



DEPARTMENT OF FINANCE - BUREAU OF REVENUE COLLECTIONS  
 Pawnbroker Business License Application  
 Miscellaneous Tax and Licensing Unit  
 200 Holliday Street – Room 3  
 Baltimore, Maryland 21202

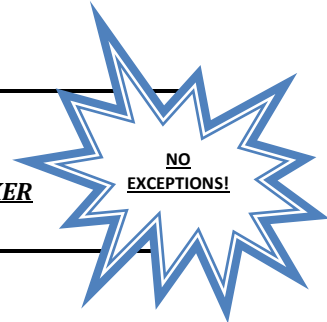
CITY OF BALTIMORE

(410) 361-9690/COBBusinessLicense@baltimorecity.gov

**PAWNBROKER BUSINESS LICENSE APPLICATION**

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**\*\*\*IT IS IMPERATIVE THAT ALL DOCUMENTATION IS SUBMITTED ALONG WITH THIS APPLICATION. ANY MISSING DOCUMENTATION WILL BE CONSIDERED INCOMPLETE, WHICH COULD RESULT IN YOUR LICENSE BEING DELAYED OR DENIED. IF THE REQUIRED DOCUMENTS INCLUDING PAWNBROKER FEES ARE NOT SUBMITTED IN A TIMELY MANNER, PENALTY AND INTEREST WILL BE ASSESSED\*\*\***



Dear Pawnbroker Business License Applicant:

**Your current Pawnbroker Business License will expire on \_\_\_\_\_.**

To renew your Pawnbroker Business License, please complete the Pawnbroker Business License Application in its entirety. No person shall use, exercise or carry on the trade or business of pawnbroker in this City, without having such license as aforesaid, nor in any other house than the one designated in said license, unless in case of removal (**Baltimore City Code Article 2, Subtitle 11-3(a(1))**).

“Pawnbroker” means a person, corporation, member, or members of a corporation or firm: (1) who loans money on deposits or pledge on personal property or other valuable thing, other than securities or printed evidences of indebtedness; or (2) who deals in the purchasing of personal property or other valuable things on condition of selling the same back at a stipulated price (**Baltimore City Code Article 2 Subtitle 11-1(a)**).

It shall be unlawful for any person, firm, or corporation, who or which is not currently licensed under the provisions of this subtitle, to publish, advertise, exhibit, or display in any manner the word “pawnbroker” or to display or exhibit three gilt spheres or any other traditional emblem or insignia of a pawnbroker, on or adjacent to the building or buildings occupied by him or it (**Baltimore City Code Article 2 Subtitle 11-3(b)**).

The 45 pawnbroker licenses issued as of May 18, 1994, shall be the maximum number of pawnbroker licenses that may be issued in the City of Baltimore (**Baltimore City Code Article 2, Subtitle 11-2(a)**).

Each person, firm, or corporation receiving the said license shall pay therefor the sum of \$2,000 annually. The annual license fee shall be collectible pursuant to Article 15, Subtitles 46 and 47 of the City Code (**Baltimore City Code Article 2, Subtitle 11-2(c)**).

Every person, firm, or corporation so licensed as aforesaid, shall, at the time of receiving such license, enter into an obligation to the Mayor and City Council of Baltimore with good and sufficient sureties to be approved by the Comptroller of the City of Baltimore in the penal sum of \$50,000, conditioned on the faithful observance of this subtitle, and such other ordinances as may be passed on this subject (**Baltimore City Code Article 2, Subtitle 11-4(a)**).

A pawnbroker may not acquire any merchandise in a pawn transaction with a minor (**Baltimore City Code Article 2, Subtitle 11-5**).

No license as a pawnbroker shall be granted to any person who has an ordinary license, or license for the retailing of spirituous liquors (**Baltimore City Code Article 2, Subtitle 11-16(a)**).

No house wherein said trade or business is carried on shall be opened at an earlier hour than 8 a.m., nor shall it be kept open later 6:30 p.m., except between December 15 and December 31, inclusive, when it may be kept open until 11 p.m. No business shall be conducted on a Sunday by a pawnbroker in Baltimore City (**Baltimore City Code Article 2, Subtitle 11-16(b)**).

The license of any pawnbroker who has violated 2 or more provisions of this subtitle within a 12-month period may be suspended or revoked by the Director of Finance if there appears to him sufficient cause for so doing (**Baltimore City Code Article 2, Subtitle 11-17(a)**).

