



Professional Licensing
600 SOUTH BAY ROAD, SUITE 1
DOVER, DE 19901

STATE OF DELAWARE
DEPARTMENT OF SAFETY AND HOMELAND SECURITY
DIVISION OF STATE POLICE

PHONE: 302-739-5991
dsp-prolicense@delaware.gov
www.dsp.delaware.gov

Pawnbroker, Secondhand Dealer & Scrap Metal Processor (PBSS) License

___ **New Licensure & Leads ONLINE** fee \$280.00 (*Application \$50 & Leads ONLINE \$230*)

___ **Renewal Licensure & Leads ONLINE** fee \$280.00 (*Application \$50 & Leads ONLINE \$230*)

License Renewals will not be processed until a business is registered with Leads ONLINE

ALL LICENSES EXPIRE DECEMBER 31ST

Pawnbroker _____ Secondhand Dealer _____ Scrap Metal Processor _____

Business Name: _____

If Renewal – Current PBSS License #: _____

Physical Location (storefront) for which the license is being requested – **multiple locations require individual licenses**

City: _____ State: DE Zip Code: _____

County: _____ (New Castle / Kent / Sussex) Phone: _____

E-mail for physical address: _____

Name of contact person for physical address: _____

Mailing Address if different from physical address:

City: _____ State: _____ Zip Code: _____

Phone: _____

E-mail for mailing address: _____

Name of contact person for mailing address: _____

PBSS Delaware Office Applicant

**** Complete Information Mandatory ****

Last Name: _____ Suffix: _____

First Name: _____ Middle Name: _____

Alias or Maiden Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

E-Mail Address: _____

Cell/Daytime Phone: _____

Date of Birth: _____ Race: _____ Sex: _____ Height: _____ Weight: _____

Eyes: _____ Hair: _____ Social Security#: _____

Driver License Number: _____ State: _____

Have you ever been convicted of a crime as an adult or juvenile? [] Yes [] No

If yes, please list the charge, date of arrest, court and disposition. Failure to list an arrest could result in your application being rejected or your license being revoked.

By signing this application I agree that I have reviewed and will comply with Title 24 Chapter 23 Pawnbrokers, Secondhand Dealers & Scrap Metal Processors and the Rules & Regulations. I further understand the licensed PBSS must be registered with Leads ONLINE - <https://www.leadsonline.com/main/index.php>

Signature: _____

Job Title/Position: _____

Date: _____

Partner/Corporate Officer

**** Complete Information Mandatory ****

Last Name: _____ Suffix: _____

First Name: _____ Middle Name: _____

Alias or Maiden Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

E-Mail Address: _____

Cell/Daytime Phone: _____

Date of Birth: _____ Race: _____ Sex: _____ Height: _____ Weight: _____

Eyes: _____ Hair: _____ Social Security# _____

Have you ever been convicted of a crime as an adult or juvenile? [] Yes [] No

If yes, please list the charge, date of arrest, court and disposition. Failure to list an arrest could result in your application being rejected or your license being revoked.

By signing this application I agree that I have reviewed and will comply with Title 24 Chapter 23 Pawnbrokers, Secondhand Dealers & Scrap Metal Processors and the Rules & Regulations. I further understand the licensed PBSS must be registered with Leads ONLINE - <https://www.leadsonline.com/main/index.php> - **License Renewals will not be processed until Professional Licensing confirms a business is registered with Leads ONLINE. New Renewals are required to register upon receipt of their License.**

Signature: _____

Corporate Title/Position: _____

Date: _____

PBSS Fee Payment

Fee Payment Option #1

_____ Enclose a company check, certified check, or money order made payable to Delaware State Police.

Fee Payment Option #2

_____ Credit Card - VISA, MasterCard, Discover or Debit Card with Visa or MasterCard logo

Authorized Name of Card: _____

Type of Card: _____

Card #: _____

Card Expiration Date: _____

By my signature below I acknowledge being the authorized user of the card and understand the Delaware State Police will charge this card \$280.00 for a PBSS License.

Printed Name	Signature	Date Signed

Reminder

- **Include a copy of the company’s valid State of Delaware – Division of Revenue Business License - <https://revenue.delaware.gov/business-license-search/>**
- **Pawnbroker Agencies must maintain and submit a current copy of a \$50,000 fire Insurance Policy. Please include a copy of the updated/valid Insurance Certificate**
- **Renewal Licenses – Must be registered with Leads ONLINE**
- **New Licenses – Must Register with Leads ONLINE upon receipt of License**