

ALECS

How to Apply For a Pawn Employee License

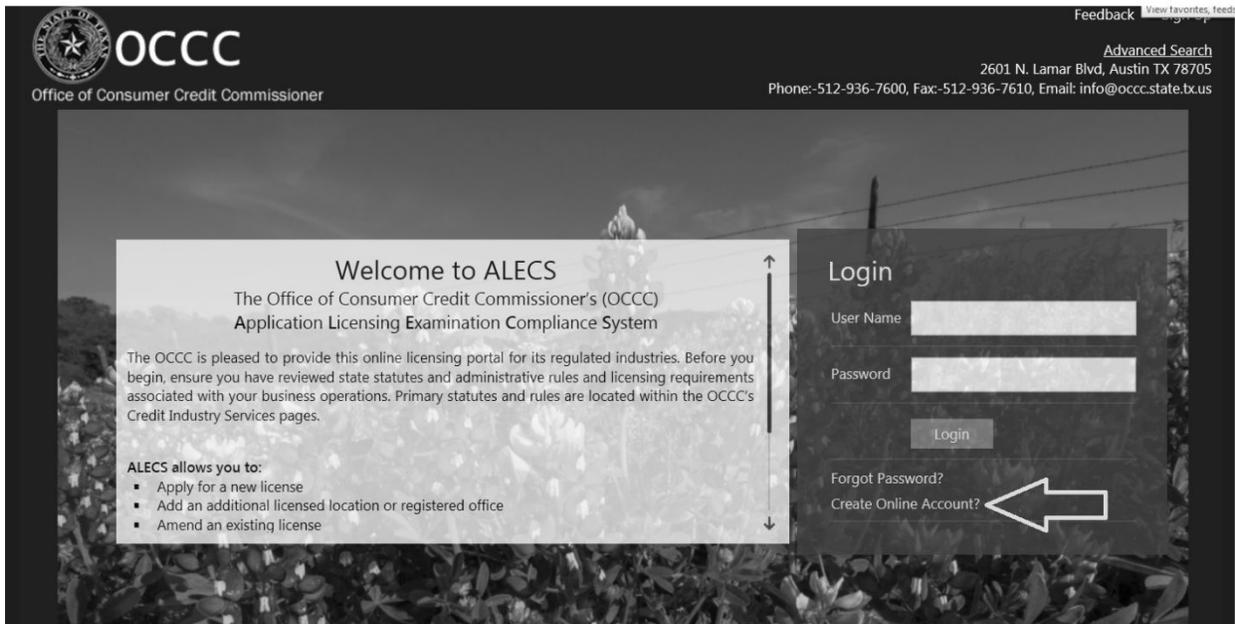
Begin at www.occc.state.tx.us Review applicable laws under red button labeled “Legal/ Statutes & Rules”

When finished with review, from the home screen, follow the ALECS link:

<https://alecs.occc.texas.gov/>

- 1-Create online account
- 2-Check your email and activate account
- 3- Verify you don't have a license
- 4-Select “acquire new license”
- 5-Enter basic information
- 6-Enter 5 year residence history
- 7-Enter 5 year occupation history
- 8-Answer Questionnaire
- 9-Upload documents as needed
- 10-Select appropriate choice (self pay or payment by employer)
- 11-Pay
- 12- Check notifications for fingerprint form

1. Create online account by following link as shown. <https://alecs.occc.texas.gov/>



Enter appropriate information. It is your responsibility to record or remember this.

Click on submit

Sign up - OCCC Account

doesn't apply to pawn employees: * Mandatory Fields
The following information will be used to create a user account for the business. Only one user name can be created per business and once the account is created, you will not be able to change the user name.

Pawn employees- The following will be for your individual account. Once the account is created, you will not be able to change the user name.