Pawnbroker Business License Applicants are advised to reference the **Baltimore City Code Article 2, Subtitle 11-6 through Subtitle 11-19** (<https://legislative.reference.baltimorecity.gov/city-codes>) regarding:

- Daily reports required.
- Holding requirements
- Labels
- Inspection of records and items
- Interest and charges; records
- Action for default
- Filing with police
- Release of stolen property
- Retention of records
- Redemption; sale
- Suspension or revocation of license (Review Board)
- Penalties

Additionally, your business must be registered and in **Good Standing** with the State of Maryland Department of Assessment and Taxation (SDAT) Office for all Personal Property related tax assessment(s). **Please note that SDAT requires all business entities conducting business in the State of Maryland to be registered. Therefore, Department of Finance will no longer accept SDAT numbers starting with "T" (Trade Name) as acceptable SDAT# for any license(s).**

All business owners are required to provide a SDAT# associated with their business entity type, i.e., "L" for Sole Proprietorship, etc. For more information, please visit <https://egov.maryland.gov/BusinessExpress/EntitySearch>

Per Department of Finance's policy, all licenses shall be publicly displayed and visible at the time of inspection by Baltimore City License Inspectors. Failure to have the license(s) posted at the actual registered business location may result in a violation against the business owner(s).

All applicable penalty and interest shall be due on all licenses not obtained or renewed if application is not postmarked by licensee's expiration date.

All checks must be payable to: Director of Finance and mailed to the address below, along with the completed application and required supplemental documents. **Be sure to reference the account number on the check (or money order) and/or account invoice remittance:**

**City of Baltimore/Bureau of Revenue Collections  
200 Holliday Street, Room 3  
Baltimore, MD 21202  
ATTN: Pawnbroker Business License Application**

**We are not responsible for any lateness or incomplete renewal requests.**

For additional information or questions, please call our Miscellaneous Tax/License Unit at (410) 361-9690.

Sincerely,  
Miscellaneous Tax/License Unit  
Enclosure



Department of Finance –Bureau of Revenue Collections  
 Pawnbroker Business License Application  
 Miscellaneous Tax and Licensing Unit  
 200 Holliday Street – Room 3  
 Baltimore, Maryland 21202  
 (410) 361-9690/COBBusinessLicense@baltimorecity.gov

CITY OF BALTIMORE

Instructions: Print (or type) legibly in all fields/sections as indicated. Fields/Sections marked with a red asterisk (\*) is required; therefore, they must be completed by applicant.

**PAWNBROKER BUSINESS LICENSE FOR\*: 20** \_\_\_\_

PLEASE CHECK ONE BOX ONLY\*:  NEW APPLICATION  RENEWAL APPLICATION  INFORMATION CHANGE

APPLICANT’S BUSINESS LICENSE ACCOUNT NUMBER\*: \_\_\_\_\_

ADDRESS OF BUSINESS LOCATION\*: \_\_\_\_\_

BUSINESS LOCATION IS\*:  IN BALTIMORE CITY  OUTSIDE OF BALTIMORE CITY

PAWNBROKER LICENSE FEE<sup>A</sup>: **\$2,000.00** <sup>A</sup>*Pawnbroker Business License Fee is assessed at \$2,000 pursuant to Baltimore City Code Art. 2 Sub. 11-2*

**PAWNBROKER BUSINESS LICENSE APPLICANT’S REGISTRATION & OTHER INFORMATION**

*Please note that State of Maryland Assessment and Taxation requires all business entities conducting business in the State of Maryland to be registered. Therefore, we will no longer accept SDAT numbers starting with “T” (Trade Name) as acceptable SDAT# for all licenses. Applicants are required to provide a SDAT# associated with their business entity type, i.e., “L” for Sole Proprietorship, etc. For more information, visit <https://egov.maryland.gov/BusinessExpress/EntitySearch>*

Applicant’s Name\*: \_\_\_\_\_

The Applicant is\*:  Business Owner (of Baltimore City Location)  Agent/Operator of Business Owner

Registered Business Entity/Name (as Registered w. SDAT) \*: \_\_\_\_\_

MD SDAT ID# (<https://egov.maryland.gov/BusinessExpress/EntitySearch>): \_\_\_\_\_

