



2601 N Lamar Blvd  
 Austin, TX 78705  
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# Application for Pawnshop Employee License

TEXAS OFFICE OF CONSUMER CREDIT COMMISSIONER

**A \$25 licensee fee payment must accompany this application**

Pawnshop Where Employed \_\_\_\_\_  
 Pawnshop Master File Number \_\_\_\_\_ Date of Hire \_\_\_\_\_  
 Pawnshop Phone Number \_\_\_\_\_  
 Pawnshop Fax Number \_\_\_\_\_  
 Contact Email for Employee \_\_\_\_\_  
 Contact Email for Manager \_\_\_\_\_

*All sections of the application must be completed.*

**Return completed application and \$25 to:**

**Office of Consumer Credit Commissioner  
 2601 N Lamar Blvd, Austin TX 78705**

Applicant's **LEGAL** Name \_\_\_\_\_  
 Last First Maiden

Date of Birth \_\_\_\_\_ Place of Birth (city & state) \_\_\_\_\_ Citizenship (country) \_\_\_\_\_

Sex: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**RESIDENCE-Last FIVE Years** (beginning with current address) **Do not leave any gaps in time. Include at least 5 years.**

	Month	Year	Street Address	City	State	Zip	Owned
From							Yes
To	Present	Present					No
From							Yes
To							No
From							Yes
To							No
From							Yes
To							No
From							Yes
To							No
From							Yes
To							No

**OCCUPATION-Last FIVE Years. Do not leave any gaps in time. Include time as a student, unemployed, as retired.** List every service as officer or director of any corporation, ownership of 10% or more of stock in any corporation, and ownership as sole proprietor or partner of any business.

	Month	Year	Full Name of Company	Complete Address for place of employment	Position and Duties Type of Business If Not Apparent
From					
To	Present	Present			
From					
To					
From					
To					
From					
To					
From					
To					

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 512-936-7622 or [public.information@occc.texas.gov](mailto:public.information@occc.texas.gov).

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.

**FALSE OR MATERIALLY INCOMPLETE ANSWERS ARE GROUNDS FOR DENIAL.**

YES NO

1(a) Are you familiar with the Texas Pawnshop Act and its implementing rules?

1(b) Have you previously held a Texas Pawnshop Employee License?

If "Yes", provide previous license number \_\_\_\_\_

If you answer "Yes" to any of the below questions, you MUST attach a full statement of the facts explaining why you answered "Yes".

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. Other than listed in the employment history above?  YES  NO
- b. Any organization which was refused a license, withdrew an application to avoid refusal, had its license or permit suspended, canceled, or revoked by any authority?  YES  NO
- c. Or any other organization which was the subject of bankruptcy, insolvency, or receivership?  YES  NO

3. **The next three 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 each 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 in which a judge ordered information about the incident to be removed from police and court files (expungement).**

You are NOT required to disclose class C traffic violations.

- a. Have you ever been arrested?  YES  NO
  - b. Have you ever been charged, indicted, or convicted regarding a violation of any law?  YES  NO
  - c. Do you have any outstanding warrants for your arrest?  YES  NO
4. Have you ever been a defendant in a civil court action or administrative proceeding other than divorce, condemnation, or personal injury?  YES  NO
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)?  YES  NO
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?  YES  NO
7. Were you dishonorably discharged from the U.S. Armed Forces?  YES  NO
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?  YES  NO

By signing 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.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Full Name of Individual (Typed or Printed)

Procedures for obtaining a copy of FBI criminal history record are set forth in Title 26, Code of Federal Regulations (CFR), Section 16.30 through 16.33, or go to the FBI website at <http://www.fbi.gov/about-us/cjis/background-checks>.