



**Secondhand Dealer License Application and Guide  
Pursuant to Peoria City Code Sec 11-122**

Prerequisites:

- Transaction Privilege Tax (TPT) License                      Arizona Department of Revenue
- Pawnbroker License      (if applicable)                      Maricopa County Sheriff’s Office
- Business License    City of Peoria, Arizona

**Secondhand Dealer Application requires the following documentation:**

- |   |                                     |
|---|-------------------------------------|
| <input type="checkbox"/> Secondhand Dealer Fee                                      | \$62.00                             |
| <input type="checkbox"/> Copy of CURRENT City of Peoria Business License            | To include visible license number   |
| <input type="checkbox"/> Copy of CURRENT Maricopa County Pawnbroker License         | To include visible license number   |
| <input type="checkbox"/> Copy of CURRENT AZ Dept. of Revenue TPT License            | To include visible license number   |
| <input type="checkbox"/> Identification Form and Business Description/Narrative     | (Pg. 3 & 4 of this packet)          |
| <input type="checkbox"/> Peoria Police Department Applicant Background Checklist    | (Pg. 5 of this packet)              |
| <input type="checkbox"/> (2) Two Photos   | Passport photo requirements only    |
| <input type="checkbox"/> (2) Two forms of Identification                            | Front & Back Photocopies            |
| <input type="checkbox"/> Fingerprint Card *   | From independent fingerprint agency |
| <input type="checkbox"/> Third Party Fingerprinting Identification Form             | (Pg. 6 of this packet)              |
| <input type="checkbox"/> 9 X 12 envelope provided by applicant for fingerprint card | See pg. 7 for envelope instructions |

**\*Fingerprint submissions will be rejected if seal or envelope has been compromised or tampered with.**

Your fingerprints will be used to check the criminal history records of the FBI. If you have a criminal history record, the officials making a determination of your suitability for employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record. You should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before officials deny you employment, license, or other benefit based on information in the criminal history record. The procedures for obtaining a change, correction, or updating of your FBI criminal history record are set forth in Title 28, Code of Federal Regulations (CFR), Section 16.30 through 16.34.

Information on how to review and challenge your FBI criminal history record can be found at [www.fbi.gov](http://www.fbi.gov) under “Services” and then "Identity History Summary Checks" or by calling (304) 625-5590.

To obtain a copy of your Arizona criminal history in order to review/update/correct the record, you can contact the Arizona Department of Public Safety Criminal History Records Unit at (602) 223-2222 to obtain a fingerprint card and a Review and Challenge packet. Information on the review and challenge process can be found on the DPS website ([www.azdps.gov](http://www.azdps.gov)).



SEC Lic #: \_\_\_\_\_

**Secondhand Application Packet is processed by:**

- City of Peoria Sales Tax & Licensing Division
- Community Development
- Peoria Police Department
- Peoria Fire Department

**Approval/Denial Timeframe:**

Not to exceed 120 days from time of application acceptance

**If Secondhand Dealers License Application is Denied:**

The City of Peoria shall deny the application if any of the requirements of subsection (c) of Section 11-223 have not been met. In the event of denial, the City of Peoria Sales Tax and Licensing Division shall notify the applicant of the denial and the reasons therefore via USPS mail. The applicant may appeal such denial pursuant to the provisions of this Chapter 11-23(f).

**All items must be included and all documents must be completed prior to submission.**

- **Failure to do so may result in the denial of the application.**
- **Completed applications shall be submitted in person to:**

City of Peoria, AZ  
Peoria City Hall  
Sales Tax & Licensing Division  
8401 West Monroe Street, 2<sup>nd</sup> Floor  
Peoria, Arizona 85345  
Monday - Thursday: 7 a.m. to 6 p.m.  
Friday: CLOSED  
Phone: 623-773-7160 | Fax: 623-773-7159



SEC Lic #: \_\_\_\_\_

**Peoria Police Department  
Secondhand Dealer License Application  
IDENTIFICATION FORM**

**For Office Use Only**

Peoria Business License Number \_\_\_\_\_

Secondhand Dealer License Number \_\_\_\_\_

APPROVED \_\_\_\_\_ DATE \_\_\_\_\_

DENIED \_\_\_\_\_ DATE \_\_\_\_\_

- NEW APPLICATION
- RENEWAL

**BUSINESS NAME:**

**DBA:**

**PAWNBROKER:      YES      NO                      SECONDHAND DEALER:      YES      NO**

**BUSINESS ADDRESS:**

**BUSINESS OWNER'S NAME:**

**APPLICANT NAME:**

**HOME ADDRESS:**

**SOCIAL SECURITY NUMBER:**

**DATE OF BIRTH:**

**PLACE OF BIRTH:**

**HOME PHONE NUMBER:**

**CELL PHONE NUMBER:**

**FAX NUMBER:**

**EMAIL:**

REFERENCES	PHONE	EMAIL
1.		
2.		



SEC Lic #: \_\_\_\_\_

**Peoria Police Department  
Secondhand Dealer License Application  
BUSINESS DESCRIPTION / NARRATIVE**

**DETAILED DESCRIPTION OF BUSINESS:**

[Empty box for detailed description of business]



SEC Lic #: \_\_\_\_\_

**Peoria Police Department  
Secondhand Dealer License Application  
APPLICANT BACKGROUND CHECKLIST**

Last Name	First Name	Middle Name			
Other names used					
Street Address					
City	State	Zip Code			
Home Phone	Cell Phone	Business Phone			
Social Security Number	Date of Birth	Place of Birth			
Race	Sex	Height	Weight	Hair	Eyes
Marks/Scars/Tattoos Description & Location					
<b>BACKGROUND RESULTS</b>					
<b>LERMS</b>					
Conducted By:					
<b>ACIC / NCIC FINGERPRINT SUBMISSION RESULTS</b>					
<b>DPS</b>					
Conducted By:					
<b>FBI</b>					
Conducted By:					

**APPROVED**

**DENIED**

**X** \_\_\_\_\_  
 Rob McDaniel, Deputy Director, Management Services Division  
 Peoria Police Department



### IDENTIFICATION VERIFICATION FORM THIRD PARTY FINGERPRINTING

Applicant must provide this form to the employee of the business or agency providing fingerprinting services. **This form must be completed by third-party agency employee capturing the prints and returned with the completed fingerprint card in a sealed brown kraft envelope provided by the applicant.** All fingerprint envelopes will be sealed with clear tape to prevent tampering. Third party fingerprint agency employees will put their initials and the date over the envelope seal so the ink is on on both the seal and envelope.

**Fingerprint submissions will be rejected if seal or envelope has been compromised or tampered with.**

Name of Applicant:				
Date of Fingerprinting:		Reason for Fingerprinting:		
Name of business/agency capturing fingerprints:				
Physical address of business/agency capturing fingerprints:				
Street Address	Suite	City	State	Zip Code
Printed name of employee capturing the fingerprints:				
Signature of employee capturing the fingerprints:				
X				
Name of employee's supervisor:				
Type of Photo ID Verified:				
Please select one of the following:				
<input type="checkbox"/> State issued driver's license				
<input type="checkbox"/> U.S. Passport of U.S. Passport card				
<input type="checkbox"/> Federal Government Personal Identity Verification Card (PIV)				
<input type="checkbox"/> Uniformed Services Identification Card				
<input type="checkbox"/> Department of Defense Common Access Card				
<input type="checkbox"/> Foreign Passport with Appropriate Immigration Document(s)				
<input type="checkbox"/> USCIS – Permanent Resident Card (I-551)				
<input type="checkbox"/> USCIS – Employment Authorization Card (I-766)				
<input type="checkbox"/> Federal, state, or local government agency ID card with photograph				
<input type="checkbox"/> U.S. Coast Guard Merchant Mariner Card				
<input type="checkbox"/> Canadian driver's license				
<b>Only a current valid form of any of the above listed documents may be accepted as identity verification of an applicant when being fingerprinted</b>				

