



Village of Round Lake Beach

Renewal Guide for Pawn Brokers & Secondhand Goods Dealers Application

Instructions for Renewal

1. Complete and return (or email) the Business License Application for Pawn Brokers & Secondhand Goods Dealers. You may also submit the form electronically through the Village's website. Incomplete applications will not be accepted.
2. Pay the annual license fee online or by check. Determine your fees below.
3. Resolve any unpaid invoices, open liens and open enforcements. Per Section 1-4-6 of the Village Code, we are not able to issue your business license until such matters are taken care of.
4. Cooperate with the RLB Police Department to facilitate investigations of all required parties, including a criminal background check and potentially fingerprinting. Required parties include every applicant for a pawnbroker license, as well as every owner, partner, manager, officer, director, employee, and in the case, of a corporate applicant, every shareholder owning more than five percent of the shares of stock in the corporation.

Annual Fees

Annual fees must be submitted with the application prior to the police investigation. Fees cover the costs of processing the initial/renewal application, police investigation, building inspection and issuance of licenses. Calculate your fees as follows:

Renewal Fees:	\$200 plus \$100 per broker
Investigation Fees:	\$35 per person to be investigated

Inspections

New this year is the elimination of the annual inspection performed by the Village. However, it should be noted that the Fire District will still be performing inspections throughout the year and will be unscheduled.

Direct Questions & Return Completed Application To:

847/546-2351

BUSINESSLICENSING@roundlakebeachil.gov



Village of Round Lake Beach

Business License Application for Secondhand Goods Dealers & Pawn Brokers

GENERAL INFORMATION

License Type (check one): _____ Secondhand Goods Dealer _____ Pawn Broker

Date of Application: _____ Application is (check one): _____ New _____ Renewal

Type of Business: _____

Business Name: _____

Business Address: _____

Primary Onsite Contact: _____

Main Phone: _____ FEIN: _____

Are you leasing this space? _____ YES _____ NO. If yes, include a copy of the lease with this application.

Are you applying as: _____ Sole Proprietor _____ Partnership _____ Corporation

MANAGEMENT INFORMATION

Name: _____

Residence Address: _____

Email: _____ Cell Phone: _____

Date of Birth: _____ Place of Birth: _____

OWNER'S DESIGNEE OR PROPERTY MANAGEMENT FIRM

Check Here if N/A

Name: _____

Email: _____ Cell Phone: _____

STOREFRONT KEYHOLDER CONTACTS (FOR EMERGENCY PURPOSES)

Name: _____ Cell Phone: _____

Name: _____ Cell Phone: _____

BUILDING OWNER (IF LEASING)**Check Here if N/A**

Company: _____

Contact: _____

Address: _____

Email: _____ Cell Phone: _____

BUSINESS STRUCTURE***Corporations complete PART 1; Partnerships complete PART 2; Individual Applicants complete PART 3*****PART 1: CORPORATION**

Corporation Name: _____

Corporation Address: _____

Email: _____ Fax #: _____

Date of Incorporation: _____ State of Incorporation: _____

Date Qualified to Conduct Business in IL: _____ Corporation File #: _____

Purposes for which Corporation Formed: _____

Registered Agent in Illinois: _____

Agent's Address: _____

Agent's Email: _____ Agent's Cell: _____

Officers, Directors and Shareholders Owning <5% of Stock**Name:** _____

Residence Address: _____

Email: _____ Cell Phone: _____

Position (check one): _____ Officer _____ Director _____ Shareholder Owning 5%+ of Stock

Name: _____

Residence Address: _____

Email: _____ Cell Phone: _____

Position (check one): _____ Officer _____ Director _____ Shareholder Owning 5%+ of Stock

Attach separate page with additional officers etc. if needed

PART 2: PARTNERSHIP

Partnership Name: _____

Business Address: _____

Email: _____ Fax #: _____

Date Formed: _____ State: _____ No of Partners: _____

Date Qualified to Conduct Business in IL: _____ Corporation File #: _____

Partners Entitled to Share of Profits

Name: _____ **Date of Birth:** _____

Residence Address: _____

Email: _____ Cell Phone: _____

Driver's License No. & State: _____ SSN: _____

Name: _____ **Date of Birth:** _____

Residence Address: _____

Email: _____ Cell Phone: _____

Driver's License No. & State: _____ SSN: _____

Attach a separate page with additional partners if needed.

PART 3: INDIVIDUAL APPLICANT / SOLE PROPRIETORSHIP

Applicant Name: _____

Residence Address: _____

Work Phone: _____ Cell Phone: _____

Email: _____ DL No. & State: _____

Date of Birth: _____ SSN: _____

APPLICANT QUESTIONS

1. Has Applicant ever made an application for a license on premises other than what is described in this application?
_____YES _____NO
2. Does Applicant hold a current secondhand goods dealer or pawn broker license issued by other municipalities in the State of Illinois? _____YES _____NO
3. Has Applicant ever held a previous license issued by the Federal, State or any other unit of government that has been revoked, suspended or denied? _____YES _____NO
4. Has Applicant ever held a previous license issued by the Federal, State, or any other unit of government in which the Applicant was fined for an ordinance violation? _____YES _____NO
5. Has Applicant been disqualified to receive a secondhand goods dealer or pawn broker license by reasons of any matter of things contained in the Village of Round Lake Beach Municipal Code, any ordinance of said Village, or any laws of the State of Illinois or United States? _____YES _____NO
6. Has Applicant or Manager ever been convicted of a felony? _____YES _____NO
7. Has Applicant ever been the holder or holders of a license issued by the Village of Round Lake Beach which has been revoked, suspended or denied? _____YES _____NO
8. Is Applicant currently serving as a public law enforcement officer, member of the Village of Round Lake Beach Liquor Control Commission, President or Trustee of said Village, or President or member of the County Board?
_____YES _____NO

CERTIFICATION AND NOTARIZATION

The Applicant below, being first duly sworn upon oath, deposes and says that he/she has read the above and foregoing Application for Secondhand Goods Dealer and Pawn Broker License and all matters therein set forth; that he/she knows the contents thereof and that the statements therein contained are true in substance and in fact; and that he/she will not violate any laws or ordinances of the Village of Round Lake Beach or State of Illinois in conducting the business for which this license is applied for.

Applicant Printed Name: _____

Applicant Signature: _____ Date: _____

STATE OF ILLINOIS
COUNTY OF LAKE

Signed and sworn to before me by the Applicant stated above on this, I given under my free hand and Notarial Seal, this
_____ day of _____, 20____.

Signature of Notary Public

OFFICE USE ONLY

_____Date Rec'd

_____BL Entry

_____BD Entry

_____Sent to PD

Business License for Pawn Brokers & Secondhand Goods Dealers Investigation Requirements

By ordinance, the Round Lake Beach Police Department is required to investigate key parties in conjunction with the initial issuance and annual renewal of the business license for all pawn brokers and secondhand goods dealers.

Sec. 3-10-3. - Application—Investigation of applicant—Qualifications.

An application for a pawnbroker license shall be made on a form provided by the police department which shall investigate each licensee applicant. The police department shall report in writing whether or not such applicant has complied with the laws of the State of Illinois and the provisions of this chapter applicable to said business, and whether the applicant is a person of good character and repute. No license shall be issued to any person, partnership, corporation or other entity, if any owner, manager, partner, officer, director, employee or shareholder owning more than five percent of the shares of stock in the corporation has been convicted of any felony offense or convicted of the offense(s) of possession of stolen goods, burglary, robbery, or who has been convicted of any criminal offense involving dishonesty or moral turpitude.

Every applicant for a pawnbroker license, as well as every owner, partner, manager, officer, director, employee, and in the case, of a corporate applicant, every shareholder owning more than five percent of the shares of stock in the corporation shall undergo a criminal background investigation, which investigation may include fingerprinting, prior to the issuance of a pawnbroker license.

Existing businesses located in the village on the date the ordinance enacting this chapter is effective [October 8, 2012] shall have 30 days to apply for the license required by this chapter after the business receives written notice from the village of the requirement to obtain a license.

(Ord. No. 12-10-01, 10-8-2012)

FOR MORE INFORMATION: All Village Codes related to this matter are located at the below link. You may also call the Village's Economic Development Department at 847/546-2351.

https://library.municode.com/il/round_lake_beach/codes/code_of_ordinances?nodeId=SUHITA_TIT3B_URE_CH10PABR



Round Lake Beach Police Department *Pawnbroker*

Background Investigation Request

**Fill out information for the person that needs
fingerprints and background completed**

***One person required per Liquor License holder**

Please fill out every field failure to do so will result in License issuance delay

Name & Address of Business:

Applicant's Name:

Date of Birth:

Applicant's Home Address:

City: _____ **State:** _____ **Zip:** _____

Daytime Phone Number:

Driver's License Number:
