

# PLAINFIELD POLICE DEPARTMENT



Mario A. Arriaga  
Chief of Police

Town of Plainfield, Connecticut

210 Norwich Road  
Plainfield, CT 06374  
Phone: (860) 564-0804

[www.plainfieldctpolice.com](http://www.plainfieldctpolice.com)



William D. Wolfburg  
Deputy Chief of Police

License Number: \_\_\_\_\_ (Issued by Police Department)

Date Issued: \_\_\_/\_\_\_/\_\_\_ Expiration Date: \_\_\_/\_\_\_/\_\_\_

Police Department Use ONLY:

**APPROVED**

**DENIED**

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

APPLICANT'S

PHOTO

## LICENSE APPLICATION & POLICY

Check Only One



PAWNBROKER



PRECIOUS METALS (COINS & GEMS)



SECONDHAND DEALER

Applicant's Name: \_\_\_\_\_  
Last First MI

Date: \_\_\_/\_\_\_/\_\_\_  
Application Date

Home Address: \_\_\_\_\_  
Number Street City/Town State Zip

Contact Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ Business Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

LIST ANY OTHER PLACES OF RESIDENCE DURING THE PAST (5) YEARS

Date of Birth: \_\_\_/\_\_\_/\_\_\_ Driver's License Number/State: \_\_\_\_\_

Social Security Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Criminal History-List all crimes if applicable in which you have been convicted:

Name of Business: \_\_\_\_\_

Business Address: \_\_\_\_\_  
Number Street City/Town State Zip

Applicant's Initials: \_\_\_\_\_

**HOW LONG HAS BUSINESS BEEN IN EXISTENCE:** \_\_\_\_\_

**Internet Websites, Accounts, Email Address-List all sites, accounts and email addresses required under C.G.S. Chapter 409:**

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**List all locations used or intended to be used for the purchase, receipt, storage or sale of property:**

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### 1. Overview

This guide (hereafter, "Policy") is provided as a convenience for applicants and licensees and as a statement of the additional policies imposed by the Plainfield Police Department (hereafter, "Licensing Authority") on those wishing to engage in business as pawnbrokers, secondhand dealers, or precious metals, gemstone, or coins dealers. These policies are a supplement and, as such, should not be relied on as authoritative or as a replacement for the full guidelines contained in the Connecticut General Statutes.

### 2. Application Fees

All application and renewal fees shall be payable to the "Plainfield Police Department" by business check, certified bank check, money order, or postal order ONLY. NO CASH OR PERSONAL CHECKS WILL BE ACCEPTED.

#### **Pawnbroker (Sec. 21-40 C.G.S.)**

- Initial Application Fee: \$50.00, Annual Renewal Fee: \$25.00
- (Shall also file at the Police Department with a bond with competent surety, in the penal sum of \$2,000.00)
- (The payment of a renewal fee and surety bond will be waived if the person holds a license as a secondhand dealer.)

#### **Precious Metals, Gemstone, and Coins Dealer (Sec. 21-100 C.G.S.)**

- Initial Application Fee: \$10.00, Annual Renewal Fee: \$10.00
- (Shall also file at the Police Department a bond with competent surety, in the penal sum of \$10,000.00)

#### **Secondhand Dealer (P.A. 11-100, Sec. 10)**

- Initial Application Fee: \$250.00, Annual Renewal Fee: \$100.00
- (Shall also file at the Police Department a bond with competent surety, in the penal sum of \$10,000.00)

Applicant's Initials: \_\_\_\_\_

### 3. Types of Licenses

A license issued for one category does not allow a person to engage in activity applicable to another category. A separate license must be obtained for each category.

### 4. Directions to apply for Licenses in the Town of Plainfield, Connecticut

Any person or firm who has made application to and has satisfactorily met the statutory requirements to transact business in the State of Connecticut and who desires to conduct business as a licensed pawnbroker, precious metals/gemstones and coin dealer, or a secondhand dealer (as defined by P.A. 11-100, C.G.S.) within the Town of Plainfield shall meet the following requirements established by the Plainfield Police Department:

1. Complete the Town's application (Attached) for the specific license desired and return the form with the statutory fee to the Plainfield Police Department, 210 Norwich Road, Plainfield, Connecticut 06374. License applications can be obtained from the Plainfield Police Department or visiting the department's website at [www.plainfieldctpolice.com](http://www.plainfieldctpolice.com).
2. ALL applicants shall have their fingerprints taken at the Plainfield Police Department. Two separate fees must be paid with two separate money orders/bank checks. All fingerprinting fees are non-refundable.
  - a. \$19.95 fee, by bank check or money order, made out to "Treasurer – State of CT" which will be submitted to the Connecticut State Police Bureau of Identification for a criminal history/records check from the FBI.
  - b. \$50.00 fee, by bank check or money order, made out to "Treasurer – State of CT" for the State Criminal History/Records check.
3. ALL applicants shall submit colored photocopies of the following documents at the time of their application:
  - a. Current Driver's License
  - b. Birth Certificate
  - c. Social Security Card
  - d. One (1) "**ORIGINAL**" current passport size photograph. **NO CROPPING of regular size photographs.**
  - e. CT Sales and Tax Permit – issued by the Commissioner of Revenue Services, 25 Sigourney Street, Hartford, Connecticut
  - f. Proof of Bond from competent surety if required
4. ALL applicants shall submit to an inspection of their place of business and to a review of their electronic data collection and retention systems so that the Licensing Authority may verify an applicant's ability to comply with Town policies.
5. Incomplete applications or those submitted without property documentation will be returned to the applicant.
6. Applications approved by the Licensing Authority will result in the issuance of a permit as a licensed pawnbroker, precious metal and gemstone dealer, or secondhand dealer. Such permits will be valid for one year from the date they are signed by the licensing authority.

Applicant's Initials: \_\_\_\_\_

## 5. Policies Pertaining to Licensed Individuals or Companies

The acceptance of a license to operate as a pawnbroker, secondhand dealer, or precious metals/gemstone or coin dealer is an acceptance of the policies contained in the Policy. Pawnbrokers, secondhand dealers, or precious metals/gemstone or coin dealers shall comply with all regulations and requirements containing in the Connecticut General Statutes, including Public Act 11-100. Upon discovery that a pawnbroker, secondhand dealer, or precious metals/gemstone or coin dealer is not abiding by the regulations pertaining thereto contained in Connecticut General Statutes and P.A. 11-100, the Licensing Authority may revoke or suspend a license to operate pending satisfactory compliance.

Pawnbrokers, secondhand dealers, or precious metals/gemstone or coin dealers shall maintain and submit sworn weekly transaction reports to the Licensing Authority, on the form prescribed by the Town (or an equivalent, see below), containing the following information:

- a. The dates and times on which property was received,
- b. Descriptions of property received,
- c. Obtain a digital photograph of property received,
- d. Record the price paid by buyer for property received,
- e. Names of persons turning over property,
- f. Complete Addresses of persons turning over property,
- g. Obtain positive identification of persons turning over property and copy such identification,
- h. Provide the seller with a receipt containing all the information above including the amount paid for the items and the name/address of the purchaser.

Additionally, a tag shall be attached to any property received in a visible and convenient place with a number on such tag corresponding to the entry number on the weekly transaction report. That tag shall remain attached to the property until it's sold or otherwise disposed of. Such tag shall be visible in the digital photograph of such property.

The weekly transaction report must be typed or computer generated, and must be electronically searchable i.e. PDF, Microsoft Excel. An equivalent form may be substituted for the weekly transaction report form, provided that it contains all the same information as the town form. The completed forms and all associated photographs will be submitted by email to [business-reporting@plainfieldctpolice.com](mailto:business-reporting@plainfieldctpolice.com).

Weekly transaction reports are due every Monday covering the previous week from Sunday to Saturday, Failure to file weekly reports on time will result in a \$100.00 fine for each instance of non-compliance. Failure to file weekly reports on more than two occasions may result in suspension or revocation of a license to operate pursuant to law.

This policy is ever-evolving and changing. The Licensing Authority reserves the right to change, amend, or revoke this Policy, including the right to refuse to issue licenses in the future. Changes, amendments, or revocations of this policy will take effect 30 days from the date of revision.

If any provision of this policy is found to be unenforceable or in conflict with any State or Federal Law, that provision shall be interpreted to be severable from this Policy and shall not affect the enforceability of any remaining provisions.

Applicant's Initials: \_\_\_\_\_

**6. Endorsement**

Thereby certify that the information provided is true and accurate. I understand that if I have falsified any information in this application or on the attached pages, I will not be entitled to the license sought or this license may be revoke or suspended, after notice and hearing, if information is found to be false after the license has been issued. I fully understand that if I intentionally make a statement that is untrue and which is intended to mislead a public servant in the performance of his or her official function, I will be in violation of Section 53a-157b of the Connecticut General Statutes for False Statement and may be subject to arrest.

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Signature of Applicant: \_\_\_\_\_

(Must be signed in the presence of a Notary Public)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, in accordance with the Connecticut General Statutes.

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Print Name of Notary Public

My Commission Expires: \_\_\_\_\_

**POLICE USE ONLY**

**APPROVED:** YES \_\_\_\_\_ NO \_\_\_\_\_ (See Attached/Below) **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
**Signature of Chief of Police or Designee**

\_\_\_\_\_  
**Print Name of Chief of Police or Designee**

Applicant's Initials: \_\_\_\_\_