User Name *	<input type="text"/>	An email will be sent after set up for activating account. CHECK SPAM
Email Address *	<input type="text"/>	
Confirm Email *	<input type="text"/>	
Password *	<input type="password"/>	
Confirm Password *	<input type="password"/>	

Security Questions *

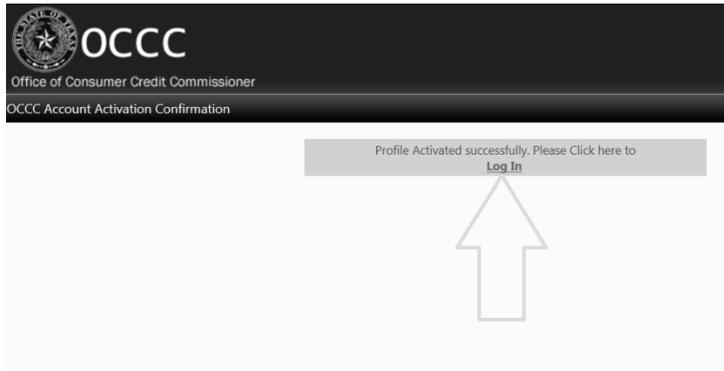
-----Select-----	<input type="checkbox"/>
<input type="text"/>	
-----Select-----	<input type="checkbox"/>
<input type="text"/>	
-----Select-----	<input type="checkbox"/>
<input type="text"/>	

2. Check your email and activate account

NOTE: The email is probably in spam/trash/junk.

It will be sent by: admin.alects@occc.texas.gov

Check your spam and refresh before clicking send again. Log in.



3. Verify you don't have a license

- Select "pawn employee", enter your social security number, click "Search".
- If your social is not found, then click "skip".
- If your social security number is found, select it to link, verify in your dashboard that link business request shows as "received", and allow 3 business days before continuing to step 4

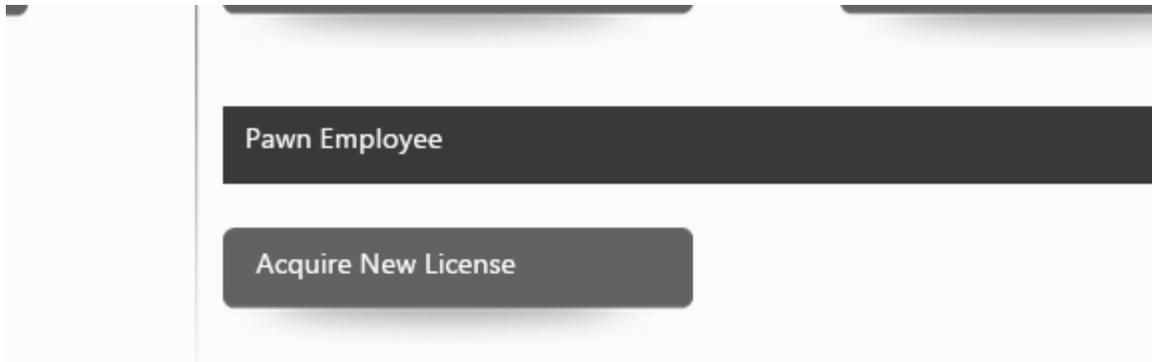
It appears that this is your first time logging on.

Are you here for?

- | | |
|---------------------------------------------|------------------------------------------|
| <input type="radio"/> Pawn Employee License | <input type="radio"/> Corporation/S-Corp |
| Principal Party Confirmation | Limited Liability Company(LLC) |
| Solo Proprietorship | Limited Partnership |
| | Trust |
| | Other business structure |

Search

4-Select "acquire new license" under pawn employee heading:



5. Enter basic information and click next.

User Information

Prefix *

First Name *

Middle Name

Last Name *

Suffix

Date Of Birth *  (MM/DD/YYYY)

AliasName

SSN * - -

Confirm SSN * - -

Select Type/ID *

Driver License ID/State ID *

Issuing State *

Address Information

Place Of Birth * 

Email *

Phone Number *

Address Line 1 *

Address Line 2

Zip *

City *

State *

Country *

Citizenship *

Pawnshop Information

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

Employer Master File Number

Telephone Number

Fax

Employer Master file number is the number before the dash on your shop license issued by OCCC. It is where customers can see it. If you need help, open the blue link in a new tab, or ask a manager what the business master file is.

6. Enter 5 year residence history without gaps.

Click on “Add new record”

Enter five years without any gaps.

After each entry, click on “Insert”, until you have gone back five full years. Only then, click “next”. If you click on “Next” before complete, go to the dashboard tab, click on the application line under “My new requests”, and click next until back to residential details.

