



30 South Meridian Street, Suite 300  
Indianapolis, Indiana 46204-2759  
Telephone: (317) 232-3955  
FAX: (317) 232-7655  
WEB SITE <http://www.in.gov/dfi>

## TO PAWNBROKING LICENSEE:

Enclosed is an application for a branch change (a move outside of the existing county) or additional branch locations under your Pawnbroking License. The original copy of the application, with the application fee of \$500.00 for each new location, must be returned to the Indiana Department of Financial Institutions (DFI). An application must be completed on each branch change or additional branch location.

**FINANCIAL REQUIREMENTS:** Pawnbrokers must have \$75,000 in net worth per location and \$50,000 in liquid assets. You must provide updated financial statements if your most recent reviewed or audited financial statements, prepared by an independent CPA, on file with the DFI do not reflect sufficient net worth. Contact the DFI with questions.

**BOND:** Pawnbrokers must maintain a surety bond payable to the DFI in the amount of \$50,000 per location, up to a maximum of \$200,000. Provide an updated bond if your current bond is insufficient to cover the additional location.

**CRIMINAL BACKGROUND CHECK:** Unless completed within the last twelve (12) months, a nationwide criminal background check based on fingerprints must be completed for each owner (sole proprietorship), partner (partnership), or officer (corporation) as well as the managers for Indiana locations. The DFI uses MorphoTrust USA to take and/or process fingerprint cards for the background checks. The procedures will differ depending on whether you are located in Indiana or in other parts of the country. Please visit our website, <https://www.in.gov/dfi/2786.htm>, for information on background checks, a copy of the FBI privacy policy, and the fingerprinting instructions. **DO NOT send fingerprint cards to the DFI as this will only delay your license application.** Each applicant must include a list of all personnel to be fingerprinted for background checks.

**EXPERIENCE:** Applicant must show a minimum of two (2) years finance related experience for anyone who will manage an Indiana location.

**OTHER INFORMATION:** The city police and the county sheriff in the community of the proposed location must be notified of the licensee's intention to establish a pawnbroking business in that community. The applicant must also inform the DFI of the name, address, and telephone number of each official that was contacted.

If you have any further questions, please contact this office.

CONSUMER CREDIT DIVISION  
[dfilicensing@dfi.in.gov](mailto:dfilicensing@dfi.in.gov)  
317-453-2539



**APPLICATION FOR PAWNBROKING  
BRANCH LOCATION**

State Form 50290 (R3 / 5-19)

**State of Indiana  
DEPARTMENT OF FINANCIAL INSTITUTIONS**  
30 South Meridian Street, Suite 300  
Indianapolis, Indiana 46204

**ATTACH LICENSE APPLICATION FEE CHECK HERE.**

DFI OFFICE USE ONLY	
DATE REC.	_____
LIC ID # _____	DFI ID # _____
License # _____	CHECK # _____
Transaction # _____	_____

**PAWNBROKING LICENSE INFORMATION**

Name of pawnbroking business		License identification number	
Doing Business As (DBA)			
Address (number and street)			
City, State, ZIP code			
Contact person	Telephone number (     )	Fax number (     )	

**NEW LOCATION INFORMATION**

Address (number and street)		
City, State, ZIP code	Telephone number (     )	Fax number (     )

**ACKNOWLEDGMENT**

The applicant executed this application on \_\_\_\_\_ and acknowledges that all statements made herein and supporting schedules, to the best of my/our knowledge and belief, are true and is a true and complete statement in accordance with the law.

**IF A CORPORATION, PRESIDENT AND ONE OFFICER MUST SIGN; IF LLC, MEMBERS MUST SIGN; IF A PARTNERSHIP, ALL PARTNERS MUST SIGN; IF SOLE PROPRIETORSHIP, OWNER MUST SIGN. ATTACH AN ADDITIONAL SHEET IF NECESSARY.**

By:

Title	E-mail address
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By:

Title	E-mail address
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By:

Title	E-mail address
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**BE SURE TO COMPLETE PAGE 3.**

**GENERAL QUESTIONS AND ADDITIONAL INFORMATION REQUESTED**

1. Do you intend to engage in any other business in addition to pawnbroking business at this new location?  
 Yes  No

If yes, describe type of business:

2. Number of Pawnbroking locations now operating under your pawnbroking license.

Attach your CPA prepared reviewed or audited financial statements indicating at least \$75,000 net worth for each location operating a pawnbroking business and liquid assets of at least \$50,000.

Provide a surety bond payable to the DFI in the amount of \$50,000 per location, up to a maximum of \$200,000. Provide an updated bond if your current bond is insufficient to cover the additional location.

The city police and the county sheriff in the community of the proposed location must be notified of the applicant's intention to establish a pawnbroking business in that community. In the space below, list the name, address, and telephone number of each official that was contacted.

Name

Address (*number and street*)

City, State, ZIP code

Telephone number  
(     )

Fax number  
(     )

Name

Address (*number and street*)

City, State, ZIP code

Telephone number  
(     )

Fax number  
(     )

**PAWNBROKER BRANCH APPLICATION CHECKLIST**

<b>CHECK HERE</b>	<b>THE FOLLOWING MUST BE ATTACHED TO THE APPLICATION</b>
<input type="checkbox"/>	\$500 per location Pawnbroker Branch Application Fee.
<input type="checkbox"/>	CPA prepared reviewed or audited financial statements with \$75,000 <b>net worth per location</b> and \$50,000 in liquid assets, if not currently filed with the DFI.
<input type="checkbox"/>	Bond: payable to the DFI in the amount of \$50,000 per location up to a maximum of \$200,000.
<input type="checkbox"/>	General Questions and Additional Information Requested completed on Page 3.
<input type="checkbox"/>	Current resume for each new manager. Resume should reflect two (2) years of pawnbroking experience.
<input type="checkbox"/>	Unless completed within the last twelve (12) months, a criminal background check, based on fingerprints, from FBI or State Police from state of residence for each principal (officer / member / partners / owner / Indiana manager). For information on the background check process, please visit our website at <a href="https://www.in.gov/dfi/2786.htm">https://www.in.gov/dfi/2786.htm</a> .
<input type="checkbox"/>	<b>ATTACH EVIDENCE OF PROPERTY AND CASUALTY INSURANCE:</b> Evidence of property and casualty insurance coverage for pawned items in an amount of at least \$25,000, or two (2) times the amount of the total loans outstanding, whichever is greater. For a multi-branch licensee, the amount of coverage must be at least two (2) times the amount outstanding in the branch location with the highest amount outstanding as of when the policy was purchased. The coverage must be updated at least annually.

*Check each item required to accompany the application to make sure your application is complete.*