



## PROCEDURE FOR CHANGE OF CORPORATE STRUCTURE PAWNBROKERS LICENSE

This procedure is designed to assist you in complying with the City of Centennial Pawnbroker 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 application forms from the Licensing Clerk, 13133 E. Arapahoe Road, Centennial, CO 80112, or through the City's web site at [www.centennialco.gov](http://www.centennialco.gov).

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- 1.\* Fill out one set of REPORT OF CHANGES FORM, (black ink, print or type).
2. Submit an investigation fee of **\$185.00** for **each new** corporate officer or director, or stockholder owning twenty percent (20%) or more of the corporate stock, payable to the City of Centennial. **(NON-REFUNDABLE)**

**[IF THE ONLY ACTION BEING TAKEN IS THE REMOVAL OF OFFICERS, ONLY A REPORT OF CHANGE FORM IS REQUIRED. OMIT THE FEE AND ALL OF THE FOLLOWING DOCUMENTS EXCEPT ITEMS f-j.**

3. The following documents must be submitted as part of the application:
  - a) City of Centennial Individual History Report (IHR) – [\[6.7.140.\(a\) C.M.C.\]](#)  
Must be submitted for the owner, all partners owning twenty (20%) or more, and managers. For corporations and LLCs, all officers, all directors and each stockholder owning twenty percent (20%) or more of the corporate stock, and 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, for each person submitting an IHR (described in paragraph "c" above),
  - c) Current Photo for each person submitting an IHR (described in paragraph "c" above). [\[6.7.140.\(a\)\(4\) C.M.C.\]](#)
  - d) Fingerprints must be taken by the Arapahoe County Sheriff's Department, or another law enforcement agency, prior to consideration of the application by the Licensing Clerk. **Owners, partners, all corporate officers and directors, stockholders with twenty percent (20%) or more of the corporate stock and 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, accept an affidavit for each person submitting an IHR, (described in paragraph "c" above), revealing their complete criminal history. Failing

to fully and truthfully disclose all required information could place the license in jeopardy.

- f) Current Certificate of Good Corporate Standing – The Licensing Clerk will attempt to obtain this from the Secretary of State’s website.
- g) Minutes of the corporation meeting showing the resignation and/or election of officers and directors.
- h) Copy of stock certificates, if newly issued.
- i) Financial Questionnaire, (form provided by the City Clerk’s Office), and a current personal financial statement or a balance sheet and income account statement for the preceding twelve (12) months period prior to the date of the application for each person submitting an IHR (described in paragraph “c” above). [\[6.7.140.\(a\)\(7\) C.M.C.\]](#)
- j) If removing an officer who will not be replaced, provide Articles of Incorporation reflecting change in required number of officers.