



State of Alaska  
Department of Commerce, Community and Economic Development  
Division of Corporations, Business and Professional Licensing  
**Pawnbroker Section**  
State Office Building, 333 Willoughby Avenue, 9<sup>th</sup> Floor  
PO Box 110806, Juneau, AK 99811-0806  
Phone: (907) 465-2695 ★ Fax: (907) 465-2974  
E-mail: [license@alaska.gov](mailto:license@alaska.gov)  
Website: <http://commerce.alaska.gov/occ/ppaw.htm>

## PAWNBROKER LICENSE APPLICATION PACKET

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"A person may not engage in business as a pawnbroker without holding a license issued by the department."  
AS 08.76.100(a)

### GENERAL INSTRUCTIONS

If you received this application other than directly from the division or its official website, the application may be outdated or not an official version. To ensure you have the official version, please contact the division. Please read the application and all the instructions carefully. Excluding aliases, if the supporting documents show a name other than the one on the application (e.g., because of marriage, divorce, or any other reason), include an explanation and a certified true copy of the document that supports that change.

All documents must be originals or certified true copies of the original documents. To obtain a certified true copy, take the original documents and the photocopies to a notary public so s/he can compare each original document to its copy. Write or type "true copy of the original document" on the photocopy and have the notary attest to its authenticity by including the notary's signature and seal.

### APPLICATION FOR PAWNBROKER LICENSE

The following documents and fees must be on file with the Division before a license may be issued:

1. APPLICATION – Completed, signed and notarized, including a recent passport-type photograph. The notary's seal must overlie a portion of the photograph.
2. FEES – \$250 Nonrefundable Application Fee  
\$100 License Fee  
\$350 Total Fees Due  
  
Make check or money order payable to the State of Alaska.
3. RELEASE OF RECORDS – Completed Authorization for Release of Records form (form #08-4588a)
4. VERIFICATION OF EDUCATION OR EXPERIENCE – If you are using education to qualify for licensure, please submit a CERTIFIED TRUE COPY of a diploma showing completion of at least a two year degree or submit a transcript sent directly to the Division from a college or university where you received your degree.
5. Each applicant is to submit a complete report of criminal justice information under AS 12.62.005 – AS 12.62.200 for Alaska. The Alaska report can be obtained by contacting the Department of Public Safety, Alaska State Troopers at any of the locations listed on pages 3 & 4 of this application packet. The report must be issued no earlier than 90 days prior to the date of this application.

In addition to the Alaska reports, if a state other than Alaska is your primary state of residence you must submit an equivalent report from your state of residency. Nonresident applicants will need to contact your local law enforcement office to obtain a complete report of criminal justice information.

## GENERAL INFORMATION

**APPLICATION PROCESSING** – Please allow three weeks for processing of the application. The amount of time it takes to process the application varies, depending on when all complete and correct documents and fees are received by the division. If the application is incomplete, the applicant will be notified of incomplete and/or incorrect documents and fees. When the application is complete and correct, the application will be reviewed for approval for licensure. Upon approval, a license will be issued to the pawnbroker and sent to the applicant with an accompanying cover letter with further information about Alaska statutory requirements. If the application is not approved for licensure, a written explanation of the basis of that denial and information on how to appeal the decision will be provided.

**SOCIAL SECURITY NUMBERS** - AS 08.01.060 and 08.01.100 require that a U.S. Social Security Number be on file with the division before a professional license is issued or renewed. If you do not have a U.S Social Security Number, please complete the “Request for Exception from Social Security Number Requirement” form located at [www.commerce.state.ak.us/occ](http://www.commerce.state.ak.us/occ) OR contact the division for a copy of the form.

**PAYMENT OF CHILD SUPPORT AND STUDENT LOANS** - If the Alaska Child Support Enforcement Division has determined that you are in arrears on child support, or if the Alaska Commission on Post-Secondary Education has determined you are in loan default, you may be issued a nonrenewable temporary license valid for 150 days. Contact Child Support Services at (907) 269-6900 or the Post-Secondary Education office at (907) 465-2962 or 1-800-441-2962 to resolve payment issues.

