



## **Village of Round Lake Beach**

### **2021 Renewal Guide for Pawn Brokers & Secondhand Goods Dealers**

### **Application & Fee due April 30, 2021**

#### **Instructions for 2021 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](mailto:BUSINESSLICENSING@roundlakebeachil.gov)



**Village of Round Lake Beach**  
**2021 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

<b>OFFICE USE ONLY</b>
_____ 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](https://library.municode.com/il/round%20lake%20beach/codes/code%20of%20ordinances?nodeId=SUHITA_TIT3B_URE_CH10PABR)