



TEXAS OFFICE OF CONSUMER  
CREDIT COMMISSIONER

2601 N Lamar Blvd  
Austin, TX 78705  
Phone: 512.936.7600  
Fax: 512.936.7610  
licensing@occc.texas.gov

# Application for Relocation or Change to a Pawnshop License

*For use in counties with a population of 250,000 or greater.*

**THIS FORM IS REQUIRED IF YOU ARE:**

MOVING YOUR ACTIVE LICENSE TO A NEW ADDRESS AT WHICH A PAWNSHOP WILL BE OPERATED, OR  
PLANNING TO ACTIVATE AN INACTIVE LICENSE.

**If you are moving an inactive license to a different address at which it will remain inactive, or if you are inactivating an active license in a county with a population of less than 250,000, do not use this form; complete and submit form PWN11.**

Review Texas Pawnshop Act, §371.071 and administrative rules within 7 TAC §85.203 for relocation restrictions. A license cannot be inactivated until all outstanding loans are closed.

*THIS APPLICATION MUST BE FILED AT LEAST 30 DAYS PRIOR TO THE ANTICIPATED DATE OF CHANGE OR RELOCATION*

Amendment or Change (select at least one option)

Proposed Date of Change \_\_\_\_\_

Relocation  d/b/a Change

Date pawnshop began operations at  
current location \_\_\_\_\_

Activation of License  Other

Inactivation of License \_\_\_\_\_

Licensee Name \_\_\_\_\_

License Number \_\_\_\_\_

Operating Name (d/b/a) \_\_\_\_\_

New Phone Number \_\_\_\_\_

Location Address \_\_\_\_\_

Mailing Address  
If Different \_\_\_\_\_

City

State

Zip Code

County

City

State

Zip Code

Contact Person: \_\_\_\_\_

Straight-line distance from the proposed location to  
the nearest operating pawnshop (Be Exact) \_\_\_\_\_

Email Address \_\_\_\_\_

Straight-line distance from current address to  
proposed location. (Be Exact) \_\_\_\_\_

Phone Number \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Title \_\_\_\_\_

**FOR OFFICE USE ONLY**

License Number: \_\_\_\_\_

Date Database Amended \_\_\_\_\_ Amt Remitted \_\_\_\_\_

Amended By \_\_\_\_\_ Date Remitted \_\_\_\_\_

Date License Mailed \_\_\_\_\_ Agency Object \_\_\_\_\_

Comments: \_\_\_\_\_

**CHANGE AND RELOCATION FILING  
REQUIREMENTS (e.g. supporting documentaton  
and fees) ARE PROVIDED ON PAGE 2 OF THIS  
FORM.**

**A RELOCATION MAY NOT OCCUR  
WITHOUT THE COMMISSIONER'S  
APPROVAL**

The Office of Consumer Credit Commissioner obtains information from this form and certain third-party sources. With few exceptions, you may review and correct the information we collect. To find out more about the information we collect or to make an open records request, contact our Public Information Officer at 512-936-7639 or public.information@occc.state.tx.us.



**OCCC**

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Credit Commissioner

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## Filing Requirements for Application of Change or Relocation

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The following items **must** be submitted or already be on file with the OCCC for the application to be accepted. The below items are required so that the agency may initiate the process of completing its statutory duty to verify the location complies with restrictions contained within the *Texas Pawnshop Act*, to provide notice to existing licensees, and to initiate an investigation of the eligibility requirements of the applicant.

**If any of the applicable items listed below are not submitted, the application will not be accepted and will be returned.**  
The agency may request additional information, as appropriate, to process the change or relocation request.

### Supporting Documentation for Application for **Relocation or Activation of Inactive License**

- Map that includes name and address of each pawnshop within three miles of proposed location (7 TAC 85.203(a)(3)(A) ).
- Evidence of ownership or copy of executed lease for the property where pawnshop is to be located.
- Evidence of compliance with local zoning ordinances or certificate of occupancy.
- Copy of Notice to Customers: Written notice of relocation provided to each pledgor (7 TAC 85.203(e) ).
- Assumed Name Certificate with proof of filing. (7 TAC 85.202(a)(F) ).
- Proof of general liability and fire insurance
- Current License

### Additional Supporting Documentation for Application for **Activation of Inactive License**

- Financial Statement (ADM17) and Schedules 1 - 6 (ADM 18 and 19)

### Payment of Fees

- \$250** for relocation or activation of license is in one of the below counties:
 

Bell	Bexar	Brazoria
Cameron	Collin	Dallas
Denton	El Paso	Fort Bend
Galveston	Harris	Hidalgo
Lubbock	Montgomery	Nueces
Tarrant	Travis	Williamson
- \$25** for inactivation of license or d/b/a name change
- \$25** for activation of license or d/b/a name change

### The following items must be filed within 30 days of the date of acceptance to complete the application:

- Payment of Notification Fee

*The amount of the notification fee will be determined once the application is filed with and accepted by the OCCC.  
A fee of \$1.00 for each notice of application that is required to be mailed will be assessed for each application for relocation or activation of license.*

#### FOR OFFICE USE ONLY

_____ Approving Signature	Date Approved _____  Date Issued _____
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