**LICENSE TERM** - Licenses are issued for a two-year period. However, all pawnbroker licenses expire December 31 of odd-numbered years, regardless of the date of issuance, except licenses issued within 90 days of the expiration date are issued to the next biennial expiration date. One renewal notice will be mailed at least 30 days before license expiration to the last known address of record.

**ADDRESS OR NAME CHANGE** - In accordance with 12 AAC 02.900, it is the applicant's/licensee's responsibility to notify the division, in writing, of changes of address or name. Name and address change notification forms are available on the division's website. The address of record with the division will be used to send renewals and all other official notifications and correspondence. The name appearing on the license must be your current legal name.

**ABANDONMENT** - Under 12 AAC 02.910, an application is considered abandoned when 12 months have elapsed since correspondence was last received from or on behalf of the applicant.

**DENIAL OF APPLICATION** – Please be aware that the denial of an application for licensure may be reported to any person, professional licensing board, federal, state or local government agency, or other entity making a relevant inquiry or as may be required by law.

**STATUTES AND REGULATIONS** – The complete set of statutes and regulations for this program is available on the division's website at [www.commerce.state.ak.us/occ/ppaw.htm](http://www.commerce.state.ak.us/occ/ppaw.htm). If you are unable to download the statutes and regulations, please contact the division and request a copy by mail.

## LOCATIONS TO OBTAIN A RECORDS CHECK

The department of Public Safety, Criminal Records and Identification (R & I) Bureau maintains Alaska Criminal Justice Information.

## BACKGROUND CHECK

An application for Alaska Criminal Justice Information search can be obtained in person at one of the below offices. Please check with law enforcement office regarding what will be required to obtain a records check (also called "criminal history check").

### LOCATIONS:

Anchorage DPS – R & I 5700 E. Tudor Road Anchorage, AK 99507 907-269-5767	Monday - Friday 8:15 am – 4:00 pm	Fairbanks DPS 1979 Peger Road Fairbanks, AK 99709 907-451-5100	Monday - Friday 8:00 am – 4:00 pm
Aniak ABWE Post PO Box 167 Aniak, AK 99557 800-675-4398	Monday - Friday 8:00 am – 12:00 pm	Fairbanks PD (Volunteers only) 911 Cushman Street Fairbanks, AK 99701 907-459-6500	Monday - Friday 10:00 am – 6:00 pm
Bethel DPS Braun Building 3200 State Highway Bethel, AK 99559 907-543-2294	Monday - Friday 8:00 am – 4:00 pm	Galena DPS Old Galena Air Force Base Galena, AK 99741 907-656-1233	By Appointment Only
Bristol Bay PD Building 150 Airforce Base King Salmon, AK 99613 907-246-4222	Monday - Friday 8:00 am – 4:00 pm	Girdwood DPS Girdwood Tesoro Mall Suite 8 Girdwood, AK 99587 907-783-0972	Monday - Friday 9:00 am – 2:30 pm
Cordova DPS 711 First Cordova, AK 99574 907-424-3184	Monday - Friday 8:00 am – 12:00 pm Closed for Lunch 12:30 pm – 4:00 pm	Haines DPS 159 Main Street Haines, AK 99827 907-766-2552	By Appointment Only
Delta Junction DPS 1420 Alaska Hwy Jarvis Bldg. Delta Junction, AK 99737 907-895-4800	Monday - Friday 8:00 am – 4:00 pm	Homer DPS 34115 Sterling Hwy Anchor Point, AK 99556 907-235-8239	Monday - Friday 8:30 am – 4:00 pm
Dillingham DPS 536 Kenny Wren Road Dillingham, AK 99576 907-842-5641	Monday - Friday 8:00 am – 4:00 pm	Juneau DPS 2760 Sherwood Lane Juneau, AK 99801 907-465-4000	Monday - Friday 8:00 am – 12:00 pm Closed for Lunch 1:00 pm – 4:00 pm
Juneau R & I 450 Whitter Street Juneau, AK 99811 907-465-4343	Monday - Friday 8:00 am - 12:00 pm Closed for Lunch 1:00 pm – 4:00 pm	Ketchikan DPS Dispatch Center 5150 N. Tongass Hwy Ketchikan, AK 99901 907-225-5118	24 hours a day, seven (7) days a week