The screenshot shows a web application interface for 'Residential Details'. On the left is a dark sidebar with navigation options: Dashboard, Manage Profile, Submit Application, Manage My Business, Notifications, History, Principal Confirmation, Principal Business, and Spouse Confirmation. The main content area has a table with columns: From Date, To Date, City, County, State, Zip, Edit, and Delete. The first row contains the values: 02/25/2014, 02/25/2014, AUSTIN, TRAVIS, TX, 78705. Below the table is a form with fields for From Date *, To Date *, Address Line 1 *, Address Line 2, Zip *, City *, State *, and Country *. Annotations include: '1.' with an arrow pointing to the 'Add new record' button; '2.' with a bracket pointing to the form fields; and '3.' with an arrow pointing to the 'Insert' button.

From Date	To Date	City	County	State	Zip	Edit	Delete
02/25/2014	02/25/2014	AUSTIN	TRAVIS	TX	78705		

From Date * (MM/DD/YYYY)
To Date * (MM/DD/YYYY)
Address Line 1 *
Address Line 2
Zip *
City *
State *
Country *

Insert Cancel

3. ↑

7. Enter 5 year occupation history without gaps.

Click on “New Record”

Enter five years without any gaps. If not employed, list what you were occupied doing (examples: unemployed or student).

After each entry, click on “Insert”, until you have gone back five full years. Only then, click “next”. If you click on “Next” before complete, go to the dashboard tab, click on the application line under “My new requests”, and click next until back to employment details.

Employment Details

RECORD OF BUSINESS ASSOCIATION, OCCUPATION AND EMPLOYMENT FOR PREVIOUS FIVE YEARS - PROVIDE CONTINUOUS DATES; begin with present pawnshop employment. FIVE YEARS of EMPLOYMENT and RESIDENSE history is mandatory.

Add new record

From Date	To Date	City	County	State	Zip	
From Date *	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	(MM/DD/YYYY)
To Date *	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	(MM/DD/YYYY)
Address Line 1 *	<input type="text"/>					
Address Line 2	<input type="text"/>					
Zip *	<input type="text"/>					
City *	<input type="text"/>					▼
State *	<input type="text"/>					▼
Country *	<input type="text"/>					▼
Phone Number *	<input type="text"/>					

8. Answer Questionnaire

If you answer “No” to “Are you familiar with the Texas Pawnshop Act and all rules promulgated thereunder?” you will not be able to be licensed.

If previously licensed, and you don’t remember your license number, enter “I don’t know” In space provided.

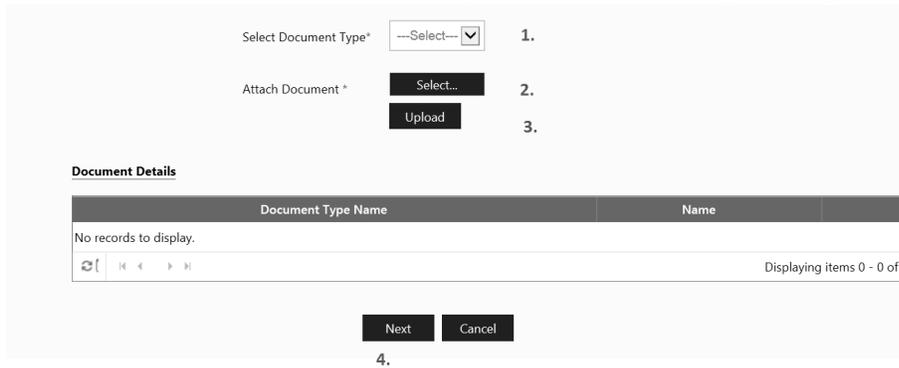
If you answer “Yes” to any other question, you will be required to upload a document explaining. This can be as simple as a word document that says “#6- I have credit card debt.” Or “#12-My maiden name was Rodriguez.”

IMPORTANT-If you say you were never arrested, please be sure that is true. Lying on your application may be considered grounds for denial.

Commonly unknown:

- Misdemeanors are arrests. ” Misdemeanor” is a level of arrest. It doesn’t mean an arrest didn’t happen. (this can include: Assault, Domestic Violence, Theft, DWI, Possession of Marijuana, and many other charges)
- Arrests don’t expire. If you were arrested 30 years ago, you were arrested.
- If you were arrested with a different name, you were still arrested. The check will be with your fingerprints.
- Out of state arrests are arrests. The check will be nationwide.
- Not being convicted doesn’t mean you weren’t arrested. There is a separate question for convictions.
- Your record wasn’t expunged if a judge didn’t order it.

9. Upload documents if you answered “Yes” to any question other than “Are you familiar with the Texas Pawnshop Act and all rules promulgated thereunder?”

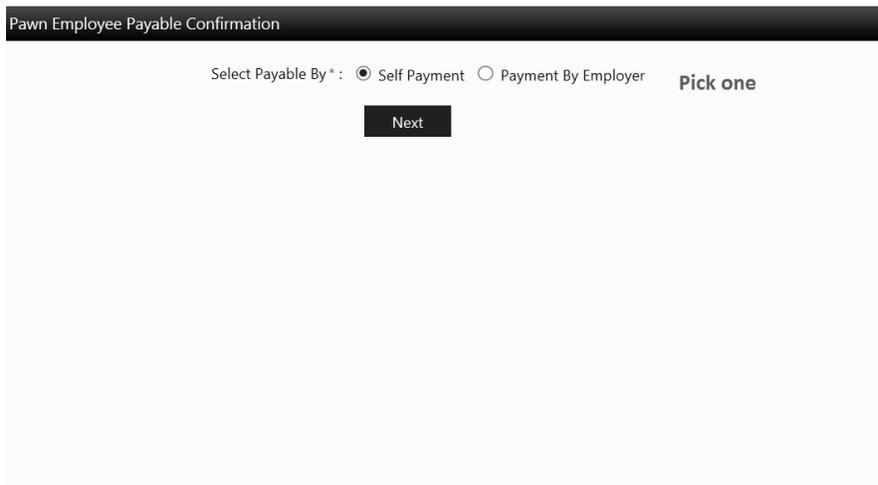


The screenshot shows a document upload interface. At the top, there is a dropdown menu labeled "Select Document Type*" with a "--Select--" option, followed by a "1." label. Below it, there is an "Attach Document*" section with a "Select..." button labeled "2." and an "Upload" button labeled "3.". Underneath is a "Document Details" section with a table header containing "Document Type Name" and "Name". The table body shows "No records to display." and a pagination bar with "Displaying items 0 - 0 of 0". At the bottom of the table are "Next" and "Cancel" buttons, with a "4." label below them.

Upload as many documents as needed. Once complete, verify document name shows in Document Details and click next.

On next Screen: Payment:

10. Select appropriate choice (self pay or payment by employer) and click “next”.



The screenshot shows a payment selection interface. At the top, there is a header "Pawn Employee Payable Confirmation". Below it, there is a "Select Payable By*" section with two radio buttons: "Self Payment" (selected) and "Payment By Employer". To the right of these buttons is the text "Pick one". Below this section is a "Next" button.

11. Pay: If you have chosen self pay.

If you have selected payment by employer, the OCCC has not received your application. Your employer may log in to pay for the application. Only after payment will the application be considered received by OCCC.

12. Check Notifications for fingerprint form

- Check your email and notifications regularly.
- Your notifications will have your fingerprint form immediately.
- You may continue work as a pawnbroker until licensed or denied.

To check the status of your application:

log in to your account and check the tabs in your dashboard.

Received, In review, and Pending all mean the same thing: Your application is awaiting review or a final decision. If you have a notification, please respond as appropriate.

Example: If you have a fingerprint form in your notifications tab, follow the instructions to have your fingerprint appointment after you check with your employer on company procedures.

Approved means you are licensed. You can print your license under the “Manage My Business” tab. We will also mail a copy of the license to your company. How often we print licenses varies.

Withdrawn means your employer informed us you no longer work for them. Your application is no longer being reviewed. If you work for another pawnshop in the future, you will need to re-apply.

Denied means your application for a license was denied. This status will not come without notice. You and your employer will receive a certified letter well in advance of this status alerting you to the possibility of denial. The certified letter will give you the option to appeal, and request a hearing.