



Pawnbroker Application Checklist

Welcome to Aurora's online portal. The following instructions will provide information on what documents must be submitted with the application, and how to properly upload the documents to the portal. Please read through this document before beginning the process to ensure the application is submitted successfully and in its entirety. Failure to submit all required documentation, or submission of incomplete documentation, may result in the rejection of the application.

There are two sets of documents required for a new pawnbroker license application. The required documents are listed below in two separate categories: city provided forms and applicant provided forms. For city provided forms, you may click on the link below to open a PDF version of the form. The form may then be completed electronically and saved for upload. For applicant provided forms, the forms will need to be scanned or saved electronically and then uploaded to the application site. Photos will not be accepted.

Steps for Submission of a New Pawnbroker License Application:

1. Before applying, the applicant must contact the Licensing Office to verify the distance restriction of two (2) miles between Pawnbrokers. Please call 303-739-7057 to verify the distance restrictions.
2. The applicant must first apply for a **General Business and Retail License** if the applicant does not have a current license. The application can be found and submitted at www.auroragov.org/ola. This link will take you to the Aurora Tax and Licensing Portal. Please select "Complete a Business License Application" link under Registrations. If the applicant holds a General Business and Retail Sales License, this step is not required.
3. The applicant must register on the Aurora Citizens Access (ACA) Portal at [Build Aurora Citizens Access](#). This portal will be used to submit the application. If registration has been completed, please skip to Step 4.

4. Required Documentation for a New Pawnbroker License Application:

City Provided Forms (To access these forms, please click on the hyperlink to open the PDF):

- [Pawnbroker License Application](#)
- [Background Information Report](#) Please note that if the Pawnbroker Operating Manager of the location is not an owner of the business, the individual must be listed as the Pawnbroker Operating Manager on the state application on a separate form, and a Background Information Form must be submitted for the Operating Manager.
- [Consent to Release Financial Information Form](#) (must be notarized)
- [Bank Credit References Form](#) List all accounts, both business and personal, used in financing of the business

Applicant Provide Forms (These forms must be provided by the applicant):

- Most recent 6 months of statements from the accounts listed on the Bank Credit References form and the Individual History Record, used in the financing of the business.
- Lease, Assignment of Lease, or Deed The document must be in the name of the applicant, and must include the location address, unit, city, state and zip code



- Surety Bond in the amount of \$1000.00.

Based upon the type of ownership, submit the following items:

CORPORATION	PARTNERSHIP	LIMITED LIABILITY COMPANY
Date-stamped Articles of Incorporation	Partnership Agreement	Date-stamped Articles of Organization
Current Certificate of Good Standing if corporation is over 2 years old		Current Certificate of Good Standing if corporation is over 2 years old
Certificate of Authority if a foreign corporation	Certificate of Authority if a foreign corporation	Certificate of Authority if a foreign corporation
Stock Certificates (front and back)		Copy of operating agreement
Minutes showing elections, resignations, and actions taken and/or By-Laws		Minutes showing elections, resignations, and actions taken
State Master File letter (if applicable)	State Master File letter (if applicable)	State Master File letter (if applicable)

5. Uploading Attachments to the application Portal

1. Log onto your account at [Build Aurora Access Portal](#)
2. Click on "Licenses"
3. Click on "Apply for a License"
4. Provide the requested information for each step of the application.
5. Upload all documents following the Document Upload Instructions
6. Review the application. Changes can be made by selecting the Edit option.
7. Certify the application and submit.

6. **Application Review and Fees:** Once your application is submitted, it will be reviewed by Licensing Staff. If the application is complete, it will be accepted by the city for processing. Processing cannot begin until city application and licensing fees have been remitted. The applicant will be provided instructions on remitting the city license application fees via email and completing the fingerprinting process.