



PIMA COUNTY SHERIFF'S DEPARTMENT
Civil Enforcement Unit
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www.pimasheriff.org

MARK D. NAPIER
SHERIFF

PAWNBROKER LICENSE CORPORATE/NON-CORPORATE INITIAL APPLICATION INSTRUCTION SHEET

The Pima County Sheriff's Department Civil Enforcement Unit is responsible for the administration and issuance of Pawnbroker License in accordance with Arizona Revised Statute 44-1627.

1). Fill out the applicable forms:

- Pawnbroker License Non- Corporate Initial Application for Proprietorship and Partnerships
 - Primary Owner or Managing Partner will need to fill out the application.
- Pawnbroker License Corporate Initial Application for Corporations
 - Agent will need to fill out the application.
- Affidavit of Request to Obtain or Renew a Pawnbroker License
Every proprietor, partner, designated agent, corporate officer, director, and any stockholder owning 10% or more of the corporation and the designated agent will need to fill out an Affidavit of Request to Obtain a Pawnbroker license.
- Affidavit of Fingerprint Integrity for Pawnbroker License in Pima County
Every proprietor, partner, designated agent, corporate officer, director, and any stockholder owning 10% or more of the corporation and the designated agent will need to fill out an Affidavit of Fingerprint Integrity for Pawnbroker License in Pima County when turning in a fingerprint card.

2). Each applicant applying for a Pawnbroker license will need to have a fingerprint card and an Affidavit of Fingerprint Integrity for Pawnbroker License in Pima County form submitted. Applicant(s) will need to be fingerprinted, on the fingerprint cards provided with this packet, at a Law Enforcement agency of their choice or by the Pima County Sheriff's Auxiliary Volunteers located at 1650 E. Benson Highway, Suite B (520) 351-4971. There is a \$10.00 fingerprinting fee at the Sheriff's Auxiliary Volunteer location.

3). Submit a separate money order or cashier's check for each individual license to the following:
\$1,000.00 license fee made out to the "Pima County Sheriff's Dept." for each license submitted.

4). Submit a separate money order or cashier's check for each individual fingerprint card to the following:
\$22.00 fingerprint fee made out to the "Arizona Department of Public Safety" for each fingerprint card submitted.

5). Submit the Application, Affidavit(s), fingerprint card(s), license fee and fingerprint card fee either in person, or mail to our office at the address above.

6). Please allow up to 60 days to process the application and fingerprint background check.

7). If approved, licenses can be picked up in person at our office or delivered in the mail.

8). If you will be handling firearms, you will need to contact the ATF for an application. If your business is located within a municipality, please check with them for any additional restrictions or requirements.

First year license fee= \$1,000.00

Second year license fee= \$500 prorated amount at approximately \$42.00 a month.

Third year and subsequent years license fee= \$500.

Licenses cannot be sold or transferred without approval from the Pima County Sheriff's Department; a new license fee will apply. Any change request will need to be done in writing and submitted to the Pima County Sheriff's Department. In order to process your paperwork in a timely manner, ensure that all questions on the application and Affidavit(s) are filled out completely. Please make copies of the enclosed affidavit for each person required to submit one.

Applicants should be very familiar with all aspects involving the licensing of pawnbrokers and ensure that they and their establishment satisfy all the requirements as stated in Arizona Revised Statutes. One requirement of special note is that the agent or pawnbroker must be a bona fide resident of Arizona. Thank you for your attention to this matter, and if you have any questions or concerns, please feel free to contact our Pawnbroker License coordinator at (520) 351-6000.

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