



**City of Annapolis**  
Office of the City Clerk  
93 Main Street, 3<sup>rd</sup> Fl  
Annapolis, MD 21401-2017

[CityClerk@annapolis.gov](mailto:CityClerk@annapolis.gov) • 410-263-7942 • Fax 410-280-1853 • TDD use MD Relay or 711 • [www.annapolis.gov](http://www.annapolis.gov)

## **Pawnbroker License Application**

### **Instructions**

A Pawnbroker License is required for any person who loans money on deposits or pledge of personal property other than securities or printed evidence of indebtedness, or who deals in the purchasing of personal property on condition of selling the property back to the same person or to someone acting on that person's behalf, at a stipulated price; to ensure compliance with all applicable City Code regulations; and, to ensure activities are not detrimental to the public health, safety, and welfare.

### **Authority**

Annapolis City Code and Charter, Chapter 7.36

### **Steps in the application process**

1. The applicant obtains an application either on the website or at the City Clerk's Office above.
2. The applicant submits an original and two copies of the application. Incomplete applications will be returned to the applicant.
3. The \$15 application fee must be submitted with the application.
4. The applicant provides two CURRENT photographs, two inches by two inches in size, showing the head and shoulders in a clear and distinguishing manner.
5. The applicant provides a **\$3,000 bond effective May 1st through April 30th** from an insurance company to be approved by the City Attorney.
6. The application is referred to the Chief of Police for investigation and recommendation. Before the recommendation is made, the applicant is interviewed. No license shall be issued to a person who has been convicted of the offense of receiving stolen goods or of burglary or robbery.
7. The application is forwarded to the Mayor for evaluation and approval.
8. The license issued MUST be carried at all times and displayed in a conspicuous place.

### **Processing time**

Processing of your application will take approximately two weeks. Please contact us after that time to determine the status of your application.

## Enforcement and Appeals

### §7.36.080 Violation--License revocation or suspension.

Whenever the Chief of Police is advised or believes that any licensed pawnbroker has violated any of the provisions of this chapter, the chief shall report the suspected violation to the Mayor. The Mayor shall schedule a hearing at a reasonable time, of which the licensee shall be given notice. The licensee may present any pertinent evidence at the hearing. After the hearing, the Mayor may suspend or revoke the license. (Revised during 1985 codification; prior code § 14-44(l))

### §7.36.090 Violation--Misdemeanor

- A. The Chief of Police may revoke or suspend a license upon any of the following circumstances:
  1. Violation of any of the provisions of this chapter;
  2. Admission of or the conviction for the violation of any Federal, State or municipal criminal law;
  3. Failure to comply with this chapter;
  4. Repeated operation of a pawnshop and any property accessory to that use in a manner that violates the provisions of Title 21 of this code, as determined by the Director of Planning and Zoning.
- B. The Chief of Police shall not revoke or suspend the pawnbroker's license under this section unless the Chief of Police shall first conduct a hearing at which the pawnbroker shall be afforded the right to be heard on the reasons for possible revocation or suspension. At this hearing, the pawnbroker shall have the right to be represented by legal counsel and to offer relevant testimony and other evidence. (Ord. O-25-93 § 1 (part); prior code § 14-49.1 (part))



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**Attach  
Photo  
Here**

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## Pawnbroker License Application

City Code Chapter 7.36

*Submit the original & one copy of this form.*

Applicant \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Trading as \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Phone(s), day \_\_\_\_\_

Age	Date of birth	Height	Weight	Hair color	Eye color

Other distinguishing characteristics \_\_\_\_\_

List other pawnbroker licenses that you have been issued.

If you have ever been convicted of any crime, misdemeanor or violation of any municipal ordinance, state nature of offense, date, place of conviction and penalty.

I CERTIFY UNDER THE PENALTIES OF PERJURY that the information contained in this application is true and correct to the best of my knowledge, information and belief.

Signature \_\_\_\_\_ Date \_\_\_\_\_

FOR CITY USE ONLY					
Dept.	Sent	Returned	Approved	Disapproved	Signature
DNEP					
Chief of Police					
City Attorney					
Mayor					