



CITY OF BAY CITY, MICHIGAN

SECONDHAND AND JUNK DEALER LICENSE APPLICATION

License Year _____

Applicant's Name _____ Birthdate _____

Home Address _____

Business Name _____

Business Address _____

Residence Phone: _____ Business Phone: _____ Cell Phone: _____

e-mail address: _____

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 crime containing elements of theft, dishonesty, or false statements? _____

If yes, please explain _____

Signature

APPROVED: _____
CITY CLERK DATE

Reports Required (New License)	
Manager	\$ 1.00
Fire Dept.	1.00
Building Dept.	1.00
Planning Dept	1.00
Police Dept	115.00
State of MI (prints-Police Dept)	30.00
TOTAL	\$149.00

License Fee (New or Renewal)	\$25.00
Inspection Fee	1.00
TOTAL	\$ 26.00

LICENSE NO. _____
DATE ISSUED _____

BAY CITY DEPARTMENT OF PUBLIC SAFETY

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

FINGERPRINT INFORMATION

Pawnbroker/Secondhand & Junk Dealers/Fortunetelling/Amusement Place/Medical
Marijuana 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) and a background investigation fee of one hundred dollars (\$100) is required, as approved by the City Commission. (Cash, cashier's check, credit card, 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 Department of Public Safety 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 Department of Public Safety at (989) 895-0927 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 Department of Public Safety for final processing.**

If you have further questions or concerns regarding the Bay City Department of Public Safety 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 Department of Public Safety.

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 Ben Meyer at the Bay City Department of Public Safety 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

Canadian website:
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, extension 1 or via e-mail at 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.