



Department of

Licenses and Inspections

CITY OF PHILADELPHIA

DO NOT MAIL THIS APPLICATION
This application must be submitted in person.

Application for Miscellaneous Licenses

Complete and submit this application for a **NEW** Dealer in Precious Metals or Pawn Brokers License.

PART A

License Type

Select only one type of license.

License Type (select one):

☐ Dealer in Precious Metals

☐ Pawn Brokers

Property

Provide the full address of location of licensed activity (including zip code).

Property address: _____

Note: Separate applications required for each location.

Applicant Information

Provide the contact information for the Licensee.

Applicants Name: _____

Applicants Address: _____

Applicants Email: _____ Phone #: _____

Provide the license and tax account information.

Philadelphia Business Tax #: _____ Commercial Activity License #: _____

PART B

Supplemental Information

Confirm the required documentation is provided.

Verify the following information:

- All City of Philadelphia taxes, charges, and fees are current: ☐ Yes
- *A valid Zoning Permit has been obtained (if applicable): ☐ Yes ☐ N/A

PART C

Limits and Conditions

Dealers in Precious Metals:

- All dealers in precious metals shall maintain records of each transaction in which they purchase precious metals from the public or give a statement of appraisal and shall be retained for a period of two (2) years from date of transaction.

Pawn Broker:

- No person shall act as a pawnbroker unless he/she has obtained a license from the Department of Licenses and Inspections for each location from which that person seeks to act as a pawnbroker.
- No pawnbroker shall transact any business on Sunday
- No pawnbroker shall accept any pledge or effect any redemption before 8:30 am or after 5 pm.
- No pawnbroker may purchase an article of personal property from, receive a pledge of personal property from, or exchange personal property with a customer without first securing adequate identification from the customer.
- Every pawnbroker shall issue a pawn ticket to every customer delivering a pledge of personal property to the pawnbroker.
- Every pawnbroker shall utilize a secure, internet-accessible electronic inventory tracking system, Leadsonline.com. Failure to register with Leadsonline.com can result in penalties, Cease Operation Orders and/or License Revocations.

Declaration and Signature

I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statement herein I am subject to the possible revocation of any licenses as a result of my false application, and such other penalties as may be prescribed by law or ordinance.

Applicant's Signature: _____

Date: _____