



Tax and Licensing Division
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Secondhand Dealer Application Checklist and Instructions

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 secondhand dealer 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 in or saved electronically and then uploaded to the application site. Photos will not be accepted.

Steps for Submission of a New Liquor License Application:

1. The applicant must first apply for a **General Business and Retail License** if not already held. The link to the General Business and Retail License is www.auroragov.org/ola. Please select "Complete a Business License Application" link under Registrations. If the applicant holds a current General Business and Retail License, this step is not required.

2. Required Documentation for a New Secondhand Dealer License Application:

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

- [Secondhand Dealer Application](#)
- [Background Information Report Form](#)

3. Submitting the Application and Required documents on the Aurora ACA Portal

Log onto your Aurora ACA Portal at www.buildaurora.org (Note: first time users will need to register before logging in). Once logged in, click on the License link, and then click on Apply for A License. Follow the application steps, and upload the application documentation when asked.

4. 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 all city application and licensing fees have been remitted. The applicant will be provided instructions on remitting the city license and application fees online via email.