

Instructions for St. Louis County Pawnshop License Application

The items listed below must be submitted with your application for a Pawnshop business license.

Upon filing the license application, an investigation will be conducted to ensure that all requirements as set forth in Section 720.050 (4) are satisfied before a license may be issued.

- Completely filled out, signed and notarized application. Use additional sheets of paper where needed to provide required information. Those additions will become part of your permanent application.
- All information listed is subject to background check and verification.
- Business personal property tax must be paid and current or copy of waiver must be submitted. To obtain a merchant's license or if you have questions regarding personal property, please call 314/615-5103.
- Non-refundable application fee, made payable to 'St. Louis County Director of Revenue' in the amount of
 - New business: \$500.00, plus \$250.00 for each additional location
 - Renewal fee: \$500.00 (licenses issued for a portion of a year are prorated)
- Notarized statement from an independent Certified Public Accountant who has reviewed the books and records of the applicant certifying that the applicant meets the \$50,000.00 Net Asset requirement (per 818.100(c) SLCRO 1992).
- Surety Bond in the amount of \$5,000.00 (issued to the State of Missouri) from a company qualified to do business in the State of Missouri and complies with Section 818.100(d) SLCRO 1992.
- Corporations:
 - Copy of State Certificate of Good Standing, (which can be requested from the Missouri Secretary of State
 - Articles of Incorporation. If this is a renewal, only the Certificate of Good Standing is required, not the Articles of Incorporation, unless changes have been made to the original filed Articles of Incorporation.
- Proof of general liability insurance in the amount of \$20,000.00 with St. Louis County as a Certificate Holder (per 818.060(2) SLCRO 1992).

PLEASE NOTE: The application will be referred to the Superintendent of Police, who shall investigate the character and fitness of the proposed licensee, and to determine if said operation has been conducted in accordance with Chapter 818 "The Pawnbrokers Code" and all applicable Laws and Ordinances. Signature of applicant upon submission of this St. Louis County application is legal agreement that the customer understands the importance and will operate in such perfection to comply with Chapter 818 upon engaging in the operation of a Pawnshop within Unincorporated, St. Louis County.

**Please answer each question on the application. If a question does not apply, write N/A.
INCOMPLETE APPLICATIONS WILL BE RETURNED.**