**LOCATIONS CONTINUED:**

Ketchikan JS Ketchikan State Office Building 415 Main Street Room 309 Ketchikan, AK 99901	Monday - Friday 8:00 am – 12:00 pm Closed for Lunch 12:30 pm – 4:30 pm	Talkeetna DPS Talkeetna Alaskan Lodge 12.5 Mile Talkeetna Spur Rd. Talkeetna, AK 99676 907-733-2256	Monday - Friday
Klawock DPS 6729 Klawock-Hollis Hwy Klawock, AK 99925 907-755-2918	By Appointment Only	Tok DPS Friday1314.5 Alaska Hwy pmTok, AK 99780 907-883-4471	Monday – 8:00 am – 4:00
Kodiak DPS 211 Bartel Avenue Kodiak, AK 99615 907-486-4121	Mon 8:00 –11:00 am Tues 8:00 – 1:00 pm Wed 8:00 – 11:00 am Thurs 8:00 – 11:00 am Fri 8:00 am – 12:00 pm	Unalaska PD 29 Safety Way Unalaska, AK 99685 907-581-1233	24 Hours a day, seven (7) day a week
Kotzebue DPS 240 5 <sup>th</sup> Avenue Kotzebue, AK 99752 907-442-3222	Monday - Friday 8:00 am – 4:30 pm	Valdez DPS 115 Meals Avenue Valdez, AK 907-835-4307	Sunday - Thursday 9:00 am – 5:00 pm
Nome DPS 245 Front Street Nome, AK 99762 907-443-2835	Monday - Friday 8:00 am – 12:00 pm Closed for Lunch 1:00 pm – 4:30 pm	Wrangell DPS 215 Front Street Wrangell, AK 99929 907-874-3215	Sat - Wed 10:00 am – 6:00 pm by appointment only; Leave a message at 874-3215
North Slope Borough PD 1068 Kiogak Barrow, AK 99723 907-852-6111	Monday – Friday 8:30 am – 4:30 pm	Wrangell PD 431 Zimovia Hwy Wrangell, AK 99929 907-874-3304	Monday - Friday 8:00 am – 4:00 pm
Palmer DPS 453 S. Valley Road Palmer, AK 99645 907-745-2131	Wed 8:00 am – 4:00 pm Fri 8:00 am – 4:00 pm		
Seward DPS City Hall 5 <sup>th</sup> Adams Streets Seward, AK 99664 907-224-3346	Monday – Friday 8:00 am – 12:00 pm Closed for Lunch 1:00 pm – 4:30 pm		
Sitka Training Academy 877 Sawmill Creek Hwy. Sitka, AK 99835 907-747-6611	Monday – Friday 8:00 am – 4:30 pm		
Soldotna DPS 46333 Kalifornsky Beach Rd Soldotna, AK 99669 907-260-2700	Monday - Friday 8:30 am – 4:00 pm		



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**PAW**

For Division Use Only

**PAWNBROKER LICENSE APPLICATION**

**Nonrefundable Application Fee \$ 250**  
**License Fee \$100**

**Part 1: PERSONAL IDENTIFICATION INFORMATION***Type or Print Legibly*

<b>Full Legal Name</b> (Last, First, Middle)	Last	First	Middle
<b>Other Names Used</b> (nick names, maiden name)			
<b>Legal Name Changes</b> (Provide copies of changes)			
<b>Date of Birth</b>	Mo    Day    Year /    /	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	
<b>Address of Record</b>	Mailing Address (Include street address if using post office box)		
	City	State	Zip Code
<b>Telephone</b>	Work:	Home:	
<b>E-Mail (optional)</b>			

