



**PROCEDURE FOR CHANGE OF MANAGER
OF
PAWNBROKERS LICENSE**

This procedure is designed to assist you in complying with the City of Centennial licensing requirements. If you have any questions during the application period, please call the Licensing Clerk, City of Centennial, 303-754-3371. You may obtain the necessary forms and information from the Licensing Clerk, 13133 E. Arapahoe Road, Centennial, CO 80112, or through the City's web site at www.centennialco.gov.

Registrations are required of all Managers of a Pawnbroker, EXCEPT where the manager is one of the principals.

When a person ceases to be a registered manager of a Pawnbroker license, for whatever reason, **the licensee shall notify the Licensing Clerk.**

1. Fill out the Report of Changes – Pawnbrokers License application.
2. Submit application fee: **\$125.00**
 - a) City of Centennial Individual History Report (IHR) – [\[6.7.140.\(a\) C.M.C.\]](#)
The local manager must submit an Individual History Report.
 - b) Identification - [\[6.7.140.\(a\) C.M.C.\]](#)
Submit a copy of driver's license, or other official document proving name and date of birth.
 - c) Current Photo - [\[6.7.140.\(a\)\(4\) C.M.C.\]](#)
 - d) Fingerprints must be taken by the Arapahoe County Sheriff Department, or another law enforcement agency, prior to consideration of the application by the Licensing Clerk. Managers are required to submit fingerprint cards. [\[6.7.140.\(a\)\(4\) C.M.C.\]](#)

Fingerprint cards must be submitted to the Licensing Clerk, along with a check for each set of prints, payable to the Colorado Bureau of Investigation, in the amount of **\$16.50**. *Payment must be in the form of certified funds, a business check or money order. Personal checks will not be accepted.*
 - e) Affidavit Concerning Criminal History – Because CBI/FBI reports take several weeks to obtain, the City will, initially process the change if the manager completes a notarized Affidavit Concerning Criminal History. Failing to fully and truthfully disclose all required information could place the license in jeopardy.
3. Attach a copy of any written management agreements or contracts.