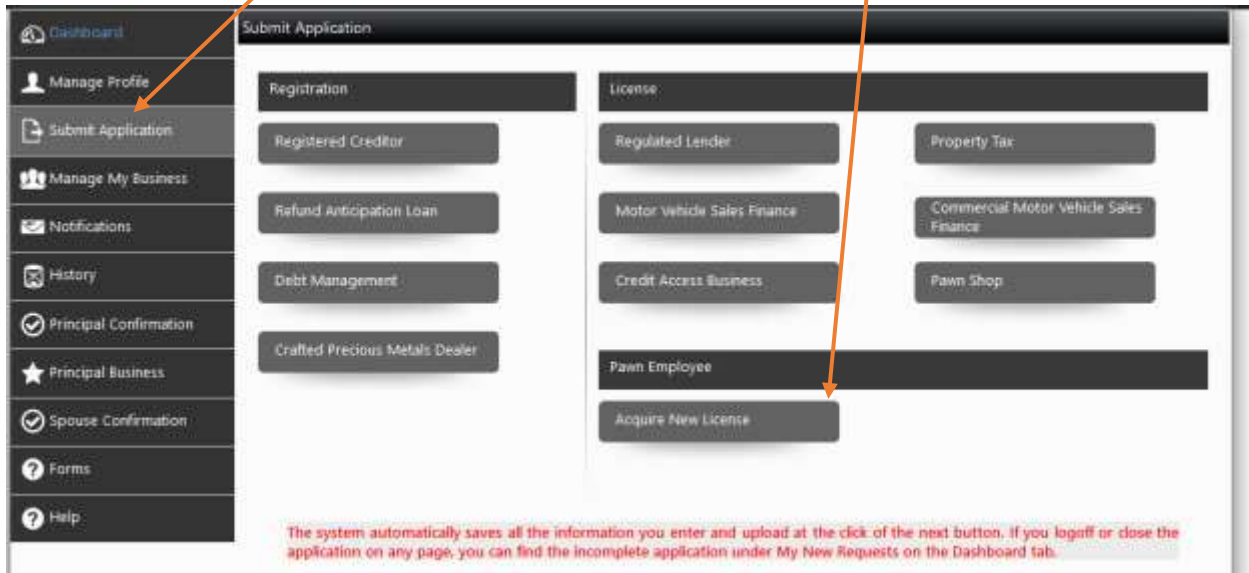


Applying for a Pawn Employee License

After you have created your account:

1. Log into your account
2. Click on “Submit Application” and then click on “Acquire New License”



3. Complete the personal details as seen below and click next.

Application Received Date

Application Received Date * 06/06/2019

Pawn Employee

User Information

Prefix * Mr

First Name * John

Middle Name

Last Name * Doe

Suffix --Select-

Date Of Birth * 01/01/1900 (MM/DD/YYYY)

AliasName

SSN * ●●● - ●● - 5555

Confirm SSN * ●●● - ●● - 5555

Select Type/ID * Driver's License

ID Number * 55555555555555555555

Issuing State * TX

Place Of Birth OPTIONAL

Email * occcmall@occcmail.net

Phone Number * 555-555-5555

Citizenship OPTIONAL

Pawnshop Information

On what date did you start to work as a Pawn Broker for this employer? * 06/06/2019 (MM/DD/YYYY)

Employer Master File Number 771

Telephone Number 111-111-1111

Fax 222-222-2222

Next Cancel

4. Click Add new record and enter your residential history dating back 5 years beginning with today and leaving no gaps. Include time periods unemployed, enrolled as a student etc. **CLICK INSERT** when you complete the entry. If you do not click INSERT, it will not save your entered data.

DO NOT CLICK NEXT FROM THIS SCREEN.

If you need to add more addresses to complete 5 years of data, click Add new record again.

Residential Details

Add new record

From Date	To Date	City	County	State	Zip	
	From Date *	03/06/2017			(MM/DD/YYYY)	
	Address Line 1 *	123 ABC LANE				Is current Address? <input checked="" type="checkbox"/>
	Address Line 2					
	Zip *	78705				
		Only enter the first 5 digits of the zip code				
	City *	AUSTIN				
	State *	TX				
	County*	TRAVIS				Update Cancel
	Country *	US				

1

Displaying items 1 - 1 of 1

Next Cancel

Residential Details

Add new record

From Date	To Date	City	County	State	Zip	
03/06/2017		AUSTIN	TRAVIS	TX	78705	Edit Delete

From Date * (MM/DD/YYYY)

To Date * (MM/DD/YYYY)

ToDate Cannot be less than FromDate

Address Line 1 * Is current Address?

Address Line 2

Zip * Only enter the first 5 digits of the zip code

City *

State *

County * **Insert** **Cancel**

Country *

1 Displaying items 1 - 1 of 1

Next **Cancel**

Completed entered data should display as it does below. Click next when all history has been entered.

Residential Details

Add new record

From Date	To Date	City	County	State	Zip	
03/06/2017		AUSTIN	TRAVIS	TX	78705	Edit Delete
06/06/2014	03/05/2017	AUSTIN	TRAVIS	TX	78705	Edit Delete

1 Displaying items 1 - 2 of 2

Next **Cancel**

5. Click Add new record to begin adding your employment history dating back 5 years beginning with today and leaving no gaps.

Employment Details

ADD RECORDS UNTIL THERE IS A FIVE YEAR HISTORY WITH NO GAPS IN TIME. INCLUDE TIME SPENT UNEMPLOYED, AS A STUDENT, ETC.

Add new record

Employer Master File Number	Is Pawn Shop	Is Current Employee	From Date	To Date
			06/06/2019 <input type="text"/> (MM/DD/YYYY)	
From Date *				
Address Line 1 *		Is current Employee? <input checked="" type="checkbox"/>		
Address Line 2				
Zip *			78705	
			Only enter the first 5 digits of the zip code	
City *			AUSTIN <input type="text"/>	
State *			TX <input type="text"/>	
County *			TRAVIS <input type="text"/>	
Country *			US <input type="text"/>	
Phone Number *			555-555-5555	
Job Title			PAWN BROKER	
Duties				

Remaining Characters 300

Insert Cancel

Displaying items 0 - 0 of 0

Next Cancel

Employment Details

ADD RECORDS UNTIL THERE IS A FIVE YEAR HISTORY WITH NO GAPS IN TIME. INCLUDE TIME SPENT UNEMPLOYED, AS A STUDENT, ETC.

Add new record

Employer Master File Number	Is Pawn Shop	Is Current Employee	From Date	To Date	
	false	true	06/06/2019		Edit Delete

From Date * 06/06/2014 (MM/DD/YYYY)

To Date * 06/05/2019 (MM/DD/YYYY)

Address Line 1 * LMNO LANE Is current Employee?

Address Line 2

Zip * 78705
Only enter the first 5 digits of the zip code

City * AUSTIN

State * TX

County * TRAVIS

Country * US

Phone Number * 333-333-3333

Job Title CLERK

Duties

Remaining Characters 300

Is Pawn Shop?

Update **Cancel**

Displaying items 1 - 2 of 2

When complete, the employment history should be similar to the one below. Click next only when you are done entering all required history.

Employment Details

ADD RECORDS UNTIL THERE IS A FIVE YEAR HISTORY WITH NO GAPS IN TIME. INCLUDE TIME SPENT UNEMPLOYED, AS A STUDENT, ETC.

Add new record

Employer Master File Number	Is Pawn Shop	Is Current Employee	From Date	To Date	
	false	true	06/06/2019		Edit Delete
	false	false	06/06/2014	06/05/2019	Edit Delete

Displaying items 1 - 2 of 2

Next **Cancel**

6. Answer the questionnaire in the following page truthfully. You must be familiar with the statutes and regulations pertaining to this license and answer YES to question number in order to be approved. If you answer yes to questions 2-9 you may be required to upload additional documents under each item. Click next to continue.

Pawn Employee Questionnaire		* Mandatory Fields	
<p>Every person employed in a pawnshop who is involved in making pawn loans, buying and/or selling merchandise, or the supervising of employees writing pawn transactions, or buying and/or selling merchandise must file an employee license application within seventy-five (75) days of being employed except an individual who has an ownership interest in the pawnshop license and is named on the application for that license as filed with the commissioner.</p> <p style="text-align: center;">FALSE OR MATERIALLY INCOMPLETE ANSWERS ARE GROUNDS FOR DENIAL.</p>			
	Yes	No	
1 (a) Are you familiar with the Texas Pawnshop Act and all rules promulgated thereunder? *	<input checked="" type="radio"/>	<input type="radio"/>	
(b) Have you previously held a Texas Pawnshop Employee License. If "yes", enter number if known, type "unknown" in text box if unknown *	<input type="radio"/>	<input checked="" type="radio"/>	
<p>If you answer "Yes" to any of the below questions, you MUST attach a full statement of the facts which may require that "Yes" answer. Attach copies of any records you have showing the disposition of any arrests.</p>			
2. Have you ever been an owner, partner, officer, director, stockholder or employee of any Pawnshop, loan, discount or finance business or of the parent, subsidiary or affiliate of such business: *			
A. Any other than listed in work history? *	<input type="radio"/>	<input checked="" type="radio"/>	
B. Or any other organization which was refused a license, withdrew application to avoid refusal, had its license or permit suspended, canceled or revoked by any authority? *	<input type="radio"/>	<input checked="" type="radio"/>	
C. Or any other Organization which was the subject of bankruptcy, insolvency or receivership? *	<input type="radio"/>	<input checked="" type="radio"/>	
3. The next three (3) questions seek information related to both misdemeanors and felonies. If you answer "Yes" to any of the below, you MUST provide a statement of facts regarding the incident -- even if a lawyer, judge, or other person told you that there would be no record of your arrest -- unless you have a legal document on which a judge ordered information about you to be removed from police and court files (expungement).			
A. Have you ever been arrested? If you were arrested but not convicted, answer "yes". *	<input type="radio"/>	<input checked="" type="radio"/>	
B. Have you ever been charged, indicated or convicted regarding a violation of any law? Disclose both misdemeanors and felonies. *	<input type="radio"/>	<input checked="" type="radio"/>	
C. Do you have any outstanding warrants for your arrest? *	<input type="radio"/>	<input checked="" type="radio"/>	
4. Have you ever been a defendant in a civil court action or administrative proceeding other than divorce, condemnation or personal injury? *	<input type="radio"/>	<input checked="" type="radio"/>	
5. Have you ever had an application for any type of professional license denied or disapproved or any such license suspended, canceled, or revoked (to include pawnshop employee and similar licenses)? *	<input type="radio"/>	<input checked="" type="radio"/>	
6. Are you now or have you ever been held liable for fraud in any civil suit or found guilty of fraud in any criminal or administrative proceeding? *	<input type="radio"/>	<input checked="" type="radio"/>	
7. If you served in the U.S. Armed Forces, were you separated under anything other than an honorable discharge? If you have not served in the U.S. Armed Forces, select no. *	<input type="radio"/>	<input checked="" type="radio"/>	
8. Has a bonding company at any time been required to indemnify an employer of yours as a result of any action or inaction on your part, or have you ever been denied the privilege of being bonded? *	<input type="radio"/>	<input checked="" type="radio"/>	
9. If married, has your spouse ever been an owner, partner, officer, director, stakeholder or employee of any pawnshop, loan, discount or finance business or the parent, subsidiary or affiliate of such business? *	<input type="radio"/>	<input checked="" type="radio"/>	
<input type="button" value="Next"/>		<input type="button" value="Cancel"/>	

7. Select who will be paying for the application. IF YOUR EMPLOYER WILL BE PAYING, THE APPLICATION WILL GO TO THEIR BUSINESS/CORPORATE ACCOUNT FOR PAYMENT. There will be no trace of your application in your dashboard until your employer pays for your application. This means that you will not see your application anywhere in your account until your employer pays for the application.

Pawn Employee Payable Confirmation * Mandatory Fields

Select Payable By * : Self Payment Payment By Employer

By Clicking Next below:

1. I affirm that all answers are in the license application and all supporting documents are true, correct, and complete, and are made for the purpose of securing the license;
2. I understand that providing false or materially incomplete answers is grounds for denial of my license application or revocation of my license;
3. I affirm that I am of good moral character, good business repute, and possess the character and general fitness necessary to warrant belief that I will operate the business lawfully and fairly within the provisions of the Texas Finance Code; and
4. I consent to the OCCC's disclosure of my criminal history record information to my employer and in any legal action concerning my license.

The OCCC will not receive your application until your employer pays for it if selected Payment By Employer.