



CITY OF EVANSVILLE  
CIVIC CENTER COMPLEX, ROOM 300  
1 NW MLK JR. BLVD.  
EVANSVILLE, IN 47708

## **PAWNBROKER LICENSE**

*(Evansville Municipal Code Chapter 5.15 Pawnbrokers)*

### **APPLICATION SUBMISSION**

All individuals, businesses, or corporations must obtain a license from the City Controller's Office under the provisions of the Pawnbroker Ordinance of the Evansville Municipal Code 5.15, stating that no person shall engage in the business of a pawnbroker in the City without first having obtained a license therefor as provided in this title. Before the license is issued, the applicant shall present to the City Controller a written certificate from the Chief of Police certifying that the Chief of Police has made inquiry into the character of the applicant for honesty and integrity and finds no reason why a license should not be issued to the applicant. All applications must be submitted to the City Controller's Office per the mandate.

City Controller's Office  
Attn: License Clerk  
Civic Center Complex  
1 NW MLK Jr Blvd, Room 300  
Evansville, IN 47708.

Please note that incomplete applications will be rejected. Should you have any questions regarding the licensing process, please contact the City Controller's office at 812-436-4919.

### **LICENSE FEE SCHEDULE**

License Application Fee	\$100.00
Local Background Check Fee	\$20.00 (new applications) \$10.00 (renewals)
-	Make Money Orders payable to the Evansville Police Department for all local background check fees.

### **LICENSE FEE PAYMENT**

The License Application Fee is an annual fee that is payable to the City of Evansville. The License Application Fee is due at the time of application. Whenever a license is not approved or is refused, any license fee paid in advance shall be refunded to the applicant (EMC 5.05.020).

Payment of the fees can be made by check, cashier's check, or money order. Please ensure that your check or money order is made payable to the City of Evansville. Please note that failure to pay the fees in full or accurately may result in revocation of your license.

### **APPLICATION APPROVAL PROCESS**

Applicants shall receive notification regarding the approval or denial of their License Application within ten (10) business days of the receipt of a complete License Application. It is important to note that License Applications shall only be deemed complete when all the requested information has been supplied by the applicant and all fees have been paid.

Applicants will receive a copy of the approved application and license certificate from the City Controller's Office within ten (10) business days of the Evansville Police Department's approval of the application.

### **EXPIRATION AND RENEWAL OF LICENSE**

It is imperative to note that licenses for Pawnbroker expire annually on the 31st of December, and as such, must be renewed before the expiration date. The renewal process requires the submission of a new application to the City Controller before the license expires. It is recommended that all license holders adhere strictly to the renewal process to avoid any potential legal or financial implications that may arise from non-compliance.



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**PAWNBROKER LICENSE**

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FEE \$100.00 PERMIT: BEGINNING DATE \_\_\_\_\_ ENDING DATE 12/31/\_\_\_\_\_

OWNER'S FULL NAME \_\_\_\_\_

LIST ALL PREVIOUS NAMES OR ALIASES \_\_\_\_\_

OWNER'S ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

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

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

CITY, STATE, ZIP \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TYPE OF BUSINESS: CORPORATION \_\_\_\_\_ LIMITED LIABILITY COMPANY \_\_\_\_\_

PARTNERSHIP \_\_\_\_\_ SOLE PROPIETORSHIP \_\_\_\_\_ OTHER \_\_\_\_\_

LIST OF ALL BUSINESS PARTNERS, DIRECTORS, OFFICERS, OWNERS, ETC.  
INCLUDING NAMES AND ADDRESSES (ATTACH ADDITIONAL PAGES AS NEEDED)

(1) NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

(2) NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

\*\*\*\*\*  
NAME OF APPLICANT \_\_\_\_\_

PHYSICAL DESCRIPTION OF APPLICANT: SEX \_\_\_\_\_ RACE \_\_\_\_\_

HEIGHT \_\_\_\_\_ EYE COLOR \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

HAS THE APPLICANT EVER BEEN ARRESTED AND/OR CONVICTED OF A CRIME OTHER  
THAN A TRAFFIC VIOLATION? YES \_\_\_\_\_ NO \_\_\_\_\_

IF SO, WHAT STATE? \_\_\_\_\_ CHARGE DISPOSITION? \_\_\_\_\_

List of previous locations where applicant has engaged in the purchase of pawned goods as an  
owner, agent, operator, partner, or employee within the last 18 months.

\_\_\_\_\_  
\_\_\_\_\_



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**ATTACH THE FOLLOWING:**

1. Applicants will need to bring their state-issued identification for processing to the Evansville Police Department, EPD.
  - a. The EPD will issue a picture identification card if the application is approved.
2. **SURETY BOND**
  - a. Applicants must provide a bond payable to the **CITY OF EVANSVILLE** in the amount of \$1,000.00 (EMC 5.15.020)
3. Attach an additional sheet if needed.

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I, \_\_\_\_\_, state that the facts contained in and attached to this application are true, as I am informed and verily believe.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

\*\*\*\*\*

**FOR EPD'S, USE ONLY**

1. Local Record Check
  - a. Clear (date & initial) \_\_\_\_\_
  - b. Denied (date & initial) \_\_\_\_\_
  - c. If an applicant has a record, a supervisor must approve.
2. Finger printers \_\_\_\_\_ or print card on file \_\_\_\_\_ (place in notes field in RMS)
3. Take picture if needed \_\_\_\_\_ (place in notes field in RMS)
4. Make a badge and have the applicant sign.
5. Not in RMS type of application and year.
6. Scan application into applicant name file.

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**FOR THE CONTROLLER'S OFFICE, USE ONLY**

CHECK NUMBER \_\_\_\_\_ BUSINESS ACCT # \_\_\_\_\_  
 LICENSE CLERK \_\_\_\_\_ LICENSE NUMBER \_\_\_\_\_

## **Chapter 5.15 PAWNBROKERS**

Sections:

[5.15.010 Pawnbroker – Definition.](#)

[5.15.020 License required.](#)

[5.15.030 Record of transactions.](#)

[5.15.040 Pawning by minors, intoxicated persons.](#)

[5.15.050 Restriction on resale.](#)

[5.15.060 Penalty.](#)

### **5.15.010 Pawnbroker – Definition.**

For the purpose of this chapter, the following definition shall apply unless the context clearly indicates or requires a different meaning:

“Pawnbroker” means any person who engages in the business of loaning money on deposit or pledge of personal property or other thing of value, or who engages in the business of purchasing things of value on condition of reselling the object to the person pledging or selling it at a stipulated price. [1962 Code § 733.01; 1982 Code § 113.01; 1983 Code § 11.113.01.]

### **5.15.020 License required.**

(A) No person shall engage in the business of a pawnbroker in the City without first having obtained a license therefor as provided in this title. Before the license is issued, the applicant shall present to the City Controller a written certificate from the Chief of Police certifying that the Chief of Police has made inquiry into the character of the applicant for honesty and integrity and finds no reason why a license should not be issued to the applicant.

(B) Every person applying for a pawnbroker’s license shall, before the license is issued, execute a bond payable to the City in the penal sum of \$1,000 with good and sufficient surety to be approved by the Controller and conditioned that the applicant will faithfully observe and conform to all ordinances, regulations, and requirements of the City in relation to pawnbrokers and their business. [1962 Code § 733.02; 1982 Code § 113.02; 1983 Code § 11.113.02.]

### **5.15.030 Record of transactions.**

(A) Every pawnbroker shall keep a record of the goods, articles, or things pawned or pledged, giving a full description of them, the maker, marks, number, brand, monograms, or letters of any kind on the articles so pawned or pledged; the amount of money loaned thereon; the hour and date of pledging or pawning the article;

and the name and residence, with the street number, of the person pawning or pledging the goods, articles, or things, together with a record of the age, color, height, weight, complexion, and style of dress of the person pawning the article. The record shall be made as soon as possible after the transaction of pawning is completed, and in no event shall the entry be delayed longer than one hour after the transaction. No entry in the record shall be obliterated, erased, or defaced. The record as well as every article or thing of value pawned or pledged shall at all reasonable times be open to the inspection of any member of the Police Department.

(B) It shall be the duty of every pawnbroker to prepare and deliver to the Chief of Police each day, before 12:00 noon, a legible, correct, and complete copy from the record required by this chapter of all personal property, valuable articles, or things received or deposited during the preceding day, setting forth the exact hour the property or thing of value was received or pawned. A separate report shall be made for each transaction. [1962 Code §§ 733.03, 733.04; 1982 Code § 113.03; 1983 Code § 11.113.03.]

**5.15.040 Pawning by minors, intoxicated persons.**

No pawnbroker shall take or receive any pawn or pledge for money loaned on property, article, or thing of value from any minor, without first having procured and filed in his office the written consent of the parent or guardian of the minor to the sale or pledge by the minor. He shall keep the written consent on file for the inspection of the Police Department on demand. No person, licensed as herein provided, shall take or receive any article or thing of value in pawn or pledge from any person who is at the time of offering the article in pawn or pledge in a state of intoxication. [1962 Code § 733.06; 1982 Code § 113.04; 1983 Code § 11.113.04.]

**5.15.050 Restriction on resale.**

No personal property received on deposit, purchased on condition, or pledged or pawned to a pawnbroker shall be sold or permitted to be redeemed or removed from the place of business of the pawnbroker for a period of 24 hours after a copy of the statement required by this chapter has been delivered to the Chief of Police. [1962 Code § 733.05; 1982 Code § 113.05; 1983 Code § 11.113.05.]

**5.15.060 Penalty.**

Any person violating the provisions of this chapter shall be fined not more than \$300.00 and costs. Each day's continued violation shall constitute a separate offense. [1962 Code § 701.99; 1982 Code § 113.99; 1983 Code § 11.113.99.]

**Cross-reference:** General license fee schedule, EMC 5.05.060.