? Please call 832-6443.