DBA (Doing Business As) Name\*: \_\_\_\_\_

Business Mailing Address\*: \_\_\_\_\_

City, State, Zip Code\*: \_\_\_\_\_

Website (Business)\*: \_\_\_\_\_

Business Owner(s) Name\*: \_\_\_\_\_

Business Owner’s Email Address\*: \_\_\_\_\_

Alternative Email Address: \_\_\_\_\_

Business Owner’s Contact Phone\*: \_\_\_\_\_ Alternate Contact Phone: \_\_\_\_\_

**BUSINESS OWNER’S ESTABLISHMENT INFORMATION**

IF APPLICANT IS THE BUSINESS OWNER OF BALTIMORE CITY LOCATION (OR AGENT/OPERATOR REPRESENTATIVE OF BUSINESS OWNER):

A. CONFIRM DAYS & HOURS OF OPERATIONS (check and enter all that apply)\*:

MONDAY HOURS: \_\_\_\_\_  TUESDAY HOURS: \_\_\_\_\_

WEDNESDAY HOURS: \_\_\_\_\_  THURSDAY HOURS: \_\_\_\_\_

FRIDAY HOURS: \_\_\_\_\_  SATURDAY HOURS: \_\_\_\_\_

SUNDAY HOURS: \_\_\_\_\_

B. THE LOCATION OPERATES\*:  YEAR-ROUND  SEASONAL

C. AT THE LOCATION, FOOD IS SERVED\*:  PRE-PACKAGED  PREPARED  VENDING MACHINE

OTHER: \_\_\_\_\_

D. ENVIRONMENTAL HEALTH PERMIT NUMBER\*: \_\_\_\_\_ EXP. DATE\*: \_\_\_\_\_

E. TRADER'S LICENSE NUMBER\*: \_\_\_\_\_ EXP. DATE\*: \_\_\_\_\_

F. ANNUAL FIRE PREVENTION PERMIT NUMBER\*: \_\_\_\_\_ EXP. DATE\*: \_\_\_\_\_

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**SURETY BOND CERTIFICATION & INFORMATION**

NAME OF SURETY BOND INSURER\*: \_\_\_\_\_

SURETY BOND ACCOUNT#: \_\_\_\_\_ SURETY BOND EXPIRATION DATE\*: \_\_\_\_\_

SURETY BOND INSURER'S MAILING ADDRESS\*: \_\_\_\_\_

SURETY BOND INSURER'S CONTACT NUMBER\*: \_\_\_\_\_

SURETY BOND AMOUNT\*: \_\_\_\_\_

I, the  Business Owner or  Agent/Operator Representative, acknowledges that a Pawnbroker Business License in the City of Baltimore cannot be issued until the Surety Bond has been approved by the Office of the Comptroller. Therefore, a completed copy of the **SURETY BOND VERIFICATION/VALIDATION FORM** has been filed with the Office of the Comptroller on \_\_\_\_\_\*.

Signature\*: \_\_\_\_\_ Date\*: \_\_\_\_\_

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The Director of Finance/Department of Finance requires additional documentation for applicable Pawnbroker Business License. Therefore, I, the Business Owner or its Agent/Operator representative of Business Owner, certifies that I have enclosed the following for license approval (check all applicable boxes)\*:

- Completed Auctioneer Business License Application\*
- Copy of Surety Bond Certificate (\$50,000 or greater)\*
- Copy of SURETY BOND VERIFICATION/VALIDATION FORM \*
- Copy of Baltimore City's Environmental Health Permit, if applicable\*
- Copy of Trader's License, if applicable\*
- Copy of Annual Fire Prevention Permit, if applicable\*

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I, the  Business Owner or  Agent/Operator Representative, certifies that the information provided is accurate to the best of my knowledge. I assume responsibility in remitting the City of Baltimore's Pawnbroker Business License Application, its associated documentation(s), and payment of all applicable licensing fees.

Signature\*: \_\_\_\_\_ Date\*: \_\_\_\_\_

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DO NOT WRITE BELOW THIS LINE—FOR BUREAU OF REVENUE COLLECTIONS/MISC TAXES & LICENSING OFFICE USE ONLY

Date Received & Initials:	Date Approved & Initials:	Date Denied & Initials:
Date Reviewed & Initials:	Date Issued License & Initials:	Date License Revoked & Initials:

City of Baltimore's Comptroller's Office Approval of Applicant's Surety Bond (attach authorization correspondence)	Name of Authorizing Comptroller Staff:	Date Approval Granted:
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