<b>Name of Pawn Business</b>	Name of Business	Alaska Business License #
<b>Business Address</b>	Mailing Address	
	Physical Address (if different from above – you <b>MUST</b> include this if you are using a PO Box above)	
	City	State                      Zip Code
<b>Title at Business</b>		
<b>Business Website (optional)</b>		

**APPLICANT:** As required by state law, please provide your United States Social Security Number in the space below. It is considered **CONFIDENTIAL** information and is not for public disclosure.

Applicant's Social Security Number \_\_\_\_\_

## Part II: EDUCATION & EXPERIENCE

1. Per 12 AAC 76.010(3), a pawnbroker must have at least six months of ownership or management experience in business; documentation must show, at a minimum, experience in financial transactions, the sale or purchase of goods, or maintenance of an inventory, OR completion of a two year college degree program or higher level education. Please fill out the appropriate section below. Please submit a TRUE COPY of diploma, or have transcripts sent directly from the educational institution to the Division.

<b>College or University</b>		Years Attended	Year Graduated
<b>Degree Earned</b>			

**\*\*\* OR \*\*\***

2. List Experience – Must show at least six months of experience in financial transactions, the sale or purchase of goods, or maintenance of an inventory as an owner or manager of a business.

<b>Name of Business</b>			
<b>Business Address</b>	Address		
	City	State	Zip Code
<b>Position at Business</b>	<input type="checkbox"/> Owner <input type="checkbox"/> Manager <input type="checkbox"/> Other (specify): _____		
<b>Dates of Ownership or Management</b>	From (Mo/Year)		To (Mo/Year)
<b>Description of Duties</b>			

<b>Name of Business</b>			
<b>Business Address</b>	Address		
	City	State	Zip Code
<b>Position at Business</b>	<input type="checkbox"/> Owner <input type="checkbox"/> Manager <input type="checkbox"/> Other (specify): _____		
<b>Dates of Ownership or Management</b>	From (Mo/Year)		To (Mo/Year)
<b>Description of Duties</b>			

## Part III: PROFESSIONAL ACTIVITIES

License History – list all current or previous pawnbroker licenses held in any municipality, state, territory, or country. If none, write N/A.

Municipality/State/Territory/Country	License Status	Expiration date
Municipality/State/Territory/Country	License Status	Expiration date
Municipality/State/Territory/Country	License Status	Expiration date
Municipality/State/Territory/Country	License Status	Expiration date

**Part IV: PERSONAL HISTORY**

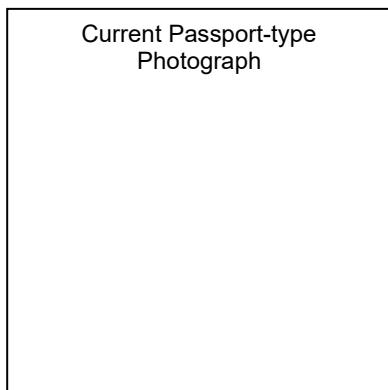
In responding to the questions below, please check the appropriate box after each question. A "yes" response does not automatically result in a denial of your license application. For each "yes" response to any question, you must provide an explanation and documentation. Provide your explanation on a separate sheet of paper labeled with your name, and signed by you; include full details, dates, locations, type of action, organizations or parties involved, and specific circumstances. When in doubt about your response, disclose and provide the explanation requested. Documentation includes copies of court orders, charging documents, board or license actions, etc.

