



Rafael Medina III
Chief of Police

Wethersfield Police Department

250 Silas Deane Highway
Wethersfield, CT 06109



Tel 860 721-2900
Fax 860 721-2210

PAWN SHOP/SECONDHAND DEALER EMPLOYEE APPLICATION

Employee Full Name:

Date:

Home Address:

Number Street, City/Town, State, Zip:

Contact Phone: () –

Business Phone: () –

List any other places of residence during the the past (5) years:

- 1.
- 2.
- 3.

Date of Birth: / /

Driver's License Number/State:

Social Security Number:

Place of Birth:

Criminal History-List all crimes if applicable in which you have been convicted on a separate sheet of paper, or on the back of this application.

Name of Business:

Business Address:

Number Street, City/Town, State, Zip:



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Requirements

1. All employees shall submit colored photocopies of the following documents at the time of their application:

- (a) Current driver's license;
- (b) One (1) "ORIGINAL" current passport-size photograph. NO CROPPING of regular-size photographs.

2. All employees are also required to submit to a state and national criminal history check and complete the employee application. His/her fingerprints must be taken at the Wethersfield Police Department only. The cost of the background investigation is **\$75.00**. This fee must be paid only with cash, a money order or bank check. In the event the employee is denied, this fee is non-refundable.

3. All employees of a licensed pawnbroker, secondhand dealer, or precious metals, gemstone, or coins dealer are required to follow the policies of the Wethersfield Police Department and shall comply with all regulations and requirements contained in the Connecticut General Statutes.

Endorsement

I hereby certify that the information provided is true and accurate. I fully understand that if I intentionally make a statement that is untrue and which is intended to mislead a public servant in the performance of his or her official function, I will be in violation of Section 53a-157b of the Connecticut General Statutes for False Statement and may be subject to arrest.



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Date:

Signature of Applicant: _____
(Must be signed in the presence of a Notary Public)

Subscribed and sworn to before me this ____ day of _____, 20____ ,
in accordance with the Connecticut General Statutes.

Signature of Notary Public: _____

Print Name of Notary Public: _____

My Commission Expires:

***** POLICE USE ONLY *****

Approved: Yes No

Date:

Signature of Chief of Police or Designee

Print Name of Chief of Police or Designee



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FINGERPRINT INSTRUCTIONS

STEP NO.1: Fill out the application completely and accurately. Any falsehoods, misrepresentations, or material omissions may be cause for rejection of the application. The application must be notarized in the appropriate section. (Include a working cell phone number on the application).

STEP NO.2: When your application is completed, go to the state pre-registration website (<https://ct.flexcheck.us.idemia.io/CCHRSPreEnroll>) (Service Code: 8DBC-412F), and await your necessary barcode to be emailed to you. Then go to the town of Wethersfield website to schedule your appointment to be fingerprinted on the specified dates and at the specified times. At the time of your fingerprinting, you must submit (a) your completed application; (b) a check or money order in the amount of \$75.00 made payable to the 'Town of Wethersfield'; (c) proof of citizenship (i.e.: birth certificate, or passport – not expired); (d) resident alien card or naturalization certificate if applicable; (e) Valid Connecticut Residence Identification (i.e.: driver's license).

STEP NO.3: Once your fingerprints have been checked by the Wethersfield Police, the State Police, and the FBI, and your application file has been evaluated a member of the Wethersfield Police Department will contact you or your supervisor.

NOTE:

Fingerprinting Hours Are Below.

An appointment **MUST BE MADE IN ADVANCE!**

Tuesday 9:00 am – 10:00 am

Thursday 1:00 pm – 2:00 pm

1. Go to the Town of Wethersfield website (www.wethersfieldct.gov)
2. Under Key Links (in blue on the right of the screen) select Police.
3. Under Additional Links (center of the screen) select Services.
4. Under Services they go all the way to the bottom and read the information for fingerprints. The link for scheduling is in this information.