



PawnShop Transfer of License Checklist

Required for all applicants:

1. Statement of Experience ([Form](#))
2. Financial Statement ([Form](#))
3. Supporting financial information (Form [AMD 18](#) & [ADM 19](#))
4. Bank Confirmation ([Form](#))
5. License application fee
6. Statutory agent – A Texas resident and an address different from the proposed business location
7. Statement of Record – An address of where the business records will be stored
8. [Principal Party Information](#)
 - a. Personal Affidavit
 - b. Personal Employment History (10 years of **consecutive data** prior to the application submission date)
 - c. Personal Questionnaire
9. Map – Displaying proposed pawnshop location and existing pawnshops within a 3 mile radius
10. Lease or proof of ownership of the property
11. Proof of general liability and fire insurance
12. Certificate of occupancy (zoning)
13. Document evidencing transfer such as but not limited to a bill of sale/asset purchase agreement.
14. [Permission To Operate](#)
15. Fingerprints (Receipt received at the IDENTOGO office) Your reviewer will send you instructions to schedule & complete your fingerprints.

Items 5-8 are processed/entered in ALECS

This is a general checklist. For more detail, review [Texas Administrative Code §85](#), the authority over application requirements.

*** As of 01/2020 Pawn Shop licenses are renewed in June annually regardless of when the license was acquired.*

Additional Requirements For LLC's Corporations, LTD's:

- [Articles of Incorporation from the Texas Secretary of State](#) - (Certificate of Formation, Application for Registration, Certificate of Authority. A Certificate of Filing will not meet this requirement.
- Certificate of Good Standing - (Now known as a [Franchise Tax Account Status](#) from the Texas Comptroller's Office) Upload a screenshot of the results with an "As of" date of no more than 3 months prior to the application submission date and an "Active" status.
- If a parent company holds part or whole ownership of the applying entity, upload a statement or diagram describing each level of ownership/management of the parent company(ies) up to a natural person (not another entity)

Additional requirements for:

Trusts:

- The instrument that created the Trust & Trust Agreement

General Partnerships:

- Partnership Agreement, signed & dated by all partners

Estates:

- The instrument that established the Estate

DBA/Assumed Names

If you will be using/operating under a DBA, you must provide the proof* of filing.

Sole Proprietors & General Partnerships:

Assumed Name Certificate from the County Clerk

All others: Assumed Name Certificate from the Texas Secretary of State

**Proof will be uploaded in ALECS during the application process.*