**WHEN IN DOUBT, DISCLOSE AND EXPLAIN!**

- |  | YES                      | NO                       |
|--|--------------------------|--------------------------|
| 1. Have you been convicted of a crime or are you currently charged with committing a crime?<br>For purposes of this question, "crime" includes a misdemeanor, felony, or a military offense, including a conviction involving driving under the influence (DUI) or driving while intoxicated (DWI), driving without a license, reckless driving, or driving with a suspended or revoked license. "Convicted" includes having been found guilty by verdict of a judge or jury, having entered a plea of guilty, nolo contendere or no contest, or having been given probation, a suspended imposition of sentence, or a fine..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you <u>ever</u> been convicted of or charged with violating any law concerned with the operation of a pawnbroker or retail operation, or is any such action pending?.....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Do you have any unsettled complaints against you concerning the operation of a pawnbroker ?.....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Has any pawnbroker or retail business disciplined or terminated your employment or training?.....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Have you ever had a business license or pawnbroker license disciplined, revoked, surrendered (voluntary or involuntary) by any authority, including local municipality or state authority, or is any such action pending?.....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Have you ever been convicted of, entered a plea of guilty to, entered a plea of no contest to, or have had adjudication withheld for felony or a misdemeanor involving dishonesty?.....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Have you ever been or are you currently prohibited from possession of a firearm under federal or state law?.....  | <input type="checkbox"/> | <input type="checkbox"/> |

All information submitted with this application is considered public information unless required by state or federal law to remain confidential. If additional information of a confidential nature is required, you will be notified in writing. Licensee information, including mailing addresses, is available on the Division's website at [www.commerce.alaska.gov/occ](http://www.commerce.alaska.gov/occ) under "License Search".

I certify that the information in this application is true and correct to the best of my knowledge. I understand that if information is provided in the Criminal History Report from the State of Alaska that I did not report, the issuance of my license may be delayed or denied. I further certify that all credentials and supporting documents supplied by me are true and correct and that the photograph below is a true likeness of me taken within the past 60 days. I understand that any false or misleading information or falsification of documents may result in failure to obtain, or subsequent revocation of, a license to practice as a pawnbroker in Alaska.



**SIGN HERE** →

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

(NOTARY SEAL)

SUBSCRIBED AND SWORN to before me,  
a Notary Public, in and for the State of \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

**NOTARY** →

\_\_\_\_\_  
Notary Public Signature  
My Commission Expires: \_\_\_\_\_

**NOTE: Notary Public seal MUST overlie a portion of the photograph.**

Alaska Department of Commerce, Community, and Economic Development  
Division of Corporations, Business and Professional Licensing  
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(907) 465-2695  
E-mail: license@alaska.gov

**AUTHORIZATION FOR RELEASE OF RECORDS**

To Whom It May Concern:

I, \_\_\_\_\_

residing at \_\_\_\_\_

authorize the Alaska Division of Corporations, Business and Professional Licensing and its investigators to examine my medical, dental, employment, and education records, and any records pertaining to litigation, suits, judgments and/or settlements, and any law enforcement records pertaining to me and discuss them with persons having possession of them. I also expressly permit and authorize the release of any and all such records pertaining to me to the Alaska Division of Corporations, Business and Professional Licensing and its investigators.

I authorize the division to discuss my records with persons or organizations which are considered appropriate by the division in connection with an official investigation, and to provide copies of my records to those persons or organizations considered appropriate by the division.

This release also applies to any documents or records which contain information pertaining to psychiatric, drug or alcohol evaluation, diagnosis, or treatment received by me and which were prepared or made in conjunction with, or under the authority or guidance of any local, state, or federal law which relates to psychiatric, drug or alcohol evaluation, diagnosis, or treatment.

I request that upon presentation of this release, or a certified true copy of it, that you provide copies of those records to the division and/or its investigators, and/or representatives of the Office of the Attorney General of the State of Alaska.

This authorization is given expressly in connection with my application for initial issuance of a license as a pawnbroker. This authorization expires one year from the date of my signature below.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_