



City of Milford, Connecticut

— Founded 1639 —

POLICE DEPARTMENT

430 Boston Post Road - Milford, CT 06460-2570
Telephone (203) 878-6551



Keith L. Mello
Chief of Police

APPLICATION ADDENDUM SECONDHAND DEALER

Name of Applicant

Name and Address of Business

If I am issued a permit as a Secondhand Dealer to engage in or transact business as such within the City of Milford, I agree to comply with Sec. 21-39 thru 21-47, as amended by Public Act 11-100, inclusive of the Connecticut General Statutes as they relate to such dealers and shall also meet the following requirements as established by the Chief of Police;

- PA11-100 defines a "Person" as an individual, corporation, limited liability company, partnership or association.
- PA11-100 Sec 3, requires that if the applicant is a corporation, limited liability company, partnership or association the application shall include all information recorded on the application for each individual who is or will be an officer, shareholder, financial backer or creditor, other than a financial institution, of such entity or any other individual with a relationship to such entity similar to that of an officer, shareholder, financial backer or creditor.
- I will notify the Chief of Police of any changes to my web site and/or e-mail accounts to conduct business.
- I will record the **date** and **time** of all transactions.
- I will provide a complete, **detailed** description of all goods purchased, deposited, pledged or taken in trade.
- I agree **not** to engage in or carry on the business of purchasing gold or gold-plated ware, silver or silver-plated ware, platinum ware, watches jewelry, precious stones or coins unless I first obtain a precious metals dealers license **in addition to** a Secondhand Dealer permit.
- I agree **not** to engage in or carry on the business of pawnbroker as defined in the act with out first obtaining a Pawnbroker License.

- I will report to the licensing authority all places that will be used by the business for the purchase, receipt, storage or sale of property prior to such use.
- I will record the price paid for such goods and pay the customer by check, draft or money order and **will not** pay for any merchandise in cash.
- I agree **not to accept** any goods or other tangible property from a **minor** unless he or she is accompanied by a parent or legal guardian.
- I will require **positive identification** in the form of a valid photo driver's license and/or photo identification card from the person(s) selling or trading such goods and will note the type used to include **name, resident address, date of birth, general description and number** that appears on the identification document.
- I will, if no identifiable numbers or markings are visible, take a digital photograph of each article.
- I will affix to each article a unique sequential number on a tag that is located in a visible and convenient location on the article. The tag and number shall appear in the photograph of the article.
- Such identifying tags will not be removed while in the possession of the licensee with exception of jewelry that is being cleaned or repaired on the premises. The tag will be reapplied upon completion of the process. The removal and reapplication of the tag will be recorded in the log maintained on the item.
- The above information to include the assigned number will be entered into an Excel spreadsheet or a common delimited data file and submitted to the Chief of Police as an electronic file e-mailed to the Police Department at: "pawnsheets @ci.milford.ct.us".
- The spreadsheet or data file should contain a certification from the license holder that the information contained on the spreadsheet or data file is true and accurate. The spreadsheet shall be e-mailed to the Police Department **at the end of each business week to: pawnsheets @ci.milford.ct.us**
- Said statement will be e-mailed to the Milford Police Department **each week** *whether or not* any business transactions take place.
- A receipt will be given to the person selling or trading such property, with a description of the item (s) listed on the form.
- I agree to record all transactions in a computer or log which will contain a **detailed** description of such article(s) to include but not limited to all distinguishing marks, names of any kind, including brand and model names, model and serial numbers, engravings, etchings, affiliation with any institution or organizations, dates, initials, color, vintage or image presented.

- Any description of audio, video or electronic media of any kind shall also include the title and artist or any other identifying information contained on the cover or external surface. The **name, address, general description and identification number** from whom it was received; the **date** and **time** the transaction occurred, **manner of payment** (i.e. check #) and the unique number assigned to the item. All entries will be written in English.
- Such check, draft or money order shall contain the number or numbers associated with the property in the record keeping system.
- No Secondhand Dealer shall cash any check, money order or draft issued.
- I agree to allow the Police access to my business during regular business hours, to inspect all goods, merchandise or other tangible property contained therein.
- In addition, they will be given access to my written journal or transaction logbook.
- I agree to **retain** any merchandise purchased, or traded under this Permit for a period of **ten (10) business days** before disposing of it.

I hereby further agree and understand that my acceptance of the aforementioned terms is required for licensure and acknowledge that failure to comply with any or all of these may result in my arrest; statutory penalties pursuant to Sec. 21-41, 21-42, 21-43 and/or 21-47 CGS, and/or revocation of said Permit by the "issuing authority".

Signature of Applicant

Date

Subscribed and sworn to before me, this _____ day of _____ 20____

Notary Public