



CITY OF BAY CITY, MICHIGAN
PAWNBROKER LICENSE APPLICATION

License Year \_\_\_\_\_

Applicant's Name \_\_\_\_\_ Birthdate \_\_\_\_\_

Home Address \_\_\_\_\_

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

Residence Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

List names and addresses of all persons having an interest in the business:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If application is for a Renewal License, have any alterations, changes, or deterioration taken place since the issuance of the former license? \_\_\_\_\_

If yes, please explain \_\_\_\_\_

Have you ever had a license refused or revoked for the same activity? \_\_\_\_\_

If yes, please explain \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor? \_\_\_\_\_

If yes, please explain \_\_\_\_\_

Signature

STATE OF MICHIGAN)
) SS.
COUNTY OF BAY )

\_\_\_\_\_, being duly sworn, deposes and says that the foregoing application is made in accordance with the provisions of Chapter 30 of the Code of Ordinances of the City of Bay City and that all statements made in this application are true.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\$3,000 Bond Required \_\_\_\_\_

License Fee (New or Renewal) \$125.00

Reports Required (New License)

Table with 2 columns: Report Category, Amount. Rows include Manager (\$1.00), Fire Dept. (1.00), Building Dept. (1.00), Planning Dept. (1.00), Police Dept. (15.00), State of MI (prints-Police Dept.) (30.00), and a total of \$49.00.

Notary Public, \_\_\_\_\_ County, Michigan
Acting in Bay County
My Commission expires: \_\_\_\_\_

LICENSE NO. \_\_\_\_\_
DATE ISSUED \_\_\_\_\_

## BAY CITY POLICE DEPARTMENT

501 Third St., Bay City, MI 48708  
(989) 892-8571

### FINGERPRINT INFORMATION

Pawnbroker/Secondhand & Junk Dealers/Fortunetelling/Amusement Place Licenses

It is the responsibility of this department to complete the following:

- Fingerprint and background check of all applicants.
- Complete required forms and processing of essential paperwork.

In view of the necessary work involved and the number of persons required to process your application, a fingerprinting fee of fifteen dollars (\$15.00) is required, as approved by the City Commission. (Cash, check, cashier's check, or money order) The fingerprints are processed through the Michigan State Police. A \$30.00 fee is required by the State of Michigan for each set of fingerprints in addition to the Bay City Police Department fees. (Check or money order made out to the 'State of Michigan'.)

✓ **The City of Bay City requires fingerprints of applicant(s). Please call the Bay City Police Department at (989) 892-8571, ext. 2337 or 2312 for an appointment to be fingerprinted.**

✓ **The results of the fingerprints will be mailed to your home address from the State of Michigan. It is your responsibility to bring (or mail) the results back to the Police Department for final processing.**

If you have further questions or concerns regarding the Bay City Police Department licensing requirements, please call (989) 895-0918.

**City of Bay City**  
**Authorization for Release of Records**

Having made application for a \_\_\_\_\_ License with the City of Bay City, Michigan and desiring that they be informed as to my criminal record or lack of criminal record, I hereby authorize the City of Bay City, Michigan, to investigate my history and to have access to any and all information which may relate to my criminal record or lack of criminal records.

I further authorize any person, or entity possessing such information, to furnish such information to the City of Bay City, Michigan.

I also release the City of Bay City, Michigan, and any person or entity providing such information to the City of Bay City, Michigan, from any liability, for damages of any kind, which may result from the release of such information to the City of Bay City, Michigan.

A copy of this authorization shall have the same force as the original.

(Please Print)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

DRIVER'S LICENSE: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE



## BUSINESS WATCH INTERNATIONAL

The Pawn Shop and Secondhand dealers' ordinance for the city of Bay City **may** require you to coordinate with Business Watch International (BWI) in order to electronically send transaction information to BWI for the Bay City Police Department.

Not all Secondhand dealers will be required to set up an account with BWI. If your business buys any of the following articles from customers then a BWI account is required:

Appliances, radios, stereos and speakers, televisions, video equipment, electronic/computer equipment and devices, computer gaming equipment, tools, musical instruments, sporting equipment, lawn and garden equipment, guns, jewelry and precious metals as required by Section 4 of the Secondhand Dealers Act.

If your business does not buy the above articles, then you are not required to have a BWI account. Secondhand merchandise that is brought into the business, e.g., merchandise purchased at an estate sale or garage sale does not need to be entered into Business Watch International.

If you have any questions regarding the ordinance, please contact Detective Brian Berthiaume Bay City Police at 989-894-0161.



# BUSINESS WATCH INTERNATIONAL

200 – 1445 Park Street  
Regina, Saskatchewan  
Canada S4N 4C5

Office Telephone:  
(306) 525-0294

Fax:  
(306) 543-5506

Toll Free:  
(877) 404-3368

US website:  
[www.bwiusa.com](http://www.bwiusa.com)

Canadian website:  
[www.businesswatch.ca](http://www.businesswatch.ca)

Pawn Shop and Second Hand Dealer in the City of Bay City, MI

Sir/Madam

Business Watch International (BWI) is an Internet software company that supplies Police Departments throughout Michigan with an automated pawn reporting service as is required by their ordinances. The city of Bay City, Michigan has an ordinance in place that requires your business to report transaction information to the police and they have contracted BWI to be their automated pawn/secondhand reporting service provider.

In an effort to facilitate the reporting of your transactional information, please read the following instructions:

The city of Bay City ordinance requires you to report your information to the police electronically. To do so will require a basic computer with Microsoft Internet Explorer 8.0 along with a high speed Internet connection. As the city of Bay City ordinance requires fingerprints you will also need a fingerprint scanner. Please contact the BWI help desk below to obtain the required information on the fingerprint scanner. BWI will assist you with obtaining the required fingerprint scanner at the lowest possible price.

Once you have your computer equipment, please contact the BWI help desk at 877 404 3368 ext. 1 or by e-mail at [helpdesk@bwiusa.com](mailto:helpdesk@bwiusa.com) . You will be assisted with configuring your equipment and trained on the use of the system software either by entering transaction information into the BWI Automated Pawn System through BWI Business software or by daily batch uploading your data from your existing POS system.

Thank you for your cooperation and please contact Business Watch as